

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING MINUTES
OF 1-26-06

The meeting was called to order by the Health Officer, Duke E. Anderson, at approximately 9:00 a.m. in the Coldwater office with the following members present:

Monte Bordner, Ken Lautzenheiser, Rod Olney, Dale Swift, Brad Densmore, David Pueschel, and Robin Baker.

Also present: Maureen Petzko, Jennie Sholly, Laura Sutter, Donna Cowden, John Robertson, Steven Betterly and Michael Dunlap.

Mr. Anderson proceeded with introductions of those in attendance.

Mr. Swift moved to adopt the **By-Laws for 2006** with minor corrections supported by Mr. Densmore. The motion carried.

Nominations for 2006 Chairperson – each year the Chair rotates from county to county and this year it is Hillsdale's turn and Vice Chair should be from Branch County. Mr. Olney nominated Ken Lautzenheiser for **Chairperson** supported by Mr. Bordner. With no further nominations the motion carried.

Mr. Lautzenheiser at this time took the Chair but gave the honor of running the meeting to Mr. Bordner one last time since he announced that he would be leaving the Health Board to pursue other issues in St. Joseph County. His replacement for this Board will be assigned to Michael Dunlap who was present as well.

Mr. Olney moved to nominate Mr. Swift for **Vice Chairperson** supported by Mr. Bordner. With no further nominations to be heard the motion carried.

Committee Assignments were made as follows:

Program, Policy and Appeals Committee:

Members: Baker, Swift and Dunlap

Finance Committee:

Members: Densmore, Olney and Pueschel

Mr. Lautzenheiser moved to **approve the agenda** as presented with support from Mr. Densmore. The motion carried.

Mr. Densmore moved to **approve the minutes** from previous meeting supported by Mr. Baker. The motion carried.

Communication

The **Health Officer's Report** was distributed by Mr. Anderson at this time. Updates on the County Health Plan were discussed. Duke advised the members that on February 1, the Branch-Hillsdale-St. Joseph Health Plan will begin taking applications for local citizens (ages 19-64) that are interested in enrolling in the Plan B part of the Health Plan. As you may recall this past December 1, the Plan A part of the Health Plan became operational. Plan A is designed to provide a health benefit for persons at or below 35% of poverty level. Plan B is designed to provide an individual between 50%-150% of poverty level with a basic health benefit and an assignment to a primary care physician who is participating in the Health Plan. Plan B covered health services include: primary care office visits, specialty care office visits, outpatient hospital visits, outpatient laboratory, outpatient radiology, pharmacy, and urgent care visits. Plan B does not cover inpatient hospitalization, emergency room services or ambulance services. The Health Plan has included 600 openings in the budget for Plan B in the first year of operation. Plan B enrollment will be done by our own agency staff in all four offices.

School Vision and Hearing Services – In Fiscal 2006, the State of Michigan has reduced funding to local health departments to provide school vision and hearing screening services as mandated. The Governor's original budget has eliminated all funding for these services. It was only due to the diligence of the members of the State House and State Senate that one half of the budget line was restored.

Michigan Local Public Health Accreditation Program – On January 30 top management and Duke Anderson will be meeting with the Accreditation staff at their office in Okemos to review the processes and procedures of our upcoming accreditation review the week of April 3. We have been submitting questions and concerns regarding the upcoming review to the Accreditation staff in advance to help make the meeting productive. At this meeting we want to assure that a post-review summary is provided to the Board as soon as possible after the accreditation.

Mr. Lautzenheiser moved to accept the Health Officer's report as presented supported by Mr. Densmore. The motion carried.

The **Financial Reports** were reviewed next by Donna Cowden. Discussion took place and Mr. Olney moved to accept the reports for November and December as presented supported by Mr. Densmore. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, gave her report to the members present. Discussion took place regarding the Southwest Michigan Single Point of Entry Proposal. Mr. Lautzenheiser moved to accept the proposal with support from Mr. Swift. The motion carried.

Laura Sutter, Coordinator, presented next the Area Agency on Aging Volunteer Reimbursement Policy and Mr. Pueschel moved to approve the policy supported by Densmore. The motion carried.

Prevention Services – Jennie Sholly, Director of Prevention Services, reviewed with the members present the monthly statistics and her monthly update. Mr. Densmore moved to accept the reports with support from Mr. Swift. The motion carried

Community Health Promotion – John Robertson, Director of Community Health Promotion, presented his monthly reports to the members present. John Robertson gave an overall Weekly Influenza Activity Estimates Reported by State and Territorial Epidemiologists as well as a county by county (Branch-Hillsdale-St. Joseph) flu activity report.

Environmental Health - Steve Todd, Director of Environmental Health, is on vacation so Duke Anderson presented the monthly reports. Mr. Lautzenheiser moved to accept and approve the reports supported by Mr. Pueschel. The motion carried.

Committee Reports

Finance – Mr. Olney moved to accept and approve for payment the expenditures presented with support from Mr. Densmore. The motion carried.

Program, Policy and Appeals – nothing to report this month

Old Business

Nothing this month

New Business

Travel Reimbursement Rate was up next for discussion. Mr. Densmore moved to approve the increase to .44 per mile and authorize the Branch-Hillsdale-St. Joseph Community Health Agency to change the reimbursement rate recommended by the IRS supported by Mr. Densmore. The motion carried.

Environmental Health Fee Increases were discussed by the members present. The Special Transitory Food Unit category shows a \$3.00 increase in the license fee schedule. These units are unusually food trailers that are seen at festivals or fairs. This category of food license is the only license fee which we collect that is set by the Michigan Department of Agriculture. This year the Michigan Department of Agriculture has increased the special transitory food unit license fee. The 2006 fee will be \$97 plus the state's surcharge fee of \$38.00 for a total of \$135. If the proposed fee increase is not approved we will be issuing licenses this year at a \$3.00 loss per license. There are a total of 34 special transitory food units in our three counties. Mr. Swift moved to approve the increase supported by Mr. Densmore. The motion carried.

The Agreement between the Branch-Hillsdale-St. Joseph Community Health Agency and United Way was discussed. Mr. Lautzenheiser moved to approve the proposed agreement with support from Mr. Swift. The motion carried.

A fee for New Vaccines was presented next. Discussion took place it was moved by Mr. Densmore to approve the new vaccine proposed fee increases but to not approve at this time the Breast and Cervical Cancer Screening Program fee increases until such time that more information is gathered and presented. The motion was supported by Mr. Baker. The motion carried.

A Resolution was presented next to the members for approval regarding the **Plan of Organization for the 2006** Accreditation Process. Duke Anderson presented the draft of the Plan for the members to review. Mr. Olney moved to adopt the Resolution with a roll call vote as such:

Mr. Olney	yes
Mr. Baker	yes
Mr. Densmore	yes
Mr. Pueschel	yes
Mr. Bordner	yes
Mr. Lautzenheiser	yes
Mr. Swift	yes

The motion carried.

With no further business to be conducted the meeting was adjourned. **The next meeting will be on February 23, 2006, at 9:00 a.m. in the Coldwater office.**

Respectfully Submitted by:
Maureen Petzko, BA
Secretary to the Board of Health