

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
Board of Health Meeting
Minutes of 3-24-11

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

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

Absent: Gerald Loudenslager

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

Mr. Swift moved to approve the agenda as presented with one addition under New Business (Request for laptop computers) supported by Mr. Densmore. The motion carried.

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

Under Public Comment an introduction of staff (Theresa Fisher and Karen Griffith) present at the meeting.

Communication

Audit Report/Presentation – Aaron Stevens presented the audit report to the members present. Discussion followed and it was more by Mr. Olney to approve and place on file the report supported by Mr. Swift. The motion carried.

Dr. Phillips gave his Medical Director's Report- talking to the members present about the funding for public health and all the talk about the budget cuts, cuts in revenue sharing and cuts in core support services. He also commented on the cuts from our local counties and the continued problems in our counties regarding obesity, infant mortality, Title X Funding (family planning services) Medicaid cuts and no safety net for support or additional monies to rely on for public health services.

Health Officer Report –

1. Public Health Emergency Response (PHER) Special Projects

I mentioned in my December Health Officer's report that budget cuts and the reduction of consultative services provided by the State will require our Agency to make the best use of new technology and training. The projects outlined in our Public Health Emergency Response Special Project grant will help us be more efficient and effective as we protect our communities.

We applied for and received grants that will allow us to improve our response to a public health event. The grants specified that funds must be spent in efforts that assist the agency in responding to future pandemic events. The special projects included in our PHER funding are: Communication Training, Document Management Software, Hardware for Document Management (New Computer Server, 15 Laptops), Computer Server Band Width Upgrade, and Building Security Improvements.

Communication Training - this activity is to improve staff competency in the area of communication as it relates to an emergency response event. We are using an outside contractor who is now working with the department's staff to improve the flow of communication within the department's chain of command, as well as standardize the flow of information to its clients and community partners. The Board will be involved in part of this training.

Document Management Software & Hardware - During our response to the H1N1 Pandemic, it was noted that many of the Agency's documentation systems for maintaining vaccination records were outdated and inefficient. The reliance on "cards" to maintain these records, while handy for the staff in a normal clinic environment, was deemed grossly ineffective when pressed into service during high volume clinics. We have requested proposals from computer software & hardware companies for a system that would allow us to start electronically managing our documents. I have attached a timeline of the activities involved in this endeavor. The project timeline is driven by constraints in the grants that we have received. During today's meeting I will be asking for approval to purchase the laptop computer hardware needed for the project.

Computer Server Band Width – We are proposing to upgrade our bandwidth to Multiprotocol Label Switching (MPLS). MPLS technology allows multiple applications, such as voice, video conferencing and routine data to set priority for the type of application we use the most. This will provide us increased efficiency for the agency which has been using point-to-point T1 lines. Under the current schematic, Three Rivers and Hillsdale Offices connect to Coldwater, which serves as a hub for videoconferencing, data transmissions and internet access. If the hub crashes, the outlying buildings lose their connection as well. Under the new schematic, each building will have its own firewall and internet connectivity.

Building Security Improvements - The Agency will be upgrading the door locking hardware of our buildings' external & internal doors, vaccine refrigerators and selected cabinets that contain medical supplies and confidential/HIPAA sensitive information. This will improve the internal security of the building during a pandemic event. After the emergency electrical generator has been installed at our Hillsdale office, we will have sufficient backup electrical power at all 3 sites so we can operate during a power outage.

2. Board Member Participation by Telephone or Video Conferencing

I have been researching the legal requirements for the participation in meetings by Conferencing. I will be forwarding the findings to the Program, Policy and Appeals Committee for discussion.

Mr. Olney moved to approve and place on file the Health Officer's Report supported from Mr. Densmore. The motion carried.

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

The Budget Amendments were also reviewed with the members present by Donna Cowden. Mr. Olney moved to approve and place on file the Amended Budget with support from Mr. Ringenberg. The motion carried.

The next item brought before the Board for an action item was the Appeal Hearing. An informational summary was completed and sent to each member of the Board for review regarding this appeal. Discussion took place and it was obvious that more information was needed before any recommendation could be reached. The members indicated that 4 things needed to be completed – rightaway determined, site evaluation completed, soil borings completed and it needs to be decided whether this is an old or new construction? After all of this is completed then this information shall be distributed to the committee members for a recommendation to the full Board at its next meeting hopefully. Mr. Swift moved for approval supported by Mr. Ringenberg. The motion carried.

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

Prevention Services – Joann Wilczynski, Director, reviewed her monthly update report together with the monthly statistics with the Board members present.

Community Health – Theresa Christner, Director, reviewed the monthly statistics with the members present. Monthly update was also discussed.

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

A presentation scheduled for this meeting on Food Service Program has been cancelled and will be rescheduled at another meeting.

The Certificate of Excellence/Food Establishments were reviewed and a motion to approve was made by Mr. Balog and supported by Mr. Densmore. The motion carried.

Committee Reports

Finance – The expenditures submitted for payment were reviewed for a total of \$638,917.19. A motion made by Mr. Swift for approval was supported by Mr. Olney. The motion carried.

Program, Policy and Appeals - The Appeal hearing was discussed earlier on the agenda.

Old Business –
Nothing at this time

New Business –
The discussion of purchasing new laptops with grant monies was discussed. It was moved by Mr. Swift to approve said purchase not to exceed \$30,000.00 supported by Mr. Ringenberg. The motion carried.

With no further business to be discussed Mr. Swift moved to adjourn the meeting supported by Mr. Ringenberg. The motion carried. Meeting adjourned.

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to Board of Health