

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES  
FROM 5-28-09

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

Mike Dunlap, Dale Swift, Robin Baker, Rod Olney, Geraldine Spieth

Absent: Rick Shaffer

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

Mr. Dunlap moved to approve the agenda with one addition and one change (Community Health Promotion moved up under Communication and the Strategic Plan for the agency be revisited) and so with these changes Mr. Swift supported the motion. The motion carried

Mr. Dunlap moved to approve the minutes from the previous meeting supported by Mrs. Spieth. The motion carried.

Public Comment – nothing at this time

#### COMMUNICATION

Medical Director's Comments – Dr. Phillips touched on the tobacco legislation, H1N1 flu and the Blue Cross/Blue Shield health care reform and the national health care push.

Health Officer's Report- Steve Todd's report consisted of the following information:

Agency's Response to the May 5<sup>th</sup> Executive Order funding Cuts –

Our amended 2008-09 budget that is being presented at today's Board of Health meeting reflect the severe impact that the funding cuts had on this Agency. We received a cut of \$34,732. to the Local Public Health Operation dollars (LPHO) we will receive in the last quarter of this fiscal year ending September 2009. The reduction will amount to a 17% cut. Several of our special programs also received program specific cuts. Faced with these funding cuts, I have worked with the administrative team and made staff lay offs and reduced hours of some employees on a programmatic basis. Because of the late timing of these cuts it has been necessary to make a number of these lay offs starting at the end of this week.

Dental Clinic – The funding model on which the Dental Clinic has been developed received a severe cut when the Medicaid Adult Dental benefit was eliminated. As a result of this reduction in funding, we have frozen the plans for the Hillsdale clinic. Local efforts in Hillsdale have raised \$45,000 to be used for the start up and equipping the dental clinic. This money has been raised by the Hillsdale Community Foundation. Congressman Mark Schauer has included the Hillsdale Dental Clinic building for possible funding in the Federal 2010 Appropriations' bill.

The continued operation of the Three Rivers Dental Clinic looks hopeful. In my conversations with the Director of Finance for MCDC, Inc., he feels that the success our clinic had in the first year will allow it to remain in operation at a reduced staffing level. The clinic should be able to cover the fixed costs that our Agency is supporting.

MCDC and other Dental organizations have mounted efforts to reinstate the Medicaid Adult Dental Benefit. It costs 3 times more to provide emergency room payments for dental patients than correcting the dental problem at a dental clinic.

#### Agency Fund Balance

I am recommending the use of up to \$60,000.00 of our Agency's fund balance to address the needed repairs to our Three Rivers and Hillsdale buildings. Both of the buildings have had damage to the roofs and need to have their roofs replaced before next winter. I am proposing that we advertise for bids and proceed with the roof replacements. Included in the \$60,000 is the replacement of the phone system in the Hillsdale building. This is the original phone system and parts are no longer being made for the original phone system. I am recommending that we accept a phone system being proposed by our current phone system vendor. This system is a used system that would still meet our needs and would be \$4,000 less than the lowest new system that has been offered.

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 reports as presented with the members present. Mr. Olney moved to accept and place on file the reports supported by Mr. Dunlap. The motion carried.

COMMUNITY HEALTH PROMOTION- John Robertson, Director, reviewed the monthly statistical reports with the members present. John advised the members of the hearing and vision technicians off for the summer break, H1N1 flu information (currently 204 cases as of 5-27-09) and talked about the communicable diseases.

AREA AGENCY ON AGING – Laura Sutter was absent and Steve Todd, Health Officer, reviewed with the members present the Coordinator Report as well as the FY08-09 Provider Budget Amendment. Discussion followed and it was moved by Mr. Dunlap to approve the FY08-09 Provider Budget Amendment supported by Mr. Baker. The motion carried.

PREVENTION SERVICES – Jennie Sholly, Director, reviewed the monthly statistical reports with the members present. Jennie Sholly, also discussed with the members the information she received from attending a CD conference in Bay City, Michigan.

ENVIRONMENTAL HEALTH – Rebecca Burns, Director, reviewed the monthly statistical with the members present. Rebecca also reviewed the new Food Service reporting with the members present. Updated the members on the dying cows in Branch County, water (salt) issues in Leondias and the latest with the DEQ. Food Service Reports were also reviewed.

#### Committee Reports-

Finance – The expenditures in the amount of \$199,403.17 submitted for payment were reviewed and it was moved by Mr. Dunlap to do so with support from Mr. Swift. The motion carried.

Program, Policy and Appeals – The committee met prior to the Board meeting to review and discuss a Capital Expenditure Policy. The proposed policy was discussed with the entire Board and the policy was recommended as follows:

- ... to allow for the purchase of capital improvement and equipment that is included in the amended FY 08/09 budget. Any expenditure for capital improvement or capital equipment exceeding \$5,000.00 shall be brought to the Board's attention for the review and approval prior to purchasing. Items less than \$5,000 must be approved by the Health Officer. The Board may require bids for any purchase greater than \$5,000.00.

Mr. Dunlap moved to adopt the proposed Capital Expenditure Policy as presented with support from Mr. Olney. Roll Call Vote was taken and unanimously passed.

At the meeting in June an appeal will be heard following the meeting around 11:00 a.m... It was also noted that a Proposed Purchasing Policy was distributed for review and comment at the next meeting.

OLD BUSINESS – Nothing at this time.

NEW BUSINESS – Donna Cowden, Director of Finance together with Steve Todd, Health Officer, presented the Amended Budget for this fiscal year. Discussion followed and Donna Cowden addressed several issues and items. A reduction of \$750,000.00 in the vaccines for the Immunization Clinics was pointed out. Two servers are in the budget totaling \$31,055.00. The fund balance to be used for the capital expenditures: 2 new roofs, a phone system and the Dental Program. The proposed Amended Budget is a balanced budget with use of the fund balance.

Mr. Dunlap moved to approve the two roofs (Hillsdale and Three Rivers buildings) and a new phone system for the Hillsdale office up to \$60,000.00. Support came from Mr. Swift. The motion carried.

Mr. Dunlap moved to approve the purchase of the two servers reflected in the budget with support coming from Mrs. Spieth. Motion carried.

Mr. Swift moved to approve, accept and place on file the Amended Budget with support from Mr. Baker. A Roll Call Vote was taken and it unanimously passed.

OTHER BUSINESS – nothing at this time.

With no further business to be discussed, the meeting was adjourned at 11:15 a.m.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board of Health