

**CALHOUN COUNTY BOARD OF HEALTH
MEETING MINUTES
DATE: April 21, 2003
Battle Creek, Michigan**

PRESENT:

Board of Health	Larry Anderson, Chairperson Jean Cook-Hughes, Vice Chairperson Ben Miller, County Commissioner Jeffrey R. Mitchell George Perrett
Public Health Department	Heidi Oberlin, Health Officer Kathy Ferguson, Finance Officer Ted Havens, Environmental Health
County Administration	Greg Purcell, County Administrator Nancy Mullett, Legal Counsel Jim Latham, County Finance Director

I. Larry Anderson called the meeting to order at 8:10 a.m. in the Public Health Department conference room, George W. Toeller Building, 190 E. Michigan Avenue, Battle Creek, Michigan.

II. George Perrett moved to approve the agenda; seconded by Jeff Mitchell. Approved unanimously.

III. PUBLIC COMMENT – None

IV. CONSENT AGENDA

Moved to accept by Jeff Mitchell; seconded by Jean Cook-Hughes. Approved unanimously.

V. RESOLUTIONS

Res. 11-2003 Approve the Agreement with Evaluation and Measurement Specialties extending the end date of the contract period from March 31, 2003 to December 31, 2003.

Per the memorandum, Heidi explained that this is simply an extension of the current contract and that the timeframe is within the scope of the project.

Approval moved by Jeff Mitchell; seconded by George Perrett. Approved unanimously.

Res. 12-2003 Approve Contract with the Southwest Michigan Affiliate of the Susan G Komen Breast Cancer Foundation, Inc., for an \$11,000 grant for the “First Look” program.

Although this is not the amount requested in the grant proposal, Heidi explained that we had initially been informed that Calhoun Co. was not being funded for this program at all. Because of these funds, at least 20 young women will receive screening and case management for breast and cervical cancer. This program does not obligate Calhoun County to provide treatment; it is through the contracts with community partners and a special category of Medicaid that women qualify for further diagnosis and treatment without financial barriers. There is also no obligation to continue providing services to this population if these funds are discontinued.

Approval moved by Jean Cook-Hughes; seconded by Jeff Mitchell. Approved unanimously.

Res. 13-2003 For accounting purposes, authorize finance staff to set up two new home business units: Bioterrorism and Teen Pregnancy Prevention Partnership.

Kathy explained that although there is logic to combining Communicable Disease and Bioterrorism funding as well as Great Choices and Teen Pregnancy Prevention, each funding source (Michigan Department of Community Health and Battle Creek United Way) requires separate tracking. The funding amounts have not changed.

Approval moved by George Perrett; seconded by Jeff Mitchell. Approved unanimously.

VI. FINANCE REPORT

Kathy Ferguson began by asking members if she was providing the right amount of detail in her monthly financial report, explaining that she could present it in any way the members wished, including revenues and expenses by business unit. Members stated they liked both the financial table and the narrative and wish no additional reporting on a regular basis. She added that a budget adjustment would be presented to the Board in

June. Although there were significant budget cuts, layoffs have been avoided through attrition and reassignment of staff to the Nursing Clinic when possible.

Questions did arise regarding some large variances, particularly the Nursing Clinic's Dental program. Because of the previous arbitrary division of funds and expenses between "Contractual" and "Dental" it is not possible to compare those lines with last year. Kathy will report further on these details, separating that business unit from all others for the May Board of Health meeting. Members are also interested in the cost per unit of service.

Jean asked why pre-employment physicals were no longer required. Heidi explained that she was working to resolve this issue as she had made the determination based on approval from the former Human Resources Coordinator, Shelly Lehmann. Greg Purcell pointed out that part of a County Policy requires new employees to have physicals. Heidi and Greg will meet to determine the appropriate action.

VII. OTHER BUSINESS

a. Health Officer Report

i. Nursing Clinic of Battle Creek Update

Heidi explained that a Community Health Task Force has been convened to explore the future of the Nursing Clinic with Heidi and Larry Anderson representing the Public Health Department. As the transition of the Nursing Clinic of Battle Creek to the Family Health Center has been explored, it's become clear that the Family Health Center of Battle Creek's priorities have been with financial stability of the Battle Creek site as well as getting the Albion site going. They simply have no time/funds for the Nursing Clinic at this time. The Task Force is going to look at the Nursing Clinic as a community resource that requires broad community support for its future direction. It is still a possibility that the County will be the fiduciary for and employ the staff of the Nursing Clinic. Heidi and Larry will keep the members informed as the process evolves.

ii. Communicable Disease Report (Handout provided.)

The Communicable Disease Team's contributions this past month were highlighted. Heidi also provided a verbal update on

Smallpox. Calhoun County clinics for the Public Health and Hospital Response Teams are not yet scheduled.

b. Board Business

i. Governance Policies and Procedures

Larry suggested that the Board have 2 -- ½ day retreat days for the purpose of moving the Board toward the objectives as set forth in the retreat. A facilitator will be contacted. There were no objections.

ii. Bylaws

The Bylaws included in the BOH mailing are outdated; Nancy Mullett will ensure that Heidi gets the newest version. The current bylaws will be sent out with the next Board packet.

iii. Sr. Millage/Prescription

Larry opened the discussion stating that the funds available for Sr. Millage programs would be declining in future years while the costs of medications was rising. Ben Miller stated that prescription coverage was not part of the original plan as presented to voters; George Perrett stated that the intent was to supplement the needs of the senior population. It was suggested that there is a way to get income-qualifying information in a respectful way that would demonstrate fiscal responsibility.

Greg Purcell responded to questions about Sr. Millage prescription program eligibility, the scope of the program, and the costs of the program. Because of the rising costs, the prescription program is taking a larger share of the available Sr. Millage funds.

Larry suggested that the Board not take action today; more will be known by the next BOH meeting for a more informed discussion. There are surveys out in the community now that will be reported to the Sr. Millage Allocation committee on May 22. Ben stated that the Board of Commissioners would consider the issue at its June 5 meeting.

iv. Other

Larry informed the Members that he attended a workshop sponsored by NACCHO (National Association of City and County Health Officials) on how to make strategic decisions about service delivery. Heidi, Kathy, and Ginger also attended. The tools provided are very good and will be useful.

VIII. ADJOURNMENT

With no other business brought forth, Larry Anderson requested a motion for adjournment at 9:35 a.m. Jeff Mitchell moved; Jean Cook-Hughes seconded. Approved unanimously.