

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MINUTES OF 1-27-11

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

Rod Olney, Dale Swift, Al Ringenberg, Brad Densmore, Robin Baker, Allen Balog

Absent: Gerald Loudenslager

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

Mr. Swift moved to nominate Mr. Baker for Chairperson supported by Mr. Olney. The nominations were closed and the motion carried.

Mr. Baker took over as Chairperson at this time and open nominations for Vice Chairperson. Mr. Ringenberg moved to nominate Brad Densmore supported by Mr. Swift. The nominations were closed and the motion carried.

The 2011 Bylaws were reviewed at this time and it was noted of two changes in the meeting locations for the month of June and July. With those additions noted the 2011 Bylaws Mr. Swift moved to adopt and place on file with support from Mr. Ringenberg. The motion carried.

Committee Assignments were made as follows:

Program, Policy and Appeals Committee – Mr. Olney, Mr. Densmore, Mr. Balog
Finance Committee – Mr. Ringenberg, Mr. Swift, Mr. Loudenslager

The assignments were moved to accept and place on file by Mr. Swift and supported by Mr. Olney. The motion carried.

Mr. Olney moved to approve the Agenda as presented with a change in the order of the Presentation by Theresa Christner (Healthy Community) support came from Mr. Ringenberg. The motion carried.

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

Under Public Comment – nothing at this time

Communication

Medical Director's Comments – Dr. Phillips updated the members present on the EPA fluoridation in municipal waters.

Health Officer's Report was as follows:

1. Public Dental Clinic Update

The construction of the Hillsdale dental clinic is 90% completed. Some of the last items to complete are the installation of the dental equipment and the emergency electrical generator. We are planning a VIP/Community Open House on Friday, February 18th from 1:00 to 3:00. The Open House will allow the community to tour the entire building and see the changes that have occurred with the MSUE space and the improvements to the clinic layout of the Health Department clinics as well as see the new dental clinic. MCDC, the dental group that will be operating the dental clinic for us, has started to conduct interviews to fill staff positions. The second week in March has been given as a tentative date for the clinic to open. Hopefully, by our Open House on the 18th, we will have the exact date for the opening of the clinic. The attached flyer has information with regards to services that will be offered at the dental clinic.

2. Agency Budget

Our Agency is on the same fiscal budget cycle as the State of Michigan which starts October 1st. Our three counties are on a budget cycle which begins January 1st. Because of the difference between the two budget cycles, it is necessary for this Agency to plan and submit a budget to the State three months before the County budgets are determined. Our budget for 2011 which started October 1st 2010 was based on projected revenues from the State and from each of our 3 Counties. We requested the same amount of appropriations from each County as we requested in 2010 which was a 6% decrease from 2009. Each County passed their budget in the latter part of December at which time our local appropriation was determined. Because of the poor economy, each County found it necessary to reduce their appropriation to this Agency by a combined total of \$82,000.00. Now that we have the local appropriation amount we will need to submit an amended budget for your approval. Even as we make other budget adjustments it will be necessary for us to draw from our fund balance in order to balance our budget for 2011. We hope to have an amended budget for your approval at our February meeting.

3. Agency News

We will be offering an orientation for commissioners at the end of our February meeting. Mark Miller from the Michigan Department of Community Health will

explain the legal requirements and responsibilities for public health programming. I have provided you much of the information in the orientation notebook we distributed today. The presentation will last about an hour. I would also like to invite your fellow County Commissioners to attend the presentation so that they will understand the responsibilities that the Counties have with regards to Public Health.

Agency News - Continued

During the week of February 7th we will be conducting our annual Agency staff meetings. In addition to the usual information presented during the hour long meeting we have made arrangements for a representative from MERS to make a short presentation to the staff about the services they offer. You are welcome to attend. The meetings are at noon and start in Hillsdale on February 8th, Three Rives on February 9th and Coldwater on the 10th.

I am pleased to inform you that this Agency has increased our ability to conduct CPR training. This was a service that I have wanted to expand for some time and with the recent passing of a staff member last year, it seemed even more important to expand our ability to train members of the community. We are conducting a CPR class today for a local business in the adjacent room. Our plans are to offer CPR and First Aid training to all of our staff and also to offer small classes to the community.

In an effort to keep you informed of the programs and services we offer, I will be making arrangements for a several short presentations during the Board of Health meetings this year. Each presentation will focus on a program or service from one of our divisions.

I would like to start the presentation series by featuring our Health Education & Promotion division. Some of the veteran Board of Health members may have noted a change as to the type of snacks we are now offering during the meetings. Making wiser food choices is an educational activity we will be using to improve the overall health of our communities. Later in this meeting Theresa will be presenting other activities we will be using to encourage staff and county residents to improve their health and well being. I would also like to take this time to announce that I have promoted Theresa Christner to the Director's position of our Health Education & Promotion division. With this promotion she has assumed the responsibilities for the remaining programs that John Robertson, the former division director, had supervised.

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

Finance Reports –

Donna Cowden, Director, reviewed the monthly financial reports with the members present. Mr. Olney moved to accept and place on file supported by Mr. Ringenberg. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, reviewed the monthly updates. Mr. Olney moved to approve the amendment that reflects an increase in funding allocation due to a Performance Award from the Centers for Medicare and Medicaid Services. The total funding has increased from \$8911.00 to \$11,558.00 which allocates as follows:

\$500 Branch County

\$500 St. Joseph County

\$1,647 Coordinator Professional Development

As well as a carryover CORE dollars remaining at the end of fiscal year 2010. These Dollars need to be expended by March 31, 2011. Supported by Mr. Swift. The motion carried.

Mr. Swift moved also to approve a contract from MMAP for the SMP Expansion Project. This is a new grant for our agency and will enhance efforts to education target populations on how to protect, detect, and report health care fraud. This new grant will run from October 1, 2010 to September 30, 2011. The funding allocation for this project is \$2514. We would like to allocate the traditional 58% to St. Joseph County and 42% to Branch County, which would reflect the following funding breakdown:

\$1056 Branch County

\$1458 St. Joseph County

This motion was supported by Mr. Olney. The motion carried.

Prevention Services

JoAnn Wilczynski, Director, reviewed the monthly statistics with the members present. JoAnn also updated the members present on programs within her division and advised them of welcoming MSU Nursing Students working within our clinical sites.

Environmental Health

Rebecca Burns, Director, reviewed the monthly statistics with the members present as well as updated them some old issues. (gas spill, Leonidas drinking water).

Community Health

Theresa Christner, Director, reviewed the monthly statistics with the members present. At this time Theresa gave a presentation on “Healthy Community”.

Committee Reports

Finance Committee – the expenditures in the amount of \$238,598.01 were reviewed and Mr. Swift moved to approve for payment supported by Mr. Ringenberg. The motion carried.

Program, Policy and Appeals – nothing at this time

Old Business – nothing at this time

New Business – nothing at this time

Other – nothing at this time

With no further business to be conducted, the meeting was adjourned.

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to the Board of Health