

CALHOUN COUNTY BOARD OF HEALTH MEETING
190 East Michigan Avenue, Suite A-100, Battle Creek, MI 49014
December 20, 2004
Meeting Minutes

Board of Health

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

Health Department

Heidi Oberlin
Kathy Ferguson
Ted Havens
Brigette Reichenbaugh

Calhoun County

Greg Purcell
Jim Latham
Nancy Mullet

I CALL TO ORDER AND INTRODUCTIONS

L. Anderson called the meeting to order at 8:05 a.m.

II APPROVAL OF AGENDA

Byron McDonald (Mac) moved for approval. Ken Ponds supported. Larry Anderson added one agenda item: Proposed that the January and February Board of Health (BOH) meetings are held in Marshall. All in favor of the agenda.

III PUBLIC COMMENT

None

IV CONSENT AGENDA

Meeting minutes approved by Jean Cook-Hughes. Jeff Mitchell seconded. All in favor.

V RESOLUTIONS

Resolution 35-2004: Acceptance of the grant agreement with the Michigan Primary Care Association for the Student Health Center. Heidi Oberlin summarized the grant agreement indicating that although this is a continuation grant, the grant amount has increased along with proportionately increased expectations, resulting in the increased FTEs of current part time positions per the memo. Mac moved approval. Jeff seconded. Jean supported. All in favor.

Resolution 36-2004: Approval of the Comprehensive Planning, Budgeting and Contract Agreement (CPBC), Amendment #1 with the Michigan Department of Community Health (MDCH). Heidi summarized the CPBC Amendment #1. Jeff motioned for approval. Ken supported. Jeff asked how often we publish a revised budget to reflect contract amendments. Jeff asked that the Board of Health be provided an updated budget for review more routinely. Not for a formal approval but for review. All in favor.

Resolution 37-2004 Approval of the Amended Agreement with Pennfield School District. Heidi summarized. Pennfield pursued a grant with the Battle Creek Community Foundation to increase Pennfield's school nursing services. We found somebody who will work 2.5 hours three days per week to meet Pennfield Central Elementary's specific needs, reflecting an additional 1 day/week school nurse. Ken moved. Jeff supported. All in favor. Nancy Mullett stated that we do not need to develop a new contract each time. We just need to update/add a paragraph indicating specific

changes. Mullett also asked that we send her a copy of the contract and she will indicate the necessary revisions for upcoming schools.

VI FINANCE REPORT

Kathy Ferguson summarized the financial picture at the end of the 2003/2004 fiscal year. There was a gain of \$46,400, as compared to a loss of \$50,340 for the previous year. Currently we are showing a \$75,349 loss partially due to reduced influenza vaccine billing and environmental health fees that are usually lower in the winter. There is also about \$30,000 in NCBC contributions that will be carried forward into the new fiscal year, which do not yet show on the books. Jeff asked about out-of-state travel and how do employees stay up-to-date with training/continuing education within a travel freeze. Heidi and G. Purcell explained that many trainings are held in state and that there is a waiver process for out-of-state travel.

VII HEALTH OFFICER UPDATE

Environmental Health appeal update: Mr. Puff has asked that his appeal fee be reimbursed. The appeal fee was \$50. He also asked that we respond to a letter he wrote. Larry summarized the letter. Nancy summarized her conversations with Mr. Puff and the appeal. Mac moved for approval of the return fee. Ben supported. All in favor.

Fees discussion: Heidi summarized the temporary food fees and the overall review of the environmental health fees. We are planning on presenting the revised fees, both Environmental Health (EH) and the Student Health Center (SHC), at a public hearing scheduled for the January BOH meeting. Greg asked how the revised fees would affect the budget. EH increased fees were not budgeted. SHC fees are required by the State and were included in the budget. Increased fees would need to be included with a subsequent budget revision.

Flu vaccine. We are out as is Lifespan is out also. Visiting Nurses Association (VNA) in Kalamazoo had approximately 6,000 doses last week. Heidi is making arrangements for them to distribute the flu vaccine in Calhoun County; Kalamazoo VNA will be working in cooperation with Lifespan.

Minority Health Partnership (MHP): Heidi passed out their newsletter and pointed out that it is published in Spanish and English. George indicated that it may be nice to see in the Battle Creek Enquirer as well as other local papers throughout Calhoun County. Heidi will pass the suggestion along to Priscilla Barnes.

Program Guide: Heidi summarized the purpose of the program guide. The program guide will be posted on the web site. Mac suggested that we summarize even small, possibly by bullet points, and place in publications such as the Shopper and Advisor. There was also a suggestion that we present our services and this program guide to Battle Creek Community Foundation.

Heidi summarized the possibility of Albion Schools initiating a Student Health Center similar to the one we administer in Battle Creek Central High School. We are providing technical assistance as Albion Public Schools works on the application.

Heidi provided a draft outline of a local public health department's Plan of Organization that is being discussed within the public health community. She also suggested that this be included as a business plan with the budget each year. The current minimum standard is that the Plan is an Organizational Chart.

The Organizational Chart was discussed. Greg suggested that chart be slightly revised to reflect the Board of Commissioners (BOC) role and the citizens of Calhoun County also be included.

Motion for approval of the bylaws and the revised organization chart with the revisions as outlined by Greg Purcell. George moved approval. Jeff seconded.

All agree with the organizational chart with Greg's revisions. Discussion began on the revised bylaws. Nancy indicated that the distributed copy was not the final copy. Therefore, Nancy will email the final version to Heidi, Larry, and the Board members. Motion to table the BOH bylaws for discussion at the next meeting.

Member terms. The person who has expressed an interest in volunteering to serve on the BOH is Rev. Ritchie. Ken Ponds term is up due to Pat West's term expiration. B. McDonald and L. Anderson's terms are completed. McDonald, Anderson, and Ponds' have expressed an interest in serving another three terms. George moved appointment of the three members. All in favor. Our meetings in January and February are January 24th and February 28th due to holidays and both will be held in Marshall at the Administration Building. Nancy will reserve room.

Greg Purcell summarized the evaluation process and said that a summary will be presented at the January 24th meeting. Greg stated that the Health Officer contract has expired. Heidi and Greg will negotiate and will be presented to the BOC. Other members of the evaluation committee had nothing to add at this time.

Greg suggested that we consider having another Board Retreat and to possibly have Erv Brinker, Summit Pointe CEO facilitate. A clear set of goals and objectives for the Board of Health and the Health Officer need to be written. The Health Officer and the BOH both have a role to set goals and objectives. George feels that the BOH has an opportunity and an obligation of identifying four to five critical areas of public health that we wish to impact. The retreat should not be for a debate the mission and adoption of the Carver Model, but are there ways we can adopt four to five ways of implementing the Carver model. With respect to the monitoring of the CEO performance, G. Perrett recommends that we assign policy review to a specific board member. Heidi will begin determining a date for the Board retreat. Jean feels that we are in agreement with the Carver plan, but needs to be tweaked. We need to have the entire Board involved. Jeff suggested the retreat be in the beginning of February.

The meeting was adjourned. 9:25 am