

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING MINUTES
February 28, 2008

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:

David Pueschel, Al Ringenberg, Ken Lautzenheiser, Rod Olney, Robin Baker and Dale Swift.

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

Mr. Swift moved to approve the agenda as presented with one addition (Recognition of Food Establishments) supported by Mr. Baker. The motion carried.

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

Under Public Comment – there is nothing at this time.

Communication

Audit Report was reviewed by the members of the Board of Health. Aaron Stevens from Abraham & Gaffney presented the findings. Discussion followed and it was moved by Mr. Baker to accept and place on file the Audit Report supported by Mr. Olney. The motion carried.

Health Officer Report – Steve Todd discussed with the members present the following information:

Agency Staff Meetings – Earlier this month we held our yearly “All Staff” meeting in each county. These meetings have been traditionally held in February. During the meeting new employee handbooks, phonebooks and personnel policies were distributed. Certificates are also given at 5 year intervals. Steve also pointed out that since last year there were 20 names that had been removed from the employee phonebook and 10 new ones added.

Members of the Agency are in the process of attending training in Emergency Preparedness. In order to properly function on each County’s Emergency Management team, members of our staff need to have attended courses for ICS 300 and 400. Jim cook, our Emergency Preparedness Coordinator, John Robertson and I are attending a 2 1/2 day Incident Command System training ICS 300/400 combined course in Augusta, MI. Becky Burns will be attending these courses when they are offered in St. Joseph County in March.

Flu and Influenza-like Illness – the highest peak of flu related illnesses so far occurred earlier this month and if it follows the pattern of past flu seasons, it will reach its seasonal peak in March. The CDC has reported influenza is widespread in 49 states. This year's flu vaccine appears to be a 40% match to the type of flu strains that are circulating. The CDC is still recommending that people receive a flu vaccine because it will help reduce the degree of symptoms even though this year's vaccine is not an exact match.

Since the end of January our Agency has made a special effort to encourage people to get a flu vaccine. We have administered 172 doses in our 3 counties. Constantine High School invited us to hold flu shot clinic where we administered 55 shots and 12 TB skin tests. We have been invited back next week.

Dental Clinics – In the 35 days that the three Rivers Dental clinic has been open, 723 patients have been seen. From all indications the clinic shows signs of continue growth as plans for a second dentist are made. As part of our responsibility in the dental clinic project we have been making arrangements for leasing the dental equipment. The lease arrangements have been delayed because additional dental equipment was added during the start up of the clinic. We are now ready to complete the leasing arrangements for the dental equipment. Board approval is needed to complete the dental equipment lease.

Mr. Ringenberg moved to accept and place on file the Health Officer report with support from Mr. Pueschel. The motion carried.

Financial Reports – Donna Cowden reviewed the monthly reports with the Board of Health members. Donna advised the members that a refund check from MMRMA in the amount of \$17,279 would be forthcoming. Donna also discussed the Audit Report and its findings with the Board of Health members. Discussion followed. Mr. Olney moved to accept and place on file the Financial Reports as presented with support from Mr. Swift. The motion carried.

Medical Director Comments were next on the agenda. Dr. Phillips updated the members present.

Are Agency on Aging – Laura Sutter, Coordinator, gave her monthly report.

Prevention Service – Jennie Sholly, Director, gave her monthly report as well as any recent updates.

Community Health Promotion

John Robertson was absent this meeting, but Steve Todd reviewed the monthly statistics with the members present.

Environmental Health – Rebecca Burns reviewed the Service Statistics Report together with the Food Service Report with the members present. Becky also advised the members of the most recent beef recall and what schools within the three counties had such beef. Rebecca also discussed with the members the enforcement of inspections to be completed at concession stands/schools. Rebecca also updated the members on the recent appeals, Creative Institute and the changes in the Food Law taking effect on April 1.

The Board of Health reviewed the food establishments who will be recognized and Mr. Olney moved to approve the list with support from Mr. Pueschel. The motion carried. The certificates will be issued and signed by the Chairperson of the Board of Health.

Committee Reports

Finance Committee -Mr. Olney moved to approve the expenditures presented for payment in the amount of \$356,795.52 with support from Mr. Swift. The motion carried.

Program, Policy and Appeals Committee – nothing at this time

Old Business

Dale Swift gave an update to the members present regarding the ITC Advisory Committee to the members present.

New Business

The proposed Environmental Health Fee Increases were reviewed and discussed. Mr. Baker moved to approve in part the list of increases in fees from the Campground Inspections. The number of inspections show a decrease and it was also advised that the Agency work on a five year plan for small increases supported by Mr. Lautzenheiser. The motion carried.

The proposed United Way in Hillsdale County Proposed Agreement was presented to the members present. Mr. Lautzenheiser move to approve with support from Mr. Swift. The motion carried.

Mr. Pueschel moved to approve the Dental clinic Equipment Lease Agreement and authorize the Health Officer to sign same supported by Mr. Olney. The motion carried.

With no further business to be discussed, the meeting was adjourned.

Respectfully submitted by:

Maureen Petzko, BA
Secretary to the Board of Health