

March 26, 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: Allan Balog, Tom Matthew, Kathy Pangle, Mark Wiley, and Bruce Caswell. Terri Norris joined the meeting a few minutes later.

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

Ms. Pangle moved to approve the agenda with support from Mr. Wiley. The motion carried.

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

Public comment:

- Dane Porter from Costerisan presented on the 2019 Single Audit.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Recognition for the Public Health Team, Program changes due to COVID-19, Local Health Officer Orders, Board Education Session, Board of Health Binders, Strategic Planning, Emergency Preparedness Special Project Funding, Hepatitis A Outbreak Carry-over Funds, Health Department Leases, Promotion & Education Updates.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports covered the COVID-19.

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 Ms. Pangle. A roll call vote was taken and the motion passed 6-0. (Mr. Balog, Yes; Ms. Norris, Yes; Mr. Matthew, Yes; Ms. Pangle, Yes; Mr. Wiley, Yes; Mr. Caswell, Yes)

Unfinished Business

- None

New Business:

- Ms. Norris moved to support the Health Officer putting together a best practices document to be sent to employers who are open and operating essential business with support from Mr.

Matthew. A roll call vote was taken and the motion passed 6-0. (Mr. Balog, Yes; Ms. Norris, Yes; Mr. Matthew, Yes; Ms. Pangle, Yes; Mr. Wiley, Yes; Mr. Caswell, Yes)

- Ms. Norris moved to approve the planned expansion of the Sturgis office space as presented, with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0. (Mr. Balog, Yes; Ms. Norris, Yes; Mr. Matthew, Yes; Ms. Pangle, Yes; Mr. Wiley, Yes; Mr. Caswell, Yes)
- Ms. Norris moved to place the Audit on file with support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0. (Mr. Balog, Yes; Ms. Norris, Yes; Mr. Matthew, Yes; Ms. Pangle, Yes; Mr. Wiley, Yes; Mr. Caswell, Yes)

Department Reports

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

With no further business the meeting was adjourned at 10:55 AM.

Respectfully Submitted by:

Theresa Fisher, BS

