

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES  
May 22, 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:

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

Absent: Ken Lautzenheiser

Also present: Donna Cowden, Steve Todd, Dr. Phillips, Laura Sutter, John Robertson, Rebecca Burns and Deena Olds, Polly Oliver, Lynn Coursey, and Steve Betterly.

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

Mr. Ringenberg moved to approve the minutes from the previous meeting with support from Mr. Olney. The motion carried.

#### Under Public Comment

Lynn Coursey from COA and Polly Oliver our AAA Advisory Committee Chairperson stated they were pleased with the ongoing relationship with AAA and they were pleased to be a part of the Board Of Health Meeting today.

#### COMMUNICATION

Medical Director's comments – Dr. Phillips commented briefly to the members of the Board on Immunization status in schools and school physicals being successful in St. Joseph County. He commented briefly on the smoking ban in restaurants that is being considered in the Michigan Legislature.

#### Health Officer's Report –

##### 07/08 Amended Agency Budget

Steve thanked Donna for completing and working so hard on the 07/08 Budget amendment. The amended budget reflects the major changes to our Agency's programs that have occurred since the budget was passed early last fall. Several of the additional programs that have been impacted are SODON, the Public Health Dental Clinic in St. Joseph County, changes in the Single Point of Entry staffing, increases in our caseload in the WIC program and the reinstatement of a small Tobacco Education grant.

#### Beach Water Sampling

St. Joseph County has asked for our assistance in helping their Parks Department conduct a beach water sampling program at 4 public beaches, Nottawa, Palmer, Cade, and Camp Fort Hill. St. Joseph County was awarded a grant for testing the lake water at designated public swimming beaches. It will begin June 2<sup>nd</sup> until September 2008.

#### Immunization – Vaccine costs and Agency's Fees

Our Agency has recently worked on a purchasing policy and we have continued to improve our efforts to make immunizations available to the public. We now have a system in place that will permit us to adjust fees each May after we receive the vaccine cost from the manufacturer. Thanks to the board for their support that they have given to us in regards to our policy on establishing immunizations charges. Attached is a list of the vaccines our Agency offers and the cost to the public.

## Legislative Update

On May 5<sup>th</sup>, the Health Officer presented testimony at the House of Representative's sub-committee hearing on the Local Public Health Operation budget appropriations. The following day other Health Officers and I conducted office meetings with Rep. Caswell and other members of the House to discuss the need for increased financial support of Local Public Health through State funding. An added benefit from the meetings was the opportunity to educate the legislators on what Local Public Health actually does. Many were unsure of public health's role in the community.

Smoking ban legislation, HB 4163 was passed by the House. The Senate passed a version of the bill that provided no exemptions. The House now has to decide if they will accept the Senate's version which is unlikely because of the very strong objections by the casinos in the Detroit area.

## Summertime Reading

The Health Officer will be sending to the members of the Board of Health a draft of a "Cemetery Construction Guidance" policy prior to June's Board of Health Meeting. The Public Health Code requires that the Local Health Department review the plans for the construction of a cemetery or private family cemetery as well as issue disinterment permits. Having a policy in place will aid in addressing the requests for special burials. Mr. Olney asked about the Amish – are they included? Mr. Olney also questioned township zoning and what role it plays in this policy.

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

## FINANCIAL REPORTS

Donna Cowden, Director of Finance, reviewed the financial reports as presented with the members present. Mr. Swift moved to accept and place on file the financial reports supported by Mr. Pueschel. The motion carried.

## Area Agency on Aging

Laura Sutter, AAA Coordinator, reviewed her monthly report with the members present.

Laura presented her budget amendment effective May 1, 2008 with adjustments to Administration, Branch County Commission on Aging, and Community Action Agency services.

Mr. Pueschel moved to accept and place on file the AAA budget amendment supported by Mr. Swift. The motion carried.

Laura also spoke on the need for more Home Based Services for 2009 the cost of home care is 1/5<sup>th</sup> of the cost of a nursing home.

## Draft FY09 Annual Implementation Plan

There will be a Public Hearing today regarding the draft. Laura went through the plan with the Board.

Discussion was tabled and will be discussed at the next Board of Health Meeting after further review by each Board of Health Member.

## Prevention Services

Steve Todd, Health Officer, reviewed the monthly statistics with the members present. Numbers are steady with increases in WIC.

## Community Health Promotion

John Robertson, Director, reviewed his monthly report with the members present. He also highlighted the Full Scale Emergency Preparedness Drill that took place at Bronson High School on May 13, 2008.

## Environmental Health

Rebecca Burns, EH Director, reviewed the service statistics report as well as the food service report with the members present. Rebecca also reported on school concession stands as many of them are now offering expanded menus that require more attention in making sure safe food is being served. Additionally, food classes are still being offered for the Serv-Safe Program. EH is also working with the DEQ on an Artesian Well here in Branch County, stay tuned to see how this works out.

## Committee Reports

Finance Report – the expenditures in the amount of \$220,550.08 were approved for payment as submitted by Mr. Olney with support from Mr. Swift. The motion carried.

Program, Policy and Appeals – Nothing at this time

Old Business – Nothing at this time.

## New Business

Proposed Amended Budget – Donna presented the amended budget for the Agency.

Mr. Pueschel moved to accept the Amended Budget with support from Mr. Ringenberg. The motion carried.

## Other

At this time with no further business to be conducted, the meeting was adjourned. The next meeting will be June 26, 2008, at 9:00 a.m.

Respectfully Submitted By:

Deena Olds  
Administrative Assistant