

December 10, 2020 – Board of Health Meeting Minutes

The meeting was held electronically via Zoom meetings due to the COVID-19 Pandemic. The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by Chairman, Bruce Caswell, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Bruce Caswell, Kathy Pangle, Allan Balog, Terri Norris, Tom Matthew, and Mark Wiley.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Kali Nichols, Paul Andriacchi, and Laura Sutter.

Ms. Norris moved to approve the agenda with support from Mr. Balog and the motion passed.

Ms. Pangle moved to approve the minutes from the previous meeting with support from Mr. Wiley and the motion passed.

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: COVID-19 Vaccination Planning, Request Quarantine/Isolation Letter, Flu Vaccination, Pop-Up Testing, Health Department Offices Open/Service Updates, Small Construction Project in Coldwater, Staff Capacity, Strategic Planning, Health Department Leases, Health Promotion & Education Updates, and SMORC Grant.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. The subject of this month's report was A Lesson in History – Mary Mallon.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Norris moved to approve the expenditures as reported with support from Mr. Wiley and the motion passed.

Unfinished Business

- none

New Business:

- Mr. Balog moved to approve the MERS Defined Benefit Plan Adoption Agreement Addendum as presented with support from Ms. Norris. A roll call vote was taken and the motion passed 6-0 (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)

- Mr. Wiley moved to approve the MERS Defined Contribution Plan Adoption Agreement Addendum as presented with support from Mr. Balog. A roll call vote was taken and the motion passed 6-0 (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)
- Mr. Wiley moved to approve the purchase of a mobile clinic unit with support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0 (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)

Department Reports

- Personal Health & Disease Prevention
- Environmental Health
- Area Agency on Aging

- Mr. Balog moved to enter closed session with support from Ms. Norris. A roll call vote was taken and the motion passed 6-0 (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)
- The Board returned to Open Session
- Ms. Norris moved to pay a one-time merit bonus to the Health Officer in the amount of \$3,500.00 as allowable in her contract, with support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0 (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)

With no further business the meeting was adjourned at 10:41 AM.

Respectfully Submitted by:

Theresa Fisher, BS

