

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES FROM MEETING OF  
JANUARY 24, 2008

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

David Pueschel, Al Ringenberg, Mike Dunlap, Ken Lautzenheiser, Rod Olney and Robin Baker.

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

Mr. Lautzenheiser moved to approve the 2008 Bylaws supported by Mr. Dunlap. The motion carried.

Mr. Lautzenheiser moved to delay the election of chairperson and vice chairperson and the committee assignments to under New Business supported by Mr. Dunlap. The motion carried.

Mr. Baker moved to approve the agenda as presented with two additions under New Business supported by Mr. Pueschel. The motion carried.

Mr. Dunlap moved to approve the minutes of the previous Board meeting supported by Mr. Olney. The motion carried.

Under Public Comment – there was nothing at this time

#### Communication

Health Officer's Report – Steve Todd, Health Officer, reviewed his report with the members present. Highlights were as follows:

Electrical Transmission Line – after our last board meeting Steve received an email regarding the proposed electrical transmission line from a resident of Sherwood, Michigan. The sender expressed his concerns about the health effect and the mental stress placed on the residents of the area. Roger Morganstern, the ITC representative who gave the presentation at our last board meeting, has forwarded copies of letters that have been sent to township boards, county boards and village government in the areas of the proposed transmission line. The letters outline a series of local citizen advisory committee meetings. The purpose of the meetings is to consider citizen issues of the transmission line.

Public Health Dental Clinics – Our Public Health Dental clinic started treating patients on the 7<sup>th</sup> of January. In the 12 days since the clinic opened approximately 175 patients have been seen. Slightly over half of those have been Medicaid patients and the remainder is private pay and has become members of the Southwest Michigan Dental Plan. There is a planned open house for the entire rural health and Dental clinic buildings for January 31 from 4-7 p.m. We are continuing our work on getting a public health dental clinic in Coldwater and Hillsdale.

Smoke Free Workplace – the Michigan Supreme Court is reviewing a smoke free workplace ordinance that was passed by the Northwest Michigan Community Health Agency. The review is to determine whether section 3221 of the public health code amounts to an improper delegation of the legislative authority. It is unknown how this will affect other smoke free workplace regulations that have been passed by other counties. Work on a state wide smoking ban appears to be held up in senate committee.

Flu Vaccine – there is still time this season for the public to receive protection from the flu by getting vaccinated. We have approximately 1000 doses in stock. It is our plan to use this vaccine to achieve the best protection for our residents. I will be suggesting a new fee policy that will be applied to the remaining fly vaccine in stock. The vaccine would be used in a number of flu clinics that would target certain sections of our population. The vaccine will only provide protection if it is used. At this time in the flu season it will take extra work to get the vaccine used. Mr. Dunlap moved to approve the Health Officer's Report supported by Mr. Lautzenheiser. The motion carried.

Financial Reports – Donna Cowden reviewed the financial reports with the members present. She indicated that within the packets are the November and December financial reports. Mr. Olney moved to accept and place on file the two reports supported by Mr. Dunlap. The motion carried. Donna Cowden also advised the Board of Health members that the agency had a good audit and a report will be forthcoming.

Medical Director Comments – Dr. Phillips gave a presentation of health care cost and steps necessary to enact health care reform legislation.

Area Agency on Aging – Laura Sutter, Coordinator, gave the service statistics report to the members present.

Prevention Services – Jennie Sholly, Director, gave her updates to the members present together with review of the monthly statistical reports.

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

Environmental Health – Rebecca Burns, Director, reviewed two monthly statistics with the members present. Two months of the Food Service report was also reviewed. Rebecca also updated the members present on the water sampling done in Leondias and talked about beach water sampling and staff changes.

Committee Reports –

Finance Committee – the expenditures in the amount \$214,154.61 for the month of November were presented for payment by Mr. Olney supported by Mr. Dunlap. The motion carried. The expenditures in the amount of \$279,068.93 for the month of December were reviewed and moved for payment by Mr. Baker supported by Mr. Dunlap. The motion carried.

Program, Policy and Appeals Committee – nothing at this time

Old Business

Steve Todd, Health Officer, discussed with the members present the policy regarding travel reimbursement. The proposed Agency Travel Reimbursement Rate shall be:

Travel Reimbursement Rate for employees, in an effort to adequately compensate agency employees for the use of their cars in the course of agency business. The reimbursement rate shall be the standard mileage rate as set by the IRS each year. However, if the Health Officer determines that there are budgetary concerns of the agency, any increase in the agency's Travel Reimbursement must be postponed until the budgetary concerns have been addressed.

Discussion followed and it was moved to adopt this policy by Mr. Dunlap and supported by Mr. Lautzenheiser. The motion carried.

Mr. Dunlap moved to approve the proposed 2008 Personnel Policies supported by Mr. Olney. The motion carried.

Mr. Lautzenheiser moved to approve the 2008 Employee Handbook and the Supervisor Handbook as prepared with support coming from Mr. Dunlap. The motion carried.

The next item on the agenda under New Business was the discussion of the flu vaccine and cost. Steve Todd advised the members present that we have vaccine left and rather than destroy it at the end of the season – Steve proposed to the Board that we sell it at cost and publicize the reduced cost. Mr. Dunlap moved to accept this proposal with support from Mr. Ringenberg. The motion carried.

Mr. Peuschel moved to nominate Mike Dunlap for the 2008 Chairperson support from Mr. Baker. The nominations were closed and the motion was carried.

Mr. Lautzenheiser moved to nominate Mr. Ringenberg for the 2008 Vice Chairperson supported by Mr. Olney. The nominations were closed and the motion carried.

Selections of committee appointments were also made and as follows:

Finance Committee – Olney, Baker and Lautzenheiser

Program, Policy and Appeals – Swift, Pueschel and Ringenberg

With no further business to be discussed, the meeting was adjourned and the next meeting will be held on February 28, 2008, at 9:00 a.m.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board of Health