BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING MINUTES FROM 6-26-08

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, David Pueschel, Robin Baker, Ken Lautzenheiser and Rod Olney

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

Mr. Olney moved to approve the agenda as presented with three additions (SODON presentation, Cemetery Policy and CHP grant) supported by Mr. Baker. The motion carried.

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

Under Public Comment – nothing at this time

Next on the agenda, the SODON (Diabetes Outreach Network) staff was introduced and gave a brief presentation to the members present.

Communication –
Medical Director's Comments – Dr. Phillips updated the Board of Health members on Pertussis and post partum mothers in the hospital and the new recommendations for this vaccine. Hiking trails in Sturgis and promoting fitness was talked about.

Health Officer's Report – Steve Todd gave updates on:
Communities Wellness and Activity Grant – The rural health section of the Michigan Department of Ccommunity Health has offered a small grant to promote community wellness and increase physical activity on our youth. The grant was offered to the Hillsdale Community Health Center. We have been asked to be one of the coordinating agencies. We have had a preliminary meeting with the Hillsdale ISD, Jonesville and Hillsdale school districts. We will be attempting to gain the participation of all the school districts in Hillsdale County. This project will build on the work that was started during the Wellness summit that we held last October.

Body Art Facilities Inspection – In December of 2007 the state of Michigan enacted Public Act 149. The Act requires that by January 1, 2009, any facility performing tattooing, body piercing or branding must be licensed. Prior to becoming licensed the facility must have a yearly inspection by the local health department. There is no

provision in the act for the State to reimburse the local health department for these inspections. The act does permit us to charge a fee for our inspection. The State is currently working on developing procedures for these inspections. Becky, our Director of Environmental Health is serving on the State's work group developing these procedures. We are uncertain as to the number of facilities that will need inspections or the length of time these inspections will entail.

School Dental Sealant Project – In December of last year we were awarded a grant for a school dental project by the Sturgis Community Area Foundation. Up to this point we were unable to utilize this grant because we did not receive a state grant which was needed to cover a large portion of the project. Through a contact with the dental group that operates our dental clinic in Three Rivers, it now appears that we will be able to undertake the dental sealant and screening project that we had planned. It will start this fall as the Eastwood elementary school in Sturgis, Michigan. If it works as planned it should be able to be duplicated at other elementary schools within our district.

Foreclosure and Utilities Shut – offs – One of the results of the poor economy is the increasing rate of home foreclosures. Not just single family homes but multi-family dwellings. Along with foreclosures is the problem of utilities being turned off for nonpayment. Over the past several weeks we have been working with the City of Hillsdale to solve a public health problem involving tenants living in an apartment house without water. I have been in contact with the cities in our counties to determine how procedures can be established to deal with these pending health problems before they occur.

Employee Mileage Reimbursement – At the January 2008 Board of Health meeting the following "Travel Reimbursement Rate" policy was approved. "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 within the agency, any increase in the agency's travel reimbursement must be postponed until the budgetary concerns have been addressed." This week the IRS announced that as of July 1, 2008 the standard mileage rate would be increased to 58.5 cents per mile. After review of the budget and in an effort to compensate the staff of this Agency for the good work that they are doing, I am recommending that our mileage reimbursement rate be increased to 58.5 cents per business mile. I will also be requesting that all staff make the most efficient use of all miles driven and to use the telephone or our video conferencing equipment to reduce miles driven each month.

Flag Lowered to Half Staff – As ordered by the Governor, the flag at this building is being flown at half-staff in honor of navy Petty Officer First Class Ross L. Toles III from Davison, Michigan. As we celebrate the birth of this country on July 4th it is because of men and women like Petty Officer Toles that we are able to enjoy our nation and our communities. Please join me by proudly wearing the symbol of our country.

Mr. Swift moved to accept and place on file the Health Officer's Report as submitted supported by Mr. Olney. The motion carried.

Financial Reports – Donna Cowden, Director of Finance, reviewed the financial reports with the Board members. Mr. Swift moved to approve the reports submitted and supported by Mr. Olney. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator reviewed her monthly report with the members present. Also, the final draft FY2009 Annual Implementation Plan was reviewed and discussed. Laura Sutter reported that the Public Hearing was held on May 22, 2008, and it went very well with positive comments shared. County Commission presentations were held on June 17th and June 25th both offering Resolutions of Support for the Plan. Mr. Olney moved to adopt the plan as presented with support from Mr. Pueschel. The motion carried.

Southwest Michigan Long Term Care Connection – updated members as well. Laura advised that another Options Counselor may be working in St. Joseph County soon.

Prevention Services – Jennie Sholly reviewed with the members the monthly statistics as well as any current updates within the programs.

Community Health Promotion – John Robertson, Director, reviewed with the members the monthly statistics reports. John also reviewed with the members the 2007 Annual Report. John advised the members of a grant submitted for the Healthy Beginnings Family Support programs in Branch and Hillsdale counties. Discussion followed and Mr. Lautzenheiser moved to approve the grant being submitted supported by Mr. Swift. The motion carried.

Environmental Health – Rebecca Burns, Director, reviewed also the monthly statistics in services and food reports with the members present. Rebecca also shared with the members present the latest information on the tomato recall and the beach water sampling being completed in St. Joseph County.

Committee Reports
Finance committee – the expenditures were reviewed and it was moved by Mr. Pueschel to approve the expenditures submitted for payment in the amount of $225,509.41 supported by Mr. Swift. The motion carried.

Program, Policy and Appeals – nothing at this time.

Old Business
Nothing at this time

New Business
The proposed Cemetery Policy was reviewed and discussed by the members present. Discussion regarding the furnished water at these sites suitable for drinking was talked about as well as the “green” cemeteries. Another revision will be completed and reviewed with members.

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

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to the Board