

# Calhoun County Board of Health Meeting Minutes

---

August 18, 2014

## **Board of Health**

Dr. Mahesh Karamchandani, Chairperson  
Nancy Mullett, Vice Chairperson  
Mary Jo Byrne  
Amy Davis  
Rick Hensley

## **Health Department**

Dr. Harrington  
Deb Metzgar  
James Rutherford, Health Officer  
Kristin Tekiele  
Michelle Thorne

## **County Administration**

Kelli Scott

## **Other**

## **Absent**

Ronnie Sims  
Kathy-Sue Dunn, County Commissioner

## **Meeting called to order**

Karamchandani called the meeting to order at 8:01 am.

## **Agenda**

Mullett motioned for agenda approval. Hensley seconded. All in favor, motion passed.

## **Consent Agenda**

Byrne motioned for approval of the consent agenda, Davis seconded. All in favor, motion passed.

## **Public Comment**

No public comment

## **Presentation**

Rutherford discussed the background behind the development of the “School/Daycare Exclusion Policy and Procedure.” The purpose of this policy is to protect the health of the public. Calhoun County Public Health Department (CCPHD) staff will meet with the Calhoun Intermediate School District (CISD) superintendents to discuss this policy in September.

To answer the question, who will read this policy, it is noted that school principals, superintendents, and administrators will be reading this policy. It was suggested that a narrative be prepared explaining the policy and include with the policy to ensure that anyone reading understands.

Question was asked whether children are allowed to start the school year without exemptions or vaccinations being done. Yes, children can begin school without vaccinations or completed exemption forms. The schools will set a date when the students must be vaccinated or provide an exemption form. If parents do not comply with the given date, the student can no longer attend school. All of this must be done by November 1 for school reporting purposes.

Question was asked whether this policy will change what the schools are currently doing. There will be minor changes to create clarity for the schools as to what they should be doing. Some superintendents have indicated they like the fact that the CCPHD is making the tough decisions for them. The CCPHD currently requires parents to meet with the CCPHD nurse in their school when they sign the exemption waivers.

Question was asked as to whether the CISD is required to provide tutoring for children excluded from school. CISD's tutoring requirement is not known. Regardless of the tutoring requirement, it is the CCPHDs responsibility to protect the health of the public.

Byrne motioned to support the policy, Hensley seconded. All in favor, motion passed.

### **Health Officer Report**

Rutherford presented the Health Officer Report. The report included:

- Regarding the Albion office relocation, Rutherford and CCPHD staff are actively looking at properties in Albion. Discussions continue as to what the clinic model will be.
- The School Nurse program is fully up and running. CCPHD is getting requests from schools outside the county, but within the ISD jurisdiction, that are interested in having nurses in their schools. The cost-sharing formula will have to change because grant dollars that fund our current nurse programs are earmarked for Calhoun County and various urban areas within Battle Creek. The Michigan Department of Community Health (MDCH) and CISD are encouraging us to look outside of our county, such as a regional program. Union City would like to get a CCPHD nurse this year. Their school district is partially within Calhoun County and would be a good test for expansion of the nurse program.
- The Haven of Rest has identified the need for nursing services on a regular basis. If they can obtain grant funding, the CCPHD will oversee their nursing services through our clinic, proposed with a half-time nurse.

### **Budget**

Tekiele presented the FYE15 budget. The report included:

- The CCPHD budget has grown 2.2% from last year, partly due to the block grant received from the W.K. Kellogg Foundation (WKKF).
- The budget process included meeting with each manager to determine staffing costs and where they intend to spend revenues. Meetings also occurred with County Administration and the Board of Health (BOH) Finance committee (Mullet and Hensley).
- The 18-month grant from WKKF is broken into three, six month periods because it falls in more than one fiscal year.

- County appropriations are approximately one tenth of revenues and Federal, State, and Local grants are approximately three fourths of budget revenues.
- There is \$15,000 from the fund balance being used for strategic initiatives, such as moving the Albion clinic.
- There is a 3% increase in Environmental Health fees. This is a reflection of the cost of doing business with our contractors and the cost of living.
- Clinic fees will remain the same except for the immunization administrative fee, which will increase from \$15 to \$20. CCPHD has not raised this fee in over five years and surrounding counties charge from \$18 to \$23 for the same service. This fee is billable to insurance and will be reimbursed up to \$23. For clients who do not have insurance, they are subject to a sliding fee scale. This fee increase will go into effect on April 1, 2015 after the flu season is over.
- Fund balance is currently \$756,000. If \$15,000 is used for strategic initiatives, the fund balance will be \$741,000 at the end of the fiscal year.

Question was asked as to whether we have any return on investment of our fund balance. The CCPHD is the only county department that carries a fund balance and the county does not transfer interest to the CCPHD.

Mullet motioned to support the FYE15 budget as presented. Hensley seconded. All in favor, motion passed.

**Meeting adjourned at 8:58 a.m.**

For a copy of the presentation or the Health Officer report, please contact Deb Metzgar at 269-969-6463 or via email at [dmetzgar@calhouncountymi.gov](mailto:dmetzgar@calhouncountymi.gov)