

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES OF  
MAY 24, 2007

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:

Robin Baker, David Pueschel, Al Ringenberg, Mike Dunlap, Ken Lautzenheiser

Absent: Rod Olney

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

Mr. Dunlap moved to approve the Agenda as presented with one agenda item deleted. Mr. Pueschel supported the motion. The motion carried.

Mr. Pueschel moved to approve the minutes from the previous meeting with support from Mr. Baker. The motion carried.

Under public comment – there was nothing at this time

Jean Chabut from the Michigan Department of Community Health presented an Accreditation Certificate to our Board of Health members and the Health Officer. The Chairperson, Dale Swift, congratulated staff and thanked them for all their hard work.

Under Communication the Health Officer, Steve Todd, presented his report to the Board members present. Updates on the following: Michigan Cancer Consortium, Funding Reductions, Beef Recall and Family Planning. Steve Todd also advised the Board members of our agency's participation in honoring those fallen heroes by flying our flag at half staff and also posting the information of the soldier upon our entrance doors.

Steve at this time introduced Mark Pawlowski representing Planned Parenthood to those present. Steve advised the members that our agency has received a request from Planned Parenthood to enter into a lease agreement for the use of our family planning clinic space in Hillsdale, Coldwater, Sturgis and Three Rivers. Having the continuation of family planning services available in our offices will benefit our clients and the other programs that our agency currently offers. Discussion followed and Mr. Lautzenheiser moved to approve entering into an agreement with the Planned Parenthood for space lease within our current buildings as proposed with support from Mr. Dunlap. Roll call vote was taken and it was as follows:

Mr. Swift	yes
Mr. Lautzenheiser	yes
Mr. Dunlap	yes
Mr. Baker	yes
Mr. Ringenberg	yes
Mr. Pueschel	no

The motion carried.

The Financial Reports were reviewed with the Board members present by Donna Cowden. Discussion followed and it was then moved by Mr. Dunlap to accept and place on file the reports supported by Mr. Pueschel. The motion carried.

#### Area Agency on Aging

Laura Sutter gave her Coordinator report to the Board members present. The funding Adjustment FY2006-07 was discussed and it was moved by Lautzenheiser to approve same with support from Mr. Pueschel. The motion carried.

A draft for fiscal year 2008 AIP was reviewed and discussed by the members present. Mr. Dunlap moved to approve the draft plan as presented with support from Mr. Pueschel. The motion carried.

Laura Sutter also introduced Mark Smith to the Board members – a new employee of the program.

#### Prevention Services

Jennie Sholly, Director, reviewed the monthly statistics with the members present. Also reviewed were the recent updates within the programs.

#### Community Health Promotion

John Robertson, Director, reviewed his monthly statistics with the members present.

#### Environmental Health

Rebecca Burns, Director, reviewed the monthly statistics with the members present. The Food Service Report with the members present. Rebecca also discussed the power outage on May 15 which affected the area of Mendon and Centreville.

#### Committee Reports

The Finance Committee reviewed the expenditures submitted for payment. Mr. Pueschel moved to approve the expenditures in the amount of \$231,886.23 supported by Dunlap. The motion carried.

Program, Policy and Appeals Committee – nothing this month

Old Business

The Tri-county conference that was recently held was very informative and a step in the right direction – would like to see this conference scheduled on a yearly basis.

New Business

The amendment#2 Budget was reviewed and discussed. Mr. Dunlap moved to approve the #2 amendment to the Community Health Agency Budget (total dollars) with support from Mr. Pueschel. The motion carried.

With no further business to discuss Mr. Dunlap moved to adjourn the meeting supported by Mr. Baker. The motion carried.

Next meeting scheduled for June 28<sup>th</sup> at 9:00 a.m.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board