

**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MINUTES OF 6-24-10**

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

Dale Swift, Brad Benzing, Mike Dunlap, Robin Baker, Ken Lautzenheiser and David Pueschel.

Also present: Steve Todd, JoAnn Wilczynski, Donna Cowden, Rebecca Burns, Laura Sutter, Maureen Petzko, Steve Betterly and Dr. Phillips.

Ken Lautzenheiser moved to approve the Agenda as presented with support from Dale Swift. The motion carried.

Robin Baker moved to approve the minutes as presented from the previous meeting with support from Ken Lautzenheiser. The motion carried.

Under Public Comment – there was none

Communication

Dr. Phillips talked about the walking trails in St. Joseph County and progress that is being made.

Health Officer's Report:

1. Emergency Preparedness Drill

Our Agency recently participated in the emergency preparedness drill "Vigilant Guard," an exercise for Region 5 which includes St. Joseph and Branch counties. Hillsdale is in Region 1. This drill was the first time that our Agency has participated in an exercise that involved the Michigan National Guard. The drill simulated setting up a mass vaccination clinic on the St. Joseph County Fairgrounds and tested our ability to train a group of volunteers from the Michigan Volunteers Defense Force. The Michigan National Guard delivered by helicopter supplies for the vaccination clinic. I want to compliment our Nursing/Clinic staff and Dr. Phillips for the excellent job they did. We used the training material we developed for the H1N1 vaccination clinics we conducted last fall. The drill also included the setup and operation of the Emergency Operation Center at the St. Joseph County 911 building. Commissioner Dunlap represented St. Joseph County at the EOC as Chairman of the Board of Commissioners and I represented the Health Department.

2. Agency News

The severe weather that hit our area last Friday night knocked the power out to the Hillsdale office building. Earlier in the week we had received a large shipment of vaccine that will be

used this summer and fall for vaccinating children and adults. At 10:00 p.m. staff transported all the vaccine to commercial refrigeration units at Hillsdale College. Automatic sensors in our vaccine refrigerator alerted us that power was off to the building. Power was not restored until Sunday and the vaccine was transported back to our Hillsdale office on Monday morning. I would like to point out that over the past several years we have developed a very good working relationship with Hillsdale College through emergency preparedness drills and the H1N1 vaccination program. Their help with the storage of our vaccine late on a Friday night was greatly appreciated.

We are currently in the process of reviewing applications for a staff position to perform some of the duties that John had performed. I have made the decision not to immediately fill John's vacant position at the director level. During this phase I will be supervising the staff in the Health Promotion and Education section.

We have completed the Agency's Strategic Plan and included it in your board packet. This strategic planning process was a longer process than in the past and I believe that it is a very good plan that will aid this Agency as we work to provide public health protection.

I was looking at the calendar last week and realized that June 15th was my 35th anniversary with this Agency. Time flies when you are having fun.

You may have noticed the postings on the main entry doors to this building regarding the flag being flown at half-staff for today and again tomorrow. The Governor has issued an order that the flag is flown at half-staff today in honor of Air Force 1st Lieutenant Joel Gentz from Grass Lake, MI. Lt. Gentz died June 9th in Afghanistan. The flag will be flown at half-staff again on Friday in honor of Marine Cpl. Jeffrey Standfest of St. Clair, MI. Cpl. Standfest died in Afghanistan on June 16th. The staff of this Agency extends its deepest respect to the families of these two men for the sacrifice they have given to protect their communities, this state and our country.

Dale Swift moved to approve and place on file with support from Dave Pueschel. The motion carried.

Financial Report – Donna Cowden reviewed the reports with the members present. Ken Lautzenheiser moved to approve and place on file with support coming from Robin Baker. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, reviewed the program updates with the members present. Discussion took place regarding the Transportation Authority seeking a millage renewal of 0.33 mills and it was moved by David Pueschel to support the millage renewal for public transportation supported by Robin Baker. The motion carried. Brad Benzing voted no. The motion carried.

Discussion also took place regarding the 2011 Annual Implementation Plan and it was moved to approve by Dale Swift and supported by Ken Lautzenheiser. The motion carried.

Prevention Services – JoAnn Wilczynski, Director, reviewed the monthly statistics with the members present. She also reviewed the Updates with the members present. JoAnn next gave a presentation to the members on Pertussis.

Community Health Promotion – Steve Todd, in the absence of John Robertson, reviewed these statistics with the members present.

Environmental Health- Rebecca Burns, Director, reviewed the monthly statistics with the members present. Rebecca also updated the members on the BP spill in St. Joseph County and the events that occurred, Marble Lake and concerns from residents and food certifications together with the Food Service Report.

Committee Reports

Finance Committee – The expenditures submitted for review and payment in the amount of \$196,090.28 took place and Mike Dunlap moved to accept and pay with support from Ken Lautzenheiser. The motion carried.

Program, Policy and Appeals – The Committee heard an Appeal from Connie Jackson, Palmer Lake Lodges regarding the Agency's denial of a renewal of the food service license. It was determined that the owner of Nibbles shall apply for a well permit and upon issuance of the well permit the well casing, at minimum, shall be installed by a licensed well driller in compliance with the well permit. Upon the installation of the well casing the facility's foodservice license may be renewed provided that monthly water sample results for both bacteria and partial chemical are submitted to the agency for their review and then continued throughout the season. By May 1, 2011, the new well installation shall be completed with the pump installed and hooked up to provide the water supply for this property. If the well is not completed by May 1, 2011, the license will not be renewed for the 2011 license year.

Brad Benzing moved to accept and place on file the above outcome with support from Dave Pueschel. The motion carried.

New Business

Nothing at the time

Old Business – the Strategic Plan was revised and reviewed and it was moved to approve and place on file by Dale Swift and supported by Robin Baker. The motion carried.

With no further business, the meeting was adjourned at 11:36 a.m.
Next meeting will be on July 22, 2010.

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to the Board of Health