

*BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES OF 12-3-09 MEETING*

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

Robin Baker, Dale Swift, Dave Pueschel, Geraldine Spieth, Rod Olney and Mike Dunlap

Also present: Steve Todd, Maureen Petzko, Laura Sutter, Jennie Sholly, Donna Cowden, Rebecca Burns, John Robertson, Don Reed, and Steve Betterly

Absent: Dr. Phillips

Mr. Dunlap moved to approve the agenda with one addition under New Business 2010 salary scale as presented with support from Mr. Swift. The motion carried.

Mr. Olney moved to approve the minutes from the previous meeting with support from Mr. Pueschel. The motion carried.

Public Comment – The Jonesville Community School Nurse sent in a letter thanking our agency for a wonderful job in scheduling and performing the vaccine of the H1N1 to the kids.

Communication:

Medical Director's Comments – Dr. Phillips is not present

Health Officer's Report-

1. H1N1 Flu Vaccinations

By December 10<sup>th</sup> we will have completed our first round of H1N1 vaccination clinics in schools. As of Thanksgiving we have vaccinated over 10,000 children and teachers. Since November 1<sup>st</sup> we have conducted clinics in 82 school buildings. We have held over 15 community-based H1N1 vaccination clinics and have partnered with several medical offices for vaccination clinics. We have provided vaccine to the local doctors for their use to vaccinate patients in the CDC's priority group. We will soon start a second round of vaccination clinics in our schools to offer a second vaccination to children less than 10 years of age. A second parent consent form must be signed by the parent. This form along with other information will again be included in a packet that we will supply to the schools for distribution.

Currently H1N1 vaccinations are being offered to the people in the CDC's priority group which includes pregnant mothers, children and young adults under

the age of 24 and people with underlying health conditions under the age of 64. We will be conducting a community-based clinic in each of our counties this Saturday. Once the State Health Department has determined that there is sufficient vaccine available, they will authorize us to offer the vaccine to the general public.

I wish to thank the hard work of our staff with a personal thank you to John for his skill in preparing our parent informational packets and serving as the main contact for communication with the schools. We have accomplished a lot in a relatively short period of time and it is because of our staff's desire to serve our communities during this Public Health Event.

2. Dental Clinic

I have been consulting with Gerry Chase from the Northern Health Foundation and Dr. Veryser from the Michigan Community Dental Clinics with regards to locating a second dental clinic in Hillsdale. I will be offering for discussion a proposed lease agreement for a clinic that would be built adjacent to our Health Department in Hillsdale. Approximately \$40,000 has been earmarked for the Hillsdale dental clinic by the Hillsdale Community Foundation.

3. Agency News

In the discussions I have had with our 3 counties, it is apparent that we will receive a 6% reduction in the appropriations from each county. This will become official when each county approves their budget by the end of December.

We have been involved in a number of community wellness & health planning activities. Included in these activities are sex education discussions with area schools, land use planning for increased biking & hiking trails, and health care networking. One of the health care networking events that I was involved with was a dental training web-cast that we hosted. This recent session had 38 dental professionals from our 3 counties in attendance. It proved to be an excellent opportunity to talk with our dental community regarding our Agency's programs. All of these events increase the impact that we have on improving the over all wellness of our community.

This agency completed our United Fund Pledge Drive. The staff has pledge a total of \$1,208.

Mr. Baker moved to accept and place on file the Health Officer's Report supported by Mr. Pueschel. The motion carried.

Financial Reports – Donna Cowden, Director, reviewed with the members of the Board the financial reports for the past 2 months. Donna Cowden advised the members that on January 6, 2010 the auditors will be here to start the audit. Mr. Dunlap moved to

approve, accept and place on file the reports with support from Mrs. Spieth. The motion carried.

#### New Business –

Discussion was held earlier with the Finance Committee regarding a proposed Salary Increase for employees based upon the results of the financial reports at the end of the fiscal year. The Committee discussed this with the entire Board members present the proposal. Talk of giving dollars across the Board rather than a percentage increase which you affect the salary scale for years to come. Most of the members are not in favor of giving a pay raise or any increase in dollars to staff at this time. Donna Cowden presented her input regarding the proposed increase. Mr. Swift move to oppose the pay raise to staff with support from Mr. Dunlap. A Roll Call vote was taken. All members voted yes except Mr. Olney voted no.

The Finance Committee also discussed earlier the proposed Dental clinic lease for Hillsdale County. Discussion took place with the entire Board and the members once again were not collectively in favor of this lease and it was moved by Mr. Olney to table the matter until such time to allow members to receive additional information regarding this lease and its contents. Support for the motion came from Mr. Dunlap. The motion carried.

The Original Budget for 2009-10 was presented for approval to the members present. The budget was reviewed and discussed and it was noted that this budget presented entailed one fewer FTE and otherwise was on task. Mr. Dunlap moved to approve the budget for 2009-10 as prepared and presented with support from Mrs. Spieth. The motion carried.

Area Agency on Aging – Laura Sutter gave an update on her program to the members present at this time. Mr. Pueschel moved to approve supported by Mrs. Spieth. The motion carried.

Prevention Services – Jennie Sholly reviewed the monthly stats and updates within the programs with the members present. Mr. Dunlap moved to approve with support from Mr. Pueschel. The motion carried.

Community Health Promotion – John Robertson reviewed the monthly stats with the members present. John also reported to the members to date the latest information on the HINI clinics and the numbers to date. Mrs. Spieth moved to approve with support from Mr. Pueschel. The motion carried.

Environmental Health – Rebecca Burns reviewed the monthly reports with the Board members present. Mr. Olney moved to approve supported by Mr. Dunlap. The motion carried.

Committee Reports:

Finance Committee – the expenditures submitted for payment for the months of October and November were reviewed by the members. Discussion also took place regarding the HINI clinics and contractual people hired to work in these clinics. Mr. Olney moved to approve for payment supported by Mr. Baker. The motion carried.

Old Business

Nothing at this time

Other

Nothing at this time

With no further business to conduct the meeting was adjourned at 11:30 a.m.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board of Health