

**Branch-Hillsdale-St. Joseph  
Community Health Agency  
Minutes of  
Board of Health meeting  
8-23-07**

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by the Chairperson, Dale Swift, with the following members present:

David Pueschel, Al Ringenberg, Mike Dunlap, Ken Lautzenheiser, Robin Baker, and Rod Olney

Also present: Steve Todd, Maureen Petzko, Donna Cowden, Dr. Phillips, Jennie Sholly, Laura Sutter, Rebecca Burns, John Robertson and Steve Betterly.

Mr. Dunlap moved to approve the Agenda as presented with support from Mr. Pueschel. Additions to the agenda for discussion were Dr. Phillips, Resolution discussion and Executive Session for a personnel matter. The motion carried.

Mr. Dunlap moved to approve the minutes from the previous meeting with support from Mr. Olney. The motion carried.

**Under Public Comment** – Dr. Phillips addressed the members present in a discussion of a proposed Public Health Foundation. The purpose would be to provide funding for public health programs requested by the local health department and approved by an advisory board of public health foundation to protect and preserve the health of the community. Talk of an adhoc committee forum with perhaps three members consisting of Steve Todd, Mike Dunlap and Dr. Phillips was discussed. More information will follow.

**Communications**

Health Officer's by Steve Todd consisted of recent information on Rabies. Steve Todd reported that in the past three weeks our agency has received a large number of calls relating to human exposures to bats. These exposures' were in private homes within each of our three counties. Bats had gained entrance to the bedrooms of sleeping family members, creating the possibility of rabies being transmitted by a bite. As of August 20<sup>th</sup> over 117 bats have tested positive for rabies in the state of Michigan. This is compared to 39 positive bats in 2006. For the month of August our agency has submitted over 28 bats for testing and 5 bats tested positive for rabies. As a result of these exposures, 4 children and 2 adults have received rabies vaccine treatment. The cost for the vaccine is expensive. Various methods have been used by our staff to make the rabies vaccine treatment available to those unable to afford treatment.

Emergency Preparedness Planning – our agency is nearing the end of a year long funding grant that we received from St. Joseph United Way. The funding was given by a company in Sturgis that wanted the business community to prepare themselves for a flu epidemic. We were asked to develop a program and we have been training businesses in St. Joseph County to plan for many hazards in addition to flu epidemic. Approximately 40 businesses and over 600 individuals have received our planning material over the past year.

Other agency items were also mentioned such as the proposed 2007-08 agency budget. This proposed budget will be presented at the next regularly scheduled Board meeting.

**Financial Reports** – Donna Cowden reviewed with the members present the financial reports. Mr. Lautzenheiser moved to accept and place on file with support from Mr. Dunlap. The motion carried.

**Area Agency on Aging** – Laura Sutter gave her Senior Service Coordinator Report to the members present. Laura expressed her appreciation to Steve, Donna and all the area agency and Long Term Care Connection staff for their time, patience and extra efforts during her absence.

Michigan Commission on Services to the Agency approved our agency's Area Implementation Plan for the fiscal year 2007-2008 as it was presented to them at their August 17, 2007 meeting.

**Prevention Services** – The monthly statistics were reviewed with the members present and Jennie Sholly also gave the updates.

**Community Health Promotion** – The monthly statistics were also reviewed by John Robertson with those present.

**Environmental Health** – Rebecca Burns reviewed the monthly statistics with the members present as well as the food service report.

### **Committee Reports**

Finance Committee – a motion to approve and pay the expenditures was made by Mr. Olney and supported by Mr. Lautzenheiser. The motion carried.

**Program, Policy and Appeals** – Steve Todd advised the members present that the committees needed to meet before the next meeting to discuss and review the proposed 2007-08 budget. A committee meeting was set for 9-14-07 at 9:00 a.m. in the conference room in the Coldwater office.

**Old Business** – A resolution by request of the Board members at the July Board meeting was reviewed. The Resolution states the need to maintain funds for the health Michigan Fund to improve the health of the citizens of this state of Michigan. This will be

forwarded onto MAC, County Boards of Health, Health Departments within our state, Governor and other entities.

**New Business** – Recognition for Non-Smoking Establishments were discussed and certificates will be issued to those establishments. It was moved to have the Chairman of the Board sign each certificate by Mr. Dunlap and supported by Mr. Lautzenheiser. The motion carried.

The proposed 2008 Salary Scale was presented to the Board members and reviewed at this time. Mr. Lautzenheiser moved to approve supported by Mr. Dunlap. The motion carried.

Mr. Dunlap moved at this time to go into Executive Session for a personnel issue supported by Mr. Olney. The motion carried by a vote roll call.

Mr. Ringenberg moved to reconvene the meeting supported by Mr. Dunlap. The motion carried.

The Board members reviewed the proposed contract for the Health Officer and it was moved by Mr. Olney to accept the proposed contract with a minor change in the wording as proposed supported by Mr. Baker. The motion carried.

With no further business to be discussed Mr. Dunlap moved to adjourn the meeting supported by Mr. Ringenberg. The motion carried.

Next Board of Health meeting will be on the 27<sup>th</sup> of September, 2007 at 9:00 a.m. in the conference room in the Coldwater office.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board