

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES OF  
6-28-07

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, John Robertson, Dr. Phillips, and Steve Betterly.

Absent: Rebecca Burns, Laura Sutter, and Jennie Sholly

Mike Dunlap moved to approve the Agenda as presented with one addition supported by Mr. Pueschel. The motion carried.

Mr. Lautzenheiser moved to approve the minutes from the previous meeting as prepared supported by Mr. Dunlap. The motion carried.

Under Public comment – nothing

Presentation from Sharon Gire, Office of Services to the Aging, to the Board members present was next on the agenda. Introduction of Area Agency on Aging and Single Point of Entry staff was also done at this time.

Under Communications

Health Officer's Report – Steve Todd gave updates on Southern Michigan Diabetes Outreach Network (SODON) – Education services on diabetes is provided by SODON to a 10 county region of the State. The SODON program is a special program that we host for the State. Currently the program is housed in a building that we lease located east of Meijer's on U.S. 12. The officials that we met with were very pleased with the outreach work that is being provided by the SODON staff. Michelle Liska coordinates the program and is supervised by John Robertson.

Family Planning – Steve has recently sent an advisory letter to staff working in our family planning program informing them that reduction in hours and possible layoffs may occur when we end our Title X Family Planning Program September 30<sup>th</sup>. We held a meeting in each of our four offices with most of the staff that will be affected by this change. The purpose of these meetings were so that staff from Planned Parenthood could meet and hear questions from our staff regarding the transition of the Family Planning

Program. There are still many details that will be worked out so that a smooth transition for our clients can occur.

#### Emergency Preparedness Tabletop Drill

Last Monday Dr. Phillips, John Robertson, Jim Cook and Steve Todd traveled to Ingham County Health Department for a tabletop exercise drill with Health Departments from Region One. One very unique purpose of this drill was that it was geared especially for the Health Officers and Medical Officers. The exercise was very effective in exposing the need for Health Departments to think regionally as well as by the local health department jurisdiction.

#### Agency Items

The Health Prevention department is already making arrangements for flu clinics for this fall. Coordination has started with Senior Centers in our counties. We are investigating restarting a travel immunization clinic in at least one of our counties. Our Health Promotion department is discussing methods by which we can publicly acknowledge our restaurants that aren't 100% Smoke Free. Our Environmental Health Department is investigating a permit program whereby we would more closely monitor specially designed septic systems. These systems are being proposed more frequently to solve problematic residential lots.

Mr. Dunlap moved to accept and place on file the Health Officer's Report supported by Mr. Pueschel. The motion carried.

The Financial Reports were reviewed with the Board members presented by Donna Cowden. Mr. Pueschel moved to accept and place on file the reports supported by Mr. Baker. The motion carried.

Area Agency on Aging – Steve Todd reviewed the Coordinator's Report with the board members present.

Prevention Services – Steve Todd reviewed the Coordinator's Update together with the Service Statistics Report.

Community Health Promotion- John Robertson reviewed the monthly statistics with the Board members present.

Environmental Health – Steve Todd reviewed the monthly service statistics with the members present together with the Food Service Report

Mr. Baker mentioned a recent meeting attended by him and Steve Todd regarding the problem with salt in the water in the Village of Leonidas.

#### Committee Reports

The Finance Committee reviewed the expenditures submitted for payment and it was moved by Mr. Pueschel to accept and pay supported by Mr. Dunlap. The motion carried.

Old Business

Nothing at this time

New Business

It was moved by Mr. Lautzenheiser to go into Executive Session (personnel matters) supported by Mr. Dunlap. Roll call vote was taken and it was unanimous.

Meeting reconvened. At this time Mr. Ringenberg moved to deny after careful review the grievance submitted by an employee. Mr. Pueschel supported the motion. The motion carried.

Next on the agenda was the Dental Clinic Agreement. Discussion followed and it was moved by Mr. Baker that the Board of Health authorize the Health Officer to enter into an agreement for a dental clinic. Support came from Mr. Dunlap. The motion carried.

Mr. Dunlap moved to authorize the Health Officer to enter into a sub-lease agreement with the Three Rivers Area Hospital for the space to operate the Dental clinic. Mr. Ringenberg supported the motion. The motion carried.

With no further business to be discussed, the meeting was adjourned. The next meeting will be on July 26<sup>th</sup> at 9:00 a.m. in the Coldwater office.

Respectfully Submitted by:

Maureen Petzko, BA  
Secretary to the Board of Health