

**Calhoun County Board of Health**  
**Meeting Minutes**  
**March 15, 2004**

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**ATTENDANCE**

**Board of Health**

Larry Anderson  
Byron MacDonald  
Ben Miller  
Jeff Mitchell  
George Perrett

**Health Department**

Kathy Ferguson  
Ginger Hentz  
Heidi Oberlin  
Brigette Reichenbaugh

**County**

Jim Latham  
Nancy Mullett

The meeting was called to order at 8:05 a.m. by Larry Anderson.

Larry added one added agenda item, the proposed 75 cent increase in the State's tobacco tax. This addition was approved by Ben Miller and seconded by Jeff Mitchell.

Nancy Mullett also added a change/clarification to the meeting minutes: All closed session meeting minutes should be kept on file for one year. Jeff moved. All in favor.

**FINANCIAL REPORT**

Kathy summarized the financial report. In response to a request from a Board member, dollar amounts have been added to the financial summary. She reported that currently, we have an excess of revenue over expenses that includes Nursing Clinic donations from last year. The remaining revenue consists of items where payment is received in advance and has not yet been spent. Budget revisions are necessary at this time. They are due to the State by June 2, 2004. Therefore, the BOH must approve the revised budget by May 17 in order for the revisions to be presented at the BOC meeting on May 20.

Jim Latham asked in terms of the HCAP grant, what further developments do we see? Since the time the original budget was developed, the need for minor revisions to salary and other expenses have become apparent. Kathy responded that these adjustments will be included in the entire budget adjustment which will be presented to the BOH on May 17.

## **BOARD BUSINESS**

### **Bylaws discussion.**

#### Article II:

(4) The decision to continue the Annual Report will be made by the Health Department. It is not mandatory that the Annual Report be presented to the BOC by the Health Board Chair. Health Officer can present.

(5) There should be a mechanism for the Health Department to report quarterly to the BOC. Something more in depth than presented at the BOH. Can delete the formal quarterly report but should have some type of reporting.

(6) Delete.

(7) There is discussion about revision of the current process.

(8) Duplication of number (4). Delete.

#### Article III:

Section I: The quantity of Board members should not be in question. The question should be: Are the individuals committed to the Health Department mission and the Board of Health? The quantity of members should be included in the attendance policy. Staggering representation is a great idea and will resolve when the quantity item is resolved.

#### Article IV:

Section I: The BOC designates the terms limitations for their Board (e.g., the Chair is a two year term; the Vice Chair is set at one year).

Section II: Can the Health Officer sign contracts at a specific dollar amount? Nancy suggested that yes, she can; however, that will eliminate the BOH viewing the contracts. Nancy didn't recommend it, however, certainly can be done.

#### Article V:

Section 1: Does the BOH need to dictate "Robert's Rule of Order?" No, they do not. Another model can be followed; however, the BOC does use "Robert's Rule of Order."

Section 4. Regarding meeting minutes, the minimum amount of detail is required for compliance. The detailed Health Department minutes are good as they are and should be used only for a reference (detail). Summarized minutes may be used for posting. Larry suggested that we include the minimum requirement when posting, keep extensive detail on file.

Article VII:

Section 2: All funds are to be deposited to the Treasurer. When there is a fund balance, they give and receive money from each individual department. Jim feels that it is not appropriate for the Health Department to build a large fund balance when other departments operate in a deficit.

Article VIII:

Standing committees. Nancy recommended that we delete the entire section.

Article VIII:

Still need BOC approval involving money.

Larry asked the Board how they would like to proceed on bylaws. Larry suggested that Larry, Nancy, and Heidi draft the revised bylaws and present to the BOH for review and comment. Mac would like to see other department bylaws for a sample. Board members agreed.

George commented on Article V, Section 5 regarding conflict of interest: We are representatives of the citizenry by direct appointment of the BOH. I think we need to be. He stated that having conflicts of interest prevent a public official should be the exception, not the rule; instead, officials should disclose the nature of any possible conflict. The public expects that the BOH acts. He urges that we need to be very particular and very direct about what constitutes a conflict. Remove item number 5, however, the other pieces should be kept in. George used the example that if he had stock in Gentiva, should he recuse himself from voting when it directly affects his family. If George cannot participate in a vote, then do we have a quorum? Disclose the conflict? Need to represent the public and when a conflict arises, they need to recuse themselves.

Ben suggested that it be left to the Board's discretion. The issue is disclosure not the vote. Be very specific. Need to tailor the conflict rule to the public.

Nominating committee report: We accept the resignation of Patricia West with regret. In anticipation of her resignation, a nominating committee (George Perrett, Ben Miller, and Larry Anderson) was put together. The BOC were asked for input. Larry spoke to Barbara Fredericks, commissioner for the Albion area. Barbara recommended Harry Bonner. He is interested in joining. Ken Ponds, chaplain at Starr Commonwealth was also recommended. Ken is on the Regional Health Board and very active in the community. Harry was previously a Board member and runs a business in the Albion area. Both are interested in serving. Ben suggested that since both are interested and could commitment to the Board, Larry should ask them both to send a bio for the Board's review. George suggested that we invite them both to come to the next meeting which may give them a better view of how the BOH operates. Larry will ask them for their bios and invite them to the next meeting.

Heidi reported on the Nursing Clinic of Battle Creek PCER report. Heidi passed out the summarized PCER report and the governance structure recommendation. The Health Department was aware of many of the suggestions/recommendations that were discussed

during the exit interview. Many things have been implemented (i.e., membership in the Primary Care Association). We are obtaining software that allows us to track patients and billing issues. Our fees are based upon reasonable fees to obtain care, but the suggestion was that we base our charges on actual cost, and then reduce the charges based on the patient's ability to pay. If the indirect cost rate is not formally approved, we could charge the amount of time we spend on administration directly to the NCBC. Federal reviewers thought it was "odd" that we don't bill the grant for the administrative time spent on the NCBC. By May 1, Heidi must present a letter and plan to the feds on recommendations and how we will proceed. The governance recommendation presented to the BOH is the federal document, not a summarized version. The feds recognize this Board as the governance over the NCBC and the NCBC Board will be an advisory Board. Heidi will give Nancy the federal requirements for governance and the official letter received from the feds. These documents have not been presented to any others. Larry and Heidi will be meeting with Phil Ptacin, John Collins, and Chris Christ to share the governance recommendations with them.

Jeff asked where the NCBC stands on the malpractice issue. There is governmental immunity. The county has liability insurance for all employees. There is state legislation that protects the volunteer physicians. The nurses are covered. There is some federal protection dependent upon the type of service. Once the NCBC becomes a federally qualified health center, we will be protected just as the FHC is.

Heidi also updated the BOH on the NCBC medical director position recruitment. We do have a few leads on the medical director position. We need a medical director in order to bill.

Heidi presented the patient profile report requested by Jeff. Due to discrepancies in the data, the data indicates that we have no "40" year olds. Many questions in data.

Regarding the Minority Health Partnership, Heidi will be receiving the financial information for the MHP from Brenda Hunt as early as today. This is not a "done" deal until the details are discussed. Ben suggested that Heidi and Larry sit down with Marvin Austin and Greg Purcell to discuss ramifications of county dollars. Heidi stated that there was a meeting scheduled with the three of them, however, the meeting was cancelled by Marvin. Jeff asked if we shift the MHP to the Health Department, what are the time requirements and the monetary pieces. Is it completely funded? If not, what is the impact on current programs? Heidi stated that there are two staff members to come along with the MHP. The union issues, county hiring procedures, etc. have been resolved.

Ends policies: Do we want to have a resolution for support of the state tobacco tax. Larry passed out the MALPH resolution that was presented last week. George moved to support after modification (remove MALPH wherever mentioned). Ben supported. Motion passed.

Meeting adjourned at 9:45 a.m.