

## January 24, 2018 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:01 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, Kathy Pangle, Terri Norris, and Bruce Caswell.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Yvonne Atwood, Paul Andriacchi, Laura Sutter, and Jeff Macklin.

Ms. Pangle moved to approve the amended agenda, which added EH Fee Schedule to the new business section, with support from Ms. Norris. The motion carried.

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

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: AAA 3C, Comprehensive Compensation Study, Finance Committee Discussion Items, LARA's Legal Division of the Bureau of Medical Marihuana Regulation, New Software Updates, Health Promotion & Education Updates, Staff Vacancies, Annual Audit/Year End Close, Staff Meetings, and the Hepatitis A Outbreak.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports covered Radon and Lung Cancer.

Committee Reports:

- Finance Committee – Ms. Norris moved to approve the minutes from the 1/24/19 meeting with support from Ms. Pangle. The motion carried.
- Program, Policy, and Appeals Committee – Mr. Vrablic moved to approve the minutes from the 1/3/19 meeting with support from Ms. Norris. The motion carried.

Financial Reports/Expenditures

- Ms. Norris moved to approve the expenditures as reported with support from Mr. Vrablic. The motion carried.

Unfinished Business

- There was no unfinished business to discuss.

New Business:

- a. Ms. Norris moved to reschedule the Comprehensive Compensation Study to be completed by the end of the fiscal year with support from Ms. Pangle. The motion carried.
- b. Ms. Norris moved to close nominations for Chairperson and cast a unanimous ballot for Mr. Vrablic, with support from Mr. Caswell. The motion carried.
- c. Mr. Vrablic moved to close the nominations for Vice-Chairperson and cast a unanimous ballot for Mr. Caswell, with support from Ms. Norris. The motion carried.
- d. Ms. Norris moved to retain the current committee assignments with support from Ms. Pangle. The motion carried.
- e. Ms. Pangle moved to approve the proposed meeting schedule as presented with support from Ms. Norris. The motion carried.
- f. Mr. Caswell moved to adopt the by-laws as presented with support from Ms. Pangle. The motion carried.
- g. Ms. Norris moved to approve the proposed EH General Services Fee Schedule as presented at 80% of cost, effective January 28, 2019, with support from Mr. Balog. The motion carried.
- h. Ms. Pangle moved to approve the proposed Health Officer contract as presented with support from Ms. Norris. The motion carried.

With no further business the meeting was adjourned at 10:32 AM.

Respectfully Submitted by:  
Theresa Fisher, BS

A handwritten signature in cursive script, appearing to read 'Theresa Fisher', is written over the printed name.