

Branch-Hillsdale-St. Joseph Community Health Agency
Board of Health Meeting Minutes
February 22, 2018

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by Chairman, Allan Balog, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Don Vrablic, Terri Norris, Bruce Caswell, Mark Wiley, and Kathy Pangle.

Also present: Rebecca Burns, Dr. Vogel, Theresa Fisher, Val Newton, Paul Andriacchi, Laura Sutter, Donna Cowden, Jeff Macklin, Bonnie Saddler and Don Reid.

Ms. Norris moved to approve the agenda with support from Mr. Vrablic. The motion carried.

Mr. Vrablic moved to approve the minutes from the previous meeting with support from Ms. Norris. The motion carried.

Public comment:

- Theresa Fisher introduced Bonnie Saddler, Finance and IT Support Specialist, to the group. Bonnie will be filling in for Theresa to take the minutes at the March Board of Health Meeting.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Branch-Hillsdale-St. Joseph Health Plan, accreditation, insurance billing, active shooter training, flu, classification and compensation study, staff vacancies, and the hepatitis A outbreak.

Dr. Vogel, Medical Director, reviewed his monthly report. This month's report covered the evolution of medicine.

Committee Reports:

- Program, Policy, and Appeals Committee – Had not met.
- Finance Committee – Had not met.

Financial Reports/Expenditures

- Mr. Vrablic moved to approve the expenditures as reported with support from Ms. Pangle. The motion carried.
- Ms. Pangle moved to place the financial reports on file with support from Ms. Norris. The motion carried.

Unfinished Business

- Ms. Norris moved to approve the Personnel Policy Manual including all changes written and discussed with support from Ms. Pangle. The motion carried.
- Ms. Norris moved to have funds from the closed health plan which are currently held by the Community Foundation dispersed to the Branch-Hillsdale-St. Joseph Community Health Agency to be invested in accordance with the BHSJ's investment policy and the County of Branch's investment policy. The motion was supported by Mr. Wiley and the motion carried.

New Business:

- a. Ms. Norris moved to approve the revised AAA Cost Sharing Policy as presented with support from Mr. Wiley. The motion carried.
- b. Employee recognition was discussed.
- c. There will be an educational session about AAA following the March Board of Health meeting.

Ms. Norris moved to adjourn the meeting with support from Mr. Vrablic. The motion passed and with no further business the meeting was adjourned at 10:18 a.m.

Respectfully Submitted by:

Theresa Fisher, BS
Secretary to the Board of Health