

December 12, 2019 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by Al Balog, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Tom Matthew, Terri Norris, Kathy Pangle, and Al Balog.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Paul Andriacchi, Laura Sutter, Kali Nichols, and Brenae Corbeil.

Ms. Norris moved to approve the agenda with the addition of one item of new business, AAA delegate to the Michigan Senior Advocates Council, with support from Ms. Pangle. The motion carried.

Ms. Norris moved to approve the minutes from the October 24, 2019 meeting with support from Ms. Pangle. The motion carried.

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Budget Amendment #1, Comprehensive Compensation Study, Personnel Policy Changes, AAA County Appropriations, Strategic Plan, New Software Updates, Health Promotion & Education Updates, Staff Vacancies/New Staff, Hepatitis A Outbreak, and Health Department Leases.

Dr. Vogel, Medical Director reviewed his monthly report. This month's report is on Vitamin D Deficiency.

Committee Reports:

- Committee of the Whole – Minutes from November 19, 2019.
 - Ms. Norris moved to approve the minutes from the November 19, 2019 Committee of the Whole meeting with support from Ms. Pangle. The motion carried.
- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Norris moved to approve the expenditures with support from Mr. Matthew. The motion carried.

Unfinished Business

- None at this time.

New Business:

- Ms. Norris moved to approve the changes to the Personnel Policy Manual with support from Ms. Pangle. The motion carried.
- Ms. Norris moved to approve the proposed Budget Amendment #1 with support from Ms. Pangle. The motion carried.
- Ms. Norris moved to appoint Steve Todd as the AAA Delegate to the Michigan Senior Advocates Council with support from Mr. Matthew. The motion carried.

Departmental Reports

- Environmental Health
- Area Agency on Aging
- Personal Health & Disease Prevention

Ms. Pangle moved to enter closed session with support from Ms. Norris. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew aye; and Balog, aye.

At 11:25 the meeting returned to open session.

Ms. Norris moved to increase the base salary for the Health Officer, beginning January 1, 2020, to \$81,613.44 per year, which is an 8% increase over the current salary, supported by Ms. Pangle. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew, aye; and Balog, aye.

Ms. Norris moved to pay a one-time merit bonus to the Health Officer in the amount of \$3,500.00 as allowable in her contract, with support from Mr. Matthew. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew, aye; and Balog, aye.

Ms. Norris moved to adjourn the meeting with support from Ms. Pangle. The motion passed and the meeting was adjourned at 11:37 AM.

Respectfully Submitted by:
Theresa Fisher, BS

