

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES FROM 1-22-09 MEETING

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, Mike Dunlap, with the following members present:

Rod Olney, Dale Swift, Ken Lautzenheiser, Geraldine Spieth, Robin Baker, Rick Shaffer

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

Introduction of the Board members and the Administrative staff took place.

Mr. Lautzenheiser moved to approve the 2009 Bylaws supported by Mr. Swift. The motion carried.

The nominations for Chairperson were open and it was moved by Mrs. Spieth to nominate Mr. Lautzenheiser for Chairperson supported by Mr. Olney. The nominations were closed and the motion was carried.

The nominations for Vice Chairperson were open and Mr. Dunlap moved to nominate Mr. Olney supported by Mr. Swift. The nominations were closed and the motion was carried.

At this time the Chair seat was turned over to the newly elected Chairperson, Ken Lautzenheiser. Mr. Lautzenheiser at this time asked that this meeting be run by Mr. Dunlap, past Chairperson.

The next item on the agenda is Committee Appointments, they are as follows:

**Program, Policy and Appeals**

Mr. Baker  
Mrs. Spieth  
Mr. Swift

**Finance**

Mr. Dunlap  
Mr. Shaffer  
Mr. Olney

(Mr. Lautzenheiser, Chairperson, as alternate to the committee assignments)

Mr. Lautzenheiser moved to approve the agenda as presented with support from Mr. Olney. The motion carried

Mr. Swift moved to approve the minutes from the previous meeting with support from Mrs. Spieth. The motion carried.

Public Comment – At this time Mr. Todd presented Mr. Ringenberg with a certificate of appreciation for his dedication to this Board and public health.

#### Communication

Medical Director's Comments – Dr. Phillips spoke about the STD (Sexually Transmitted Diseases) among the teens and also discussed the most recent salmonella outbreak.

Health Officer's Report – Steve Todd discussed the following:  
Boil Water Notice in Three Rivers, Michigan. On December 22, the City of Three Rivers lost system pressure on their water system due to a frozen control valve in their water tower. The well pumps had not received an automatic signal to turn on and as a result the water tower drained down and the City's residents were without water. The well pumps were manually started and the system pressure was restored early that evening. Our department contacted both the City of Three Rivers and the water supply section of the Michigan Department of Environmental Quality (DEQ). State regulations require that any time there is a loss of system pressure the water must be sampled and test negative for coli form bacteria before it is considered safe to drink. Our responsibility in this situation is to notify the restaurants that are connected to the water supply that they must use bottled water or water that has been boiled. This requirement prohibits the use of ice machines, fountain pop dispensers and coffee machines that are hard piped to the building's water supply. Because of positive bacteria tests, the boil water notice was in effect until Monday, December 29. The notice could not be lifted until a series of safe samples were obtained.

We have met with the City of Three Rivers and the DEQ to discuss options that will help prevent a similar event from occurring. In 2003 the City was under a boil water notice because of bacteria contamination. The event lasted approximately eight days. Three Rivers water supply is not routinely chlorinated. Maintaining a residual chlorine level in a municipal water supply would provide added protection to the citizens on a daily basis and help shorten the length of time if a boil water notice is needed in the future. Steve was asked by the City of Three Rivers to participate in a public information meeting on February 3 where they will consider whether to chlorinate and fluoridate the city water supply. In the past there has been strong opposition by the residents to this proposal.

Dental Clinic – The Michigan Association of Counties has contacted its members informing them that the Federal Stimulus program will be announced and that "shovel ready" projects will be considered for funding. "Shovel ready" is defined as projects that could be started within 180 days and projects that are sustainable after completion and will create jobs. Steve believes that our Dental Clinics would meet that definition.

Project Connect – Project Connect is a community project scheduled in Hillsdale County for January 28<sup>th</sup>. The purpose of the event is to connect homeless or near homeless people with services in the community. We have made arrangements with the HSN to provide free flu shots at this event. The HSN will pay us for the cost of the vaccine. Due to the limited funds the HSN has only funding to pay for 12 shots. Steve is recommending that we (our agency) provide an additional 20 doses of flu vaccine at this event if more than 12 shots are needed.

Steve Todd at this time discussed some of the goals and challenges that our agency will be confronting in 2009: Community Wellness, Agency Accreditation and Funding.

Mr. Dunlap at this moved to approve the additional doses of flu vaccine for Project Connect in Hillsdale County if needed supported by Mr. Swift. The motion carried.

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

Financial Reports – Donna Cowden reviewed the monthly reports with the members. Mr. Baker moved to approve and accept the reports supported by Mr. Swift. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, gave her monthly Coordinator report verbally to the members present.

Prevention Services – Jennie Sholly, Director, presented to the Board members present the monthly statistics together with Updates.

Community Health – John Robertson, Director, presented to the Board members present the monthly statistics and mentioned the upcoming Accreditation to take place in February.

Environmental Health – Rebecca Burns, Director, reviewed the monthly reports with the members at this time together with updates.

#### Committee Reports

Finance Committee – The expenditures submitted for payment were reviewed and approved for payment. Motion made by Mr. Swift, supported by Mr. Olney. Motion carried.

Program, Policy and Appeals Committee – An Appeal received by Mr. Coeling, Project Manager, Heritage Custom Builders, asking for a reversal of being denied information sought was heard. Discussion followed. The decision of the committee was to deny his request for reconsideration/reversal and sustained the decision of the FOIA Coordinator for the Branch-Hillsdale-St. Joseph Community Health Agency. Mr. Swift moved to uphold supported by Mr. Olney. The motion carried.

Old Business – Nothing at this time

New Business

The 2009 Personnel Policies, 2009 Employee Handbook, 2009 Supervisor Handbook was presented, reviewed and a motion to approve was made by Mr. Olney and supported by Mr. Shaffer. The motion carried.

The proposed increase in fees for Hillsdale County was tabled until next month.

With no further business to discuss, the meeting was adjourned.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board of Health