

CALHOUN COUNTY BOARD OF HEALTH MEETING
190 East Michigan Avenue, Suite A-100, Battle Creek, MI 49014
October 18, 2004
Meeting Minutes

ATTENDANCE

Board of Health

Larry Anderson
Jean Cook-Hughes
Byron McDonald
Ben Miller
George Perrett
Ken Ponds

Health Department

Heidi Oberlin
Kathy Ferguson
Dr. Harrington
Ted Havens
Ginger Hentz
Bob Overly, HD
Brigette Reichenbaugh

Calhoun County Administration

Greg Purcell
Jim Latham
Nancy Mullet

Guests

John Bomba, Keck Consulting
Larry Pope, Property Owner

I CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 8:00 a.m. beginning with introductions.

II APPROVAL OF AGENDA

Addition of Student Health Center fees discussion. Mac moved. Ken Supported. All in favor.

III PUBLIC HEARING

Ted provided a summary to the Board of Health of the property in question. Environmental Health (EH) evaluated two sites in July for Mr. Pope. One site was approved, the other denied due to unacceptable soil conditions. Ted distributed several depictions of the property located on the south end of Lee Lake and described Lee Lake.

Mr. Pope, property owner, summarized his position. Mr. Bomba provided drawings of the site and feels that the property requires another look. He addressed the unsuitable conditions of the soil. There is another area on the property that he feels meets the required criteria. Shown in the diagram provided by Keck Consulting, the lot line was changed to proposed lot line number 2. Perrett's concern is the property owners are not contesting the Health Department's (HD) original denial indicated as Health Dept. Test Pit on the diagram.

To clarify, Mr. Bomba and Mr. Pope agree that the original area tested is not acceptable. Therefore, they have identified three additional areas for the HD to test. George moved that the appeal of the original HD Test Pit be denied. As part of that notion, EH will revisit the site and inspect other areas designated as 1 and 2 and will test one or two designated areas and make a decision. If a further appeal be required, we will address

that at another time. Ben supported. Also, the owner of the property will clarify that the proposed Lot Line 2 is acceptable. All in favor to deny the permit.

IV PUBLIC COMMENT

V CONSENT AGENDA

- September 20, 2004 Meeting Minutes
George moved. Ken supported. All in favor.

VI RESOLUTIONS

- Resolution 31-2004 Approval of the Community Action Agency of South Central Michigan Agreement for Nutrition Education Services
Heidi summarized. This agreement continues our commitment to provide nutrition services to this organization. We had been funded at \$8,000 for multiple years; negotiations have now raised the amount to \$12,740. George moved approval. Ben supported. All in favor.
- Resolution 32-2004 Approval of the State of Michigan, Department of Environmental Quality Agreement for FY 2004-2005 Water Supply
This is a continuation of our DEQ annual contract. As documented in the resolution summary, the contract amount is above original amount budgeted. Mac moved. Jean supported. All in favor.
- Resolution 33-2004 Approval of the Michigan Family Independence Agency Agreement for the Teen Parenting Program
This is an extension of our contract with the FIA. We had difficulty this with contract last year because it is an extension of an extension. However, Nancy approved this extension saying that some language was changed. George moved. Jean supported. All in favor.

VII FINANCE REPORT

- Kathy Ferguson, Finance Officer
 - ♦ September Financial Summary and Narrative
These are preliminary September year-end financial statements. The HD continues to receive invoices for September and predicts this to continue for several weeks. In addition, there are bills and invoices that we are continuing to send out for money owed to us. We don't expect any changes in our expenses for salaries and benefits. Additional expenses for supplies, capital equipment, and contractual services--particularly for the Health Communities Access Program (HCAP)--are still coming and will need to be added to the financial statements. Perrett asked how the financials will probably end up. Kathy stated that we expect to zero out (income to equal expenses). Jim indicated that amounts due to us from the state have not been finalized yet, and we have also not made other accruals, such as for the Nursing Clinic of Battle Creek (NCBC). We are still awaiting the tobacco settlement dollars. Board member asked what dollars we are receiving from the cigarette tax. Last year we received \$58,577 from cigarette tax, however, we are currently budgeting that we will receive \$47,000 this year. This amount continues to increase slightly and hopefully should actually be over \$50,000.

VIII BOARD BUSINESS

- Flu shot overview. LifeSpan is the largest provider of flu shots within the County. We target the very high risk population. We ordered 3,000 doses from Aventis and

received half of the shipment. Aventis stated that we should expect to receive the additional 1,500 doses anytime. We also received half of our allocation of free vaccines for children (VFC Program). We retain several doses and distribute others to pediatricians within the county. We can charge for administration but not for the VFC vaccine. Clients within the following categories (Medicaid, no health insurance, under insured [health insurance but not covering vaccinations], or Native American will receive the child dose. MacDonald asked what the allocation/distribution plan is once we receive the additional 1,500 doses. Our plan will be driven by the mandates that specify who receives the vaccine, or it is punishable as a misdemeanor.

- Student Health Center (SHC) Fees – Kathy provided an overview of the requirements. We have authority to set fees and authority to set a reasonable charge but can not be more than cost. Nancy Mullett stated that new fees must be presented in a public hearing, however, renewal fees do not required a public hearing. Kathy summarized the services that we provide and what we currently bill. We expect to bill Medicaid for the SHC and the NCBC and Medicare for the NCBC. Kathy asked what is required to bring to a public hearing. Nancy stated that once she reviews the documents, she will provide feedback for the public hearing. Kathy will contact Nancy Mullett to clarify the materials Nancy has requested.
- Update on the NCBC Advisory Council – The majority of the meeting was spent discussing the endowment fund with the Battle Creek Community Foundation (BCCF). Brenda hunt and one of her staff members presented a very ambitious but logical plan to further implementing the endowment fund in order to decrease the “obligation” on the fund development committee.
- Evaluation Process – Health Officer – Greg Purcell currently has a 360 evaluation process with the Board of Commissioners. Greg asked Human Resources to prepare a 360 degree evaluation that will be distributed to random employees at the HD, board members, county administration, and certain people in the community. The Review Committee (Jean, Ben, and George) have received this evaluation. Larry and George will get back with Greg. The Health Officer contract has expired and should be presented to the BOC, however, Greg would like to receive feedback/evaluations prior to BOC review. Larry asked Greg to proceed in receipt of the BOH comments.
- Development Update – Ginger summarized the development activity for the 2003-2004 FY. Grant seeking is a team effort. We start with communications between programs, both coordinators and administration and ginger summarized the various roles within the HD in terms of grant production. The Fund Development committee is responsible for raising \$88,000 for the NCBC. The Nursing Clinic of Battle Creed (NCBC) is looking at endowments also in sustaining funding for the NCBC. We just received word that the SHC funding was accepted. Ginger asked if the Board sees any opportunities for funding for the HD that we can take a lead on, it is appreciated if Heidi is informed. Ken asked about the Obesity Prevention request and what the concept behind this is? The Obesity Prevention was a grant request from the Robert Wood Johnson Foundation. Yes, it was a school-based initiative working with school and parish nurses. Although it had a wealth of partners, such as the YMCA, in developing programs within schools and community-wide, we did not receive it. However, we did receive feedback in order for us to be more competitive for the funds next year. This would have been a million dollar project because of the dollar to dollar match.

- Mac asked about the withdrawal of the homeless coalition grant proposal. The Homeless Coalition was looking for a coordinator. We sent them a proposal and had several conversations with them, which then became aware to us that they were looking for far more than they originally asked for. The Health Screening for seniors was withdrawn because of the amount of funding vs. the cost. The HD no longer found it feasible to operate the program. In regards to the equipment and training for the NCBC, MacDonald asked if there is a list of requested equipment for the NCBC. Yes there is a list and we will provide the list to MacDonald. The Nurse Family Partnership was a local contribution and was withdrawn because the state did not award us the grant; therefore this was a moot point.
- Dr. Harrington – Shared his concern about the shortage of the flu vaccine.
- BOH Governance Update
 - ♦ Bylaws – Nancy made corrections that were suggested. Larry proposed that the Bylaws be on the agenda at the November 2004 meeting for approval. We need the attachment A included for approval at the next meeting.
 - ♦ Policy Reviews:
 - Executive Limitation-2, Treatment of Clients – Larry suggested adding a HIPAA law complaint law. What about client survey aggregate results. For confidentiality, there are signs and forms they receive.
 - Governance Process Review -2, Governing Style – will be added to the next meeting agenda.
 - Board Staff Relations Review -2, Unity of Control – will be added to the next meeting agenda.

Meeting adjourned 9:50 a.m.