

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES OF 1-28-10

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:

Rod Olney, Dale Swift, Robin Baker, David Pueschel, Mike Dunlap and Brad Benzing

Also present: Steve Todd, John Robertson, Maureen Petzko, Donna Cowden, Jennie Sholly, Rebecca Burns, Laura Sutter, Dr. Phillips, Don Reed, Jim Whelan, Steve Betterly, Ashley Choker, Dell Smith, Ruth Fitzgerald, Cherie Seitz, Mark Pawlowski, Anne Marso, Norm Lockwood, Gail Widener, JoAnn Verburg, Dan Satow, Allison Satow, Jan Reed, Cheryl Blansit, Janet Cox, Marcia Drennan

Mr. Dunlap moved to approve, accept and place on file the 2010 ByLaws as presented. Supported by Mr. Swift and the motion carried.

Mr. Dunlap moved to nominate Mr. Olney for Chairperson supported by Mr. Swift. Nominations closed and the motion carried.

Last year's chairperson, Ken Lautzenheiser turned the Chair over to Mr. Olney to continue on with the meeting.

Mr. Lautzenheiser moved to nominate Mr. Baker for Vice Chairperson supported by Mr. Dunlap. Nominations closed and the motion carried.

Committee Assignments followed:

Program, Policy and Appeals Committee: Mr. Baker, Mr. Swift, Mr. Benzing

Finance Committee: Mr. Pueschel, Mr. Lautzenheiser, Mr. Dunlap

Mr. Pueschel moved to accept and place on the file the Committee appointments supported by Mr. Lautzenheiser. The motion carried.

Mr. Baker moved to approve the Agenda as presented with one change in that being to move the discussion of Family Planning Services (Title X) from New Business to Communications. Supported by Mr. Pueschel and the motion carried.

Mr. Dunlap moved to approve the minutes from the December meeting with support coming from Mr. Baker. The motion carried.

Under Public Comment individuals from the audience got up and spoke regarding the Family Planning Title X services being offered in our three county offices.

It was also addressed by Mr. Baker that no action will be taken at today's Board meeting regarding Family Planning Services that are currently being offered to clients within our building in Three Rivers, Hillsdale, Sturgis and Coldwater. It was originally placed on the agenda but determined that no action will be rendered at the meeting today.

Medical Director's Report – Dr. Phillips discussed the HINI clinics and statistics with the members present.

Health Officer's Report: Steve Todd presented the following to the members present:

1. H1N1 Flu Vaccinations

The H1N1 flu vaccine is now available to everyone. We are continuing our vaccination efforts of school children by providing a second dose to children less than 10 years of age. We are also conducting clinics during the day and some evenings at our Health Department offices. The H1N1 flu shot is provided at no charge at our clinics. The vaccine is now readily available at many pharmacies and medical offices. There is an administration fee charged for the vaccination at most pharmacies or medical offices. About 30% of the population of our 3 counties has been vaccinated. The CDC, the Michigan Department of Community Health and our Agency are encouraging people to get vaccinated. You may have seen our commercial on Channel 3 during the news hour encouraging people to get "The Shot". The best way to prevent getting the flu is to get a vaccination.

2. Radon Awareness Month

January is Radon Awareness month. Radon is a naturally occurring radioactive gas that is tasteless, odorless, and colorless. It filters up through the ground from decaying radioactive uranium. Granite, shale and certain other types of rocks can have a higher than average amount of uranium and may produce a high concentration of radon. Prolonged exposure to Radon gas is the second leading cause of lung cancer. Radon gas becomes a problem when it is trapped inside your home. It enters a building through openings in the foundation or cracks in the floor. Most buildings are under negative pressure and the Radon gas is pulled into your home. There is a map at the back of the room showing the areas of the state with the potential for high levels of Radon gas. Our 3 counties are in the geographical area of the state with the potential for high Radon levels. The only way you will know if your home has elevated levels of Radon gas is to have your home tested. We have free Radon test kits available in our Environmental Health Office. Breathe a little easier and test your home this month.

3. No Smoking Law

On May 1<sup>st</sup> Michigan will join approximately 36 other states that have passed some type of “No Smoking” law. The new law will prohibit smoking in most businesses and public places. The most notable of the public places are foodservice facilities. Foodservice facilities include bars, restaurants, private clubs and other types of fraternal organizations where food or alcohol is served. The State of Michigan is in the process of writing rules with regards to enforcement. However, the way the law is currently written, the health department has the responsibility for most enforcement activities.

4. Public Health Dental Clinics – Three Rivers & Hillsdale

I have attached a list by zip codes of the number of patients that are using our Public Health dental clinic in Three Rivers. The list shows the number of patients that have used the clinic during 2008, the first year of operation, and 2009. The Three Rivers clinic had to make adjustments this past June in response to the Governor’s Executive order which greatly reduced the types of adult dental services covered by Medicaid. The clinic reduced the size of the dental staff and reduced the clinic hours from 5 days each week to 4 days. The dental clinic is currently open 8 to 5, Tuesday through Friday.

Through the efforts of Congressman Mark Schauer, we have been granted \$400,000 toward the construction of a Public Health Dental Clinic in Hillsdale. The estimated cost for a stand-alone dental clinic is approximately \$900,000. At the suggestion of the Board of Health, I have been evaluating the possibility of renovating existing buildings. The State is in the process of reorganizing MSUE and the space needs of the Hillsdale location may possibly be reduced. MSUE currently rents slightly more than half of the lower level of our Hillsdale office building. I have been working with the Hillsdale County Commissioners with regards to adding an addition combined with renovating a portion of the lower level of our Hillsdale Health Department building. I have attached a preliminary drawing showing how a proposed dental clinic could be constructed and still allow space for MSUE to remain in a portion of their current space. The proposed project will require securing \$350,000 in funding for dental equipment. I am requesting approval from the Board of Health to ask the Hillsdale County Board of Commissioners for a resolution which would allow funding to be arranged through the Northern Michigan Health Foundation. The resolution will be similar to the other resolutions that Hillsdale & St. Joseph County have approved that allowed for the construction of our current health department buildings in Three Rivers & Hillsdale.

5. Director of Prevention Services

Jennie Sholly has announced that she will be retiring as of March 1<sup>st</sup>. Jennie has been with this Agency in several positions for 21 years. She has served as the Director of Prevention Services since 2001. We are currently conducting

interviews of candidates from both outside and within the organization. Jennie will be very hard to replace and as a coworker she will be missed. I will let you know when we are able hold a reception to honor her career. She currently is taking a few days off to recoup from knee surgery but has still been sending us emails regarding public health issues and programs. As the saying goes Public Health Officials don't retire, they just get a WiFi connection.

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

Financial Reports – Donna Cowden, Director, reviewed the financial reports with the members present. Mr. Swift moved to accept and place on file the reports as presented with support from Mr. Pueschel. The motion carried.

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

Prevention Services- Jennie Sholly, Director, reviewed the monthly statistics with the members present together with Communicable Disease Reports.

Community Health – John Robertson, Director, reviewed the monthly statistics with the members present. John also updated the members with current numbers of people who have been vaccinated in our three counties with the HINI vaccine.

Environmental Health – Rebecca Burns, Director, reviewed the monthly statistics with the members as well as the Food Service Reports for the month. Rebecca also discussed with the members present the new law that takes affect Feb. 1 regarding body modification. Rebecca also updated the members present on the Three Rivers water supply system, the combined departments of DEQ and DNR.

#### Committee Reports

Program, Policy and Appeals – nothing at this time

Finance – The expenditures in the amount of \$361,988.98 was moved to approve by Mr. Lautzenheiser and supported by Mr. Dunlap. The motion carried.

#### Old Business

#### New Business

Mr. Dunlap moved to approve as presented the following:

- 2010 Personnel Policies
- 2010 Employee Handbook
- 2010 Employee Directory
- 2010 Supervisory Handbook
- 2010 Salary Scale
- 2010 Board of Health meeting dates

Support for the motion came from Mr. Pueschel. The motion carried.

The Proposed Food Service Fee Schedule was discussed with the members present. A decrease was noted. Mr. Lautzenheiser moved to approve and place on file supported by Mr. Pueschel. The motion carried.

Discussion took place regarding unfunded Mandated Services (body modification, smoking).

With nothing further to discuss the meeting was adjourned by a motion from Mr. Dunlap and supported by Mr. Pueschel. The motion carried.

Next meeting will be February 25, 2010 at 9:00 a.m.

Respectfully Submitted by:

Maureen Petzko, BA  
Secretary to Board of Health