

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES  
OF 3-23-07

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by the Vice-chairperson, Dave Pueschel, at approximately 9:00 a.m. with the following members present:

Rod Olney, Robin Baker, Al Ringenberg, Michael Dunlap

Absent: Dale Swift and Ken Lautzenheiser

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

Mr. Dunlap moved to approve the agenda as presented with support from Mr. Olney. The motion carried.

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

There was no public comment at this time. Under communication was the following:

Health Officer's Report – Steve Todd advised the members present of the recent events of the Family Planning Program. Discussion is under way regarding options for the transition of the Family Planning Program to Planned Parenthood. The Title X Grant that we received to operate our current Family Planning Program will end at the end of September. Planned Parenthood was awarded the grant to provide services under the guidelines of Title X. One option that is being considered is for Planned Parenthood to rent space within our buildings. Having the service offered in our building would be a benefit to our patients as they would be coming to the same location to which they are accustomed.

Bronson School Flu Investigation – Last week this department conducted an on site investigation at the Bronson High School after being notified of a high absentee rate. The Agency made use of the outbreak investigation team and conducted inspections, interviews and testing to determine if there was a central cause for the high absentee rate and if so, what control measure should be employed. Based on the investigation it was determined that a combination of the seasonal flu, colds, and other usual ailments most probably led to the high absentee rate.

Dental Clinics – the update on this is that we have been provided with a draft of the lease and contract agreement that we will need to enter into if we are going to proceed with the Three Rivers Public Health dental location. Due to the uncertainty with the state budget and the financial commitment of this Agency, I'm recommending that plans for additional dental clinics within our three counties are placed on hold until such time a determination of success can be measured at the Three Rivers clinic.

Just a reminder that the April 26<sup>th</sup> meeting will start at 8:00 a.m. and the Strategic Planning session will follow. Mr. Olney moved to accept and place on file the Health Officer's Report supported by Mr. Dunlap. The motion carried.

#### Financial Reports

Donna Cowden, Director of Finance, reviewed the financial reports with the members present. It was noted that the Branch County Treasurer failed to transfer monies in a timely fashion (30 days late). Mr. Dunlap moved to approve the reports as prepared and presented with support from Mr. Baker. The motion carried.

#### Area Agency on Aging

Laura Sutter, Coordinator reviewed her monthly report with the members present. Laura Sutter advised the members of a letter received from the Michigan Office of Services to the Aging dated March 16, 2007, regarding the fiscal year 2006 Program Outcome Assessment which contained no findings or recommendations made.

#### Prevention Services

Jennie Sholly reviewed the monthly statistical reports with the members present together with her updates.

#### Community Health Promotion

John Robertson reviewed the monthly statistics with the members present.

#### Environmental Health Services

Rebecca Burns reviewed the Service Statistics report, Food Service report and the Food Service Certificates of Excellence with the members present. Mr. Dunlap moved to approve the list of Food Services that will be presented with a Certificate of Excellence supported by Mr. Baker. The motion carried.

#### Committee Reports

Finance – the expenditures submitted were reviewed and approved for payment by Mr. Olney in the amount of \$234,217.14 supported by Mr. Dunlap. The motion carried. Mr. Dunlap advised the Board that the Finance Committee met on March 16, 2007, to discuss the following:

- Lease proposals and cost estimates for the dental clinic in Three Rivers.
- Agency liability regarding employment termination

Budget issues including a staff reduction in the Sturgis office due to budget Restraints regarding 2 employees who left and will not be replaced at the present time.

Administrative compensation was reviewed and determined to be in keeping with area rates and job descriptions. The present compensation salary scale established by Mr. Anderson will be maintained.

The final issue was the possible inclusion of independent title 10 contractors in our health department buildings.

Program, Policy and Appeals - nothing at this time

Old Business

Nothing at this time

New Business

Proposed Fee Increases were introduced to the members present. Mr. Dunlap moved to approve as presented with support from Mr. Baker. The motion carried.

Budget Amendment was next on the agenda. Donna Cowden highlighted the items that required submitting an amendment to the budget. Discussion followed and it was moved to approve the budget amendment as a whole in the amount of \$7,564,327.00 by Mr. Dunlap with support from Mr. Olney. The motion carried.

With no further business to discuss the meeting was adjourned noting the next meeting in April will begin at 8:00 a.m. with the strategic planning meeting to follow.

Respectfully Submitted:

Maureen Petzko, BA  
Secretary to the Board of Health