

CALHOUN COUNTY BOARD OF HEALTH MEETING
190 East Michigan Avenue, Suite A-100, Battle Creek, MI 49014
November 15, 2004
Meeting Minutes

ATTENDANCE

Board of Health

Larry Anderson
Jean Cook-Hughes
Ben Miller
George Perrett

Health Department

Heidi Oberlin
Kathy Ferguson
Ted Havens
Ginger Hentz
Brigitte Reichenbaugh

Calhoun County Administration

Greg Purcell
Jim Latham
Nancy Mullet

I CALL TO ORDER AND INTRODUCTIONS

Meeting called to order at 8:10.

II APPROVAL OF AGENDA

Jean moved approval of the agenda; George supported. All in favor.

III PUBLIC COMMENT

N/A

IV CONSENT AGENDA

- October 18, 2004 Meeting Minutes
George moved approval of the agenda. Jean supported. All in favor.

V RESOLUTIONS

Resolution 34-2004. Ben moved for approval; George supported. Greg Purcell asked for an additional breakdown of the \$646,000 received. William briefly explained. Kathy provided a detailed CareSource budget to all Board of Health members. Ben asked if we are reducing any of our previous initiatives from year one. William answered "No" because there were many first year items, such as dental operatories, that are not required in year two funding. Greg Purcell asked for clarification of the Year Two allocation related to the carryover amount in addition to the budgeted amount. The federal government does not confirm the carryover until 4 -6 weeks after the formal request is made, and the formal request cannot be made until the financial report is submitted to them at the end of November. William stated that CareSource has engaged in a process with the contractual partners to determine where carryover funds will be allocated if awarded. George asked what percentage of the carryover is attributed to the delay of the start of the program. About \$250,000 is due to the delay. William stated that per Mr. Mike Smith, our federal HCAP Project Officer, it is not unusual to approach 40% carryover. George asked about Albion Health Care Alliance's outreach and advocacy. William summarized: neighbors canvassing neighbors about needed programs. Nurse Triage for MedConnection? Anyone enrolled in the CareSource Health Plan can call 211

24/7 and the nurse (RN) can provide advice on what to do or where to go with the goal to reduce emergency room visits and costs. Evaluation costs? Is there a report available? As of today, we are in the final stages of finalizing the logic model. The first year evaluation is in process.

Motion to approve. All in favor.

VII HEALTH OFFICER UPDATE

- Ted Havens, Environmental Health Director
 - ♦ Lead-based Paint Abatement Program Presentation

Lead-based Paint Abatement Program Presentation: Ted explained the lead abatement program and introduced Kelly DeMoss from Lowe's. Lowe's Corporate allocates \$1,500 for the Lowe's Heroes Program to each Lowe's store. The Battle Creek Lowe's took first place in a competition and won \$2,000 and donated it all to the Calhoun County Lead Awareness program. In cooperation with Environmental Health staff, Lowe's located another house for lead abatement. Kelly stated that the project on the home starts tomorrow and needs to be completed by Thanksgiving. Larry presented a resolution of appreciation on behalf of the Board of Health to Kelly DeMoss.

- ♦ Temporary Food Fees – Discussion
- Temporary Food Fees: Ted summarized the process in issuing temporary food permits and the costs. He also summarized surrounding county fees. He is proposing that we charge \$75 to corporate and \$40 to nonprofit clients due to staff time allocation. Environmental Health proposes initiating an incentive program by increasing the fee as the event draws nearer. See attachment. EH will send a mass mailing and hold a public hearing. Temporary includes Albion Festival of the Forks, Marshall Home Tour, Balloon Fest, etc. Nonprofits include firefighters, churches, scouts, etc. A Board member suggested that we provide the client an incentive to apply early by reducing the fee for early application. Concern is the cost of the service as taxpayers should not pay for the service. We need to determine the County cost for service and then set the fee. We can offer the nonprofit organizations a little less. A Public Hearing will be scheduled for an upcoming meeting.

VI FINANCE REPORT

- Kathy Ferguson, Finance Officer October Financial Summary and Narrative: As is typical in the first month of the fiscal year, we have received relatively little cash that applies to the new fiscal year, as billings for October are typically not sent out until mid to late November. We show a loss for October 2004 of \$35,217, as compared to October 2003 at \$44,817. It is too early to tell how much impact the flu situation will make in our budget picture.

VIII COUNTY ADMINISTRATION UPDATE

- Health Department Fund Balance and Indirect Cost Rate
- Greg Purcell summarized surrounding county budgets and State of Michigan cuts, indicating that counties are in tight financial positions. Greg indicated that Kalamazoo is cutting their budget by \$2.7 million. Jim Latham summarized the Calhoun County Health Department fund balance. As a pattern, the County reviews countywide departments for excess funds. They looked at indirect costs, plan, and

allocation with the idea of maximizing the charge for departments who have additional funds (grants, etc.). The expected result for FY 2003-2004 is that the health fund will break-even or maintain a slight surplus. The other issue is the indirect cost plan which includes everything supplied by central County administration (such as the costs of administration, insurance, occupancy, etc.). County administration is proposing to charge indirect costs to the Health Department of \$13,125 per month starting in January 2005, in addition to transferring \$25,000 from the Health Department fund balance. Indirect costs can be charged to grants. The County has not been charging indirect costs to departments. The County is trying to liquidate the Albion building, but simply by closing it down, the County will save \$80,000 per year. The County terminated the Signature agreement at the Toeller Building. The County will transfer the Health Department's maintenance person to County Maintenance and will charge ½ of salary and benefits to the Health Department. George suggested that we contact Erv Brinker about space for the Albion office. With the State allocation beginning in 2006-2007 of the "Renaissance" zone being tax-free, that cuts the county further. These financial recommendations will be presented by County Administration to the Board of Commissioners; however, they would like to have BOH concurrence on this recommendation.

The County understands the feelings of the Health Department, however, the State is cutting countywide dollars which in-turn reduces our fees. The projected county fund balance is \$2.6 Million for FY 2004 which is at the minimum of the county set 8% minimum fund balance.

George: We need to review every service provided by the Health Department and confirm that the users of those services pay as close to net costs as possible (so that expenses equal revenues). We also need to confirm that fixed overhead and variable overhead are included in every fee that we charge. Make sure that we are nearly approximating the costs for the fees. Ted suggested that we have someone come in look at our fees for service, possibly Maximus. County is willing to discuss this if the Health Department can come up with the funds to do engage the service.

We will revisit our budget and will accept county information with no motion.

Meeting adjourned at 9:55 a.m.