

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MINUTES OF 2-24-11

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

Rod Olney, Dale Swift, Brad Densmore, Allen Balog

Absent: Al Ringenberg, Gerald Loudenslager

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

Mr. Swift moved to approve the agenda as presented with support from Mr. Densmore. The motion carried.

Mr. Balog moved to approve the minutes from the previous meeting with support from Mr. Olney. The motion carried.

Under Public Comment – nothing at this time

Communication –

Medical Director's Comments – Dr. Phillips touched on flu season, obesity and infant mortality. Public Health week is in the month of April.

Health Officer's Report

1. Hillsdale Open House

We had a very successful Open House at our Hillsdale office. The Open House was highlighted by a Ribbon Cutting Ceremony for our Public Health Dental Clinic. Approximately 90 people viewed the dental clinic as well as toured the Health Department to see the improvements we have made to our immunization clinic and WIC area. Also the visitors were able to see the renovated MSUE office area. Senator Caswell & Representative Kurtz attended and gave their congratulations to the community for our new dental facility. We had a very special young man Corbin Craddock (4 ½) along with his mother and baby brother as the ribbon cutters. This family is representative of the community the clinic will serve and is the reason we worked so hard to establish a Public Health Dental Clinic. The Dental Clinic will start seeing their first patients on Monday, March 7th and will be open 4 days per week, Monday through Thursday. Our Three Rivers dental clinic is open Tuesday through Friday.

2. Federally Qualified Health Center

Our Agency is now involved with discussions in all 3 counties involving our area hospitals and other organizations to investigate the feasibility of establishing a Federally Qualified Health Center in each county. A FQHC, also known as a Community Health Center, is a mechanism to provide primary health care to low income families and individuals. These discussions are in the very early planning stages with Hillsdale County being the county farthest along in planning. If an FQHC were to open in any of our 3 counties, it would greatly increase access to primary health care in our jurisdiction and increase the possibilities of establishing a FQHC in our other counties.

3. Agency News

We have conducted CPR training for our Environmental Health staff in Coldwater and Three Rivers. We are in the process of scheduling CPR training for the staff in our Hillsdale office. We have long range plans to start offering small CPR training classes to the community this summer.

During two of our Agency's in-service training meetings this past month we started a discussion/training/feedback session to improve communication between staff, administration and our clients. We arranged for Mark Blocker, Associate Professor from Cornerstone University to present to our staff the key points of good communication and to conduct a confidential survey of our staff with regard to how they see this Agency. When the results are available I will share the results of the survey with you and our staff. Using the results of the survey we will determine what steps we should take to improve our end product which is providing Public Health services to the community.

During our annual staff meetings we presented certificates of recognition to staff members at 5 year intervals of employment. I have attached the list of our employees that received recognition this year. I wish to thank all our employees for their dedication to this Agency and to our communities.

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

Financial Reports – Donna Cowden, Director, reviewed the monthly reports with the members present. The proposed budget amendment was also reviewed and it was moved to accept the amendment from Mr. Olney supported by Mr. Swift. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, reviewed her report with the members present.

Prevention Services – JoAnn Wiliczynski, Director, reviewed the monthly statistics and any updates with the members present.

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

Environmental Health- Rebecca Burns, Director, reviewed the monthly statistics with the members present together with the Food Service Report.

Committee Reports

Finance – the expenditures in the amount of \$226,583.79 was reviewed and approved for payment. The motion was made by Mr. Swift, support came from Mr. Olney. The motion carried.

Program, Policy and Appeals – appeal hearing has been scheduled for March 4, at 10:30 a.m. in the Coldwater conference room.

Old Business – nothing at this time

New Business

Proposed resolution amending Cafeteria Plan was reviewed and discussed. Mr. Olney moved to approve the proposed Cafeteria Plan as presented with support from Mr. Swift. The motion carried.

The proposed Follow up Inspection fee for DHS facility together with the Temporary Category Food Fees were reviewed by the members present. Mr. Densmore moved to approve both with support from Mr. Olney. The motion carried.

With no further business to be discussed the meeting was adjourned. Following the Board meeting will be an orientation session for the Board of Health members, invited guests presented by Mark Miller from Michigan Department of Community Health.

Next meeting will be March 24, 2011.

Respectfully Submitted by:

Maureen Petzko, BA
Secretary to the Board of Health