

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES  
April 30, 2009

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

Mike Dunlap, Dale Swift, Robin Baker, Rod Olney, Geraldine Spieth and Rick Shaffer

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

Mr. Swift moved to approve the agenda with one addition under Old Business and that was to add the proposed EH policies supported by Mr. Olney. The motion carried.

Mr. Baker moved to approve the minutes as presented from the previous meeting supported by Mr. Dunlap. The motion carried.

Under Public Comment – nothing at this time

COMMUNICATION

Presentation by Jennie Sholly, Director of Prevention Services, on the Immunization Program was next.

Medical Director's Comment – Dr. Phillips advised and updated the members on the Swine flu.

Health Officer's Report – Steve Todd advised the members on the following:

Lakeland Correctional Facility – we were notified on March 26 by the infirmary at the Lakeland Correctional Facility in Coldwater that they had seen 17 inmates with symptoms of vomiting and diarrhea and 4 older inmates had been sent to the Coldwater Hospital. We have the responsibility to investigate illness in our community. Our Environmental Health section contacted the prison and made arrangements to conduct an inspection in the section of the prison where the illness was occurring. Our Nursing Section coordinated testing with the prison infirmary. By the middle of the following week the number of ill inmates had grown to more than 60 and a small number of staff were also reporting symptoms. Efforts were put into place to control the spread of the GI illness. It was not until April 2 that we were able to confirm by testing that the illness was being cause by a norovirus. During the time of the investigation we advised the prison on proper cleaning techniques issued a coordinated press release and eased the

concerns of the public. The norovirus outbreak continued during the month of April with a total of 174 inmates reporting symptoms.

Dental Clinic – Hillsdale - Steve planned to have two agreements for the Board's review before the May's Board meeting. One agreement will be with MCDC the dental group that operates our public health dental clinic in Three Rivers and is on line to operate the proposed Hillsdale site. A second agreement will be with the Northern health Foundation which will build the dental building that we will lease.

Agency News – Spring flooding has caused problems for one of the mobile home parks in St. Joseph County. Flooding has caused the septic system which serves the park to malfunction. The melting of a recent heavy spring snow storm forced the closing of the park. The St. Joseph Emergency Preparedness Coordinator was contacted to discuss arranging temporary housing for the 50 residents. The efforts of a local contractor that evening reduced the flooding and residents remained in their homes. The park will need major repairs as soon as the weather permits. Our department no longer provides routine inspections of Mobile Home Parks. Those inspections were eliminated by the State of Michigan several years ago.

We have started a pilot program of providing immunizations at the Branch County jail. This week we immunized 47 inmates. We will evaluate this project and expand it to Hillsdale and St. Joseph counties if it proves workable.

May 15<sup>th</sup> our department is hosting a meeting for the Medical Examiners from our three counties, the Emergency Preparedness Coordinators, and the area Funeral Homes. The purpose of the meeting is to examine everyone's role in the event of a disaster. We have scheduled a presentation of the MI-MORT trailer system which is designed to be deployed to communities where casualties have overwhelmed local mortuary capabilities.

Steve wanted to publicly thank the efforts of our staff in managing the mountains of information that we have been receiving this week with regards to "Swine Flu". We have sent faxes to local health providers, schools, placed information on our web site and are providing local updates. A special thanks to John, Jen and Dr. Phillips. Mr. Swift moved to accept and place on file the Health Officer's Report supported by Mr. Dunlap. The motion carried.

Financial Reports – Donna Cowden, Director of Finance, reviewed the financial reports with the members present. Donna indicated that at the next month's meeting an amended budget will be presented. Mr. Olney moved to accept and place on file the financial reports as presented supported by Mr. Shaffer. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, was not present therefore Steve Todd reviewed the Coordinator's Report on her behalf.

Prevention Services – Jennie Sholly, Director, reviewed the monthly statistics with the members present.

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

Environmental Health – Rebecca Burns, Director, reviewed the monthly reports. Rebecca mentioned that she is working on the change requested in the Food reports.

Committee Reports –

Finance Committee – The expenditures submitted for payment was reviewed and it was moved to approve by Mr. Dunlap supported by Mr. Swift. The motion carried. The Committee also met earlier in the morning prior to the regular meeting to discuss a proposed policy for Capital Expenditures. Discussion took place and purchasing anything over \$5,000.00, \$7,000.00 or \$10,000.00 to obtain three bids/quotes for review – it was agreed upon to delay this action and defer to the Program, Policy and Appeals Committee for their review and recommendation. Motion for this was made by Mr. Swift supported by Mr. Shaffer. The motion carried.

Reference was also noted that the Dental Clinic now has a separate line item listed.

Old Business –

The proposed Environmental Health Policies were again reviewed and discussed. Mr. Dunlap moved to accept all the policies proposed which addressed the subjects of: Refund of Payment for Permits and Inspection Fees, Variances, Quality Assurance and Improvement, Plan Review, Inspections and Inspection Paperwork, Food Establishment Licensing, Limited Nonprofit Food Service Establishments, Hardware and Software and Soup Pot Policy. Support for the approval came from Mr. Swift. The motion carried.

New Business –

Nothing at this time

Other –

With no further business to be discussed, the meeting was adjourned. The next meeting of the Board of Health will be on May 28, 2009, at 9:00 a.m. in the Coldwater office.

Respectfully submitted by:

Maureen Petzko, BA  
Secretary to the Board of Health