

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING MINUTES OF
AUGUST 30, 2011

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at approximately 9:00 a.m. in the Coldwater office by the Chairperson, Robin Baker, with the following members present:

Dale Swift, Allen Balog, Al Ringenberg, Gerald Loudenslager, Brad Densmore and Rod Olney

Also present: Jim Dyer, Theresa Fisher, Maureen Petzko, Steve Todd, Donna Cowden, Laura Sutter, Dr. Phillips, JoAnn Wilczynski and Theresa Christner

Mr. Swift moved to approve the agenda as prepared supported by Mr. Loudenslager. The motion carried.

Mr. Olney moved to approve the minutes from the previous meeting supported by Mr. Ringenberg. The motion carried.

Under Public Comment – Theresa Fisher, employee of the Health Department, addressed the Board of Health and asked that the issue of salaries be taken off the table for reconsideration.

Communication

Dr. Phillips, Medical Director, gave an update to the members present.

Health Officer's Report

1. Budget Appropriation Request FY 2011/12

I have met with the St. Joseph County and Branch County Administrators and have presented to the Hillsdale County Commission our FY 2011/12 appropriation request. Based on the discussions with the Agency's Finance Committee, I prepared a revised FY 2011/12 appropriation request that I submitted to the Branch County Administrator during my August 22nd meeting. My revised allocation request of \$804,462.75 is a population based request showing a total 6% reduction (\$52,685.25) from the total appropriation we received for FY 2010/11. I have attached a copy of the revised request showing the 6% reduction. At the end of last week I was informed that Hillsdale County is proposing a per capita rate allocation plan using \$5.15 as a funding rate. This would be about an 8 % or a (\$68,008.35) reduction with the total appropriation being \$789,139.65. I have also attached the Hillsdale County allocation proposal. Both of these appropriation proposals will require that we use monies from our general fund balance to balance our FY2011/12 budget.

At Commissioner Ringenberg's request I have drafted a proposal for your consideration to establish the use of a per capita rate as an equitable method to determine each county's appropriation to this Agency. The allocation would be used to provide the 8 mandated core Public Health services. Discussion of this proposal will occur under New Business.

2. Agency News Items

Hillsdale Office –The Handicap Access Controller on the main entry door to the Health Department has been replaced.

Three Rivers Office – New outdoor signs have been installed. We used the same design as the new signs that were installed at the Hillsdale office.

During the afternoon of August 25th an advisory committee meeting of the Area Agency on Aging was held. We utilized the video conferencing equipment between Three Rivers and Coldwater. The summer recess for the State legislators allowed all 3 of our State legislators to attend. Rep. Lori & Rep. Kurtz both attended the meeting from our Three Rivers office and Sen. Caswell attended the meeting from our Coldwater site.

It is moved by Mr. Olney to approve and place on file supported by Mr. Loudenslager. The motion carried.

Finance Reports – Donna Cowden, Director, reviewed the Financial Reports with the members present. Mr. Loudenslager moved to approve and placed on file supported by Mr. Swift. The motion carried.

The expenditures were reviewed next in the amount of \$280,443.27 moved by Mr. Swift to pay as presented with support from Mr. Olney. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, presented her Coordinator report to the members present. Next on the agenda was discussion regarding the FY2011-12 Provider Allocations. Mr. Swift moved to approve as presented supported by Mr. Loudenslager. The motion carried.

Laura Sutter also discussed the Adult Day Services in St. Joseph County with the members present.

Prevention Services – Joann Wilczynski, Director, reviewed her updates, monthly statistics and the Communicable Disease Report with the members present.

Community Health – Theresa Christner, Director, reviewed the monthly statistics with the members present.

Environmental Health –In the absence of Rebecca Burns, Steve Todd reviewed the monthly statistics together with the Food Service Report with the members present.

Committee Reports

Finance – nothing more at this time

Program, Policy and Appeals – nothing at this time

Old Business

New Business

The Proposed Budget for 2011-12 submitted was reviewed with the members by Donna Cowden. Donna advised the members that she received notification that the auditors will be present on January 4, 2012. Mr. Swift moved to approve the Budget supported by Mr. Olney. The motion carried.

County Appropriations – this topic was discussed by all the members present. Review of proposed Proposal 1 and Proposal 2 took place.

Proposal 1 – In Order to create a procedure that will ensure an equitable division of the local county allocations between Branch, Hillsdale and St. Joseph Counties, the Board of Health has determined that establishing a per capita rate will be the most equitable method to set each county's yearly allocation to the Branch-Hillsdale-St. Joseph Community Health Agency. The per capita rate allocation is to fund the programs and services necessary to provide the 8 mandated core public health services. Any special program or service that is request or is unique to a county (s) would be funded by a separate allocation. Acknowledging the fact that the Community Health Agency's budget for their fiscal year starts 3 months before the county's budget year, the per capita rate should be set in June of each year. Mr. Ringenberg moved to adopt supported by Mr. Swift. The motion carried.

Proposal 2 – Because of limited financial resources, Hillsdale County is requesting that the per capita rate allocation for FY2011-12 be set at \$5.15. It is acknowledged that this rate would reduce the total Community Health Agency's allocation by \$68,000 over last year's budget. It is further acknowledged that because of this reduction and other reductions enacted by the State of Michigan, it will be necessary to draw funds from the Agency's General fund balance in order to balance the budget for FY2011-12. Dale Swift made note that by voting for this does not commit Branch County to any set amount – only vote for the concept of same. Mr. Densmore mentioned that even lowering the per capita down to \$4.34 still according to the State still run the core supported services – this may still be a possibility. Mr. Ringenberg moved to adopt this proposal supported by Mr. Densmore. The motion carried.

It was also noted by Mr. Densmore that the cash balance is rising.

Next was a request from the Health Officer to go into closed session to review and discuss his evaluation. This motion was made by Mr. Balog supported by Mr. Densmore. The roll call vote was taken and all members voted yes – motion carried.

The meeting reconvene and all members voted in favor of same.

The Chairperson, Robin Baker, noted that the Health Officer's evaluation for 2011 was completed. The question of merit pay for the Health Officer was noted by Mr. Swift and discussed by the Board members. It was agreed by the members and the Health Officer that no merit pay would be approved because of the financial situation.

With nothing further to be discussed the meeting was adjourned.

Next meeting scheduled for September 22, 2011, in the Coldwater office.

Respectfully Submitted by:

Maureen Petzko, BA
Secretary to the Board of Health