

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY BOARD OF HEALTH
MINUTES FROM THE DECEMBER 4, 2008 MEETING

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

Dale Swift, Al Ringenberg, Rod Olney, Robin Baker, Ken Lautzenheiser

Also Present: Steve Betterly, Steve Todd, Maureen Petzko, Donna Cowden, Jennie Sholly, John Robertson, Laura Sutter and Bruce Caswell.

Absent: Dave Pueschel, Rebecca Burns

Mr. Baker moved to approve the agenda as presented with support from Mr. Swift. The motion carried.

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

A certificate of appreciation was awarded to Representative Bruce Caswell.

Steve Todd reviewed the Health Officer's Report.

Rabies – Late on a Thursday night in October by means of our after hours answering service. Jennie was contacted by the Sturgis Hospital emergency room regarding an 11 month old child that had been bitten by a bat. The child's father had observed the bat on the child's head and there were bite marks on the back of the head and ears. The bat was captured by the father and we sent it to Lansing for testing. The child was immediately started on treatments to prevent rabies. The bat tested positive for rabies several days later. Steve brought this to their attention because of a recent news item from Missouri. A 55 year old man died from rabies as the result of a bat bite. He did not seek treatment until it was too late. Public Health protects our citizens in less dramatic fashion everyday.

Dental Clinics – 3,104 patients have been seen at the Three Rivers Public Health Dental clinic.

County Allocations – We have been notified by St. Joseph County that the Health Department and the Area Agency on Aging 2008-09 funding allocations requests have been approved.

Final approval of the Agency's 2008-09 funding allocation request from Branch County has not been received. It is expected December 10th. Based on discussions with the administrator from Branch County the Agency's funding request is expected to be approved but the funding request for the AAA in Branch County may not be fully

funded. Therefore, adjustments to the services provided by the Area Agency on Aging in Branch County will need to take place if not fully funded.

Based on the recent budget hearing in Hillsdale County the Agency's 2008-09 funding allocation request will not be approved. The 2007-08 funding level for all Hillsdale County departments is being continued for 2008-09. We will need to determine what adjustments can be made to the operation in our Hillsdale office to compensate. Possible adjustments might involve increasing the permit and license fees in Hillsdale County, seeking a private provider of housekeeping services and increasing rent to the organizations that use our building.

Community Health News – a customized Travel Vaccination clinic was held at our Hillsdale Office for 23 people that will be traveling to Peru. There were many smiling faces even after all the shots.

We evaluated a proposal from Enterprise Fleet Car leasing to determine if we could save money on the Agency's daily travel costs. Based on the cost figures that were provided it appears that our reimbursement of staff for the use of their cars is the more cost effective method. We have received notice from the IRS that as of January 1st the allowable reimbursement rate will be reduced from .58 cents to .55 cents per mile. As outlined in our Personnel Policy the Agency's reimbursement rate will follow the IRS rate.

The Agency's staff accepted the opportunity to contribute to the United Way Fund of their choice through payroll deduction. The total Agency contribution to the 3 United Way Funds saw an increase 4 times the amount that was contributed the prior year.

Mr. Swift moved to approve and place on file the Health Officer's Report with support from Mr. Olney. The motion carried.

Financial Reports – Donna Cowden reviewed with the members present the financial reports as presented. Mr. Olney moved to approve, accept and place on file the reports as prepared with support from Mr. Swift. The motion carried.

Area Agency on Aging- Laura Sutter reviewed her Coordinator's Report with the Board members present.

Prevention Services- Jennie Sholly reviewed the monthly statistics together with the Director's Update report with the members present.

Community Health Promotion – John Robertson reviewed the monthly statistics report with the members present.

Environmental Health – The monthly statistics were reviewed with the members present. The food service report was also reviewed.

Committee Reports –

Finance – The expenditures in the amount of \$227,297.79 were reviewed and approved for payment. The motion was made by Mr. Swift and supported by Mr. Olney. The motion carried.

Program, Policy and Appeals – This committee met prior to the meeting to discuss the Refund Policy for the fees in the Environmental Health Department. The purpose was to establish a uniform procedure for refunds of payments made for all EH services including onsite sewage treatment systems, water well permits and food service establishment license. Discussion followed. Mr. Ringenberg moved to approve the policy as presented with support from Mr. Swift. The motion carried.

Old Business – Nothing at this time

New Business

The Agency Action Plan and the Plan of Organization was presented for the Board members review. Discussion followed and it was noted that these two documents are required for the upcoming Accreditation Program scheduled for agency review in February. The motion to approve as presented was made by Mr. Lautzenheiser and supported by Mr. Ringenberg. The motion carried.

Next on the agenda was the discussion of the Hillsdale Dental clinic facility being proposed on the property adjacent to the Health Department building. Discussion as to whether or not this will be a completely stand alone building or will include space for a new health department. More discussion next month.

With nothing further at this time, the meeting was adjourned. The next meeting will be held on January 22, 2009, at 9:00 a.m.

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to the Board of Health