

January 23, 2020 – 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 Chairman, Bruce Caswell, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Terri Norris, Tom Matthew, Kathy Pangle, Mark Wiley, and Bruce Caswell.

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

Ms. Norris moved to close nominations for Chairperson and cast a unanimous ballot for Mr. Caswell, with support from Ms. Pangle. The motion carried.

Ms. Norris moved to close the nominations for Vice-Chairperson and cast a unanimous ballot for Ms. Pangle, with support from Mr. Balog. The motion carried.

Ms. Pangle moved to approve the agenda with support from Mr. Wiley. The motion carried.

Ms. Norris moved to approve the minutes from the previous meeting with support from Mr. Matthew. The motion carried.

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Board of Health Bylaws, Officer Elections and Committee Appointments, Board meeting Schedule, Strategic Planning, Novel Coronavirus, Private and Type 3 Water Evaluations, Medical Marijuana Grants, Audits, Health Department Building Leases, and Health Promotion & Education Updates.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports covered the topic of Saving the Earth. The Novel Coronavirus was also discussed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Pangle moved to approve the expenditures as reported with support from Mr. Balog. The motion carried.

Unfinished Business

- There was no unfinished business to discuss.

New Business:

- a. Mr. Matthew moved to retain the current committee assignments with support from Mr. Wiley. The motion carried.
- b. Ms. Pangle moved to approve the proposed meeting schedule as presented with support from Mr. Wiley. The motion carried.
- c. No action was taken in regard to the by-laws.
- d. Ms. Norris moved to approve the proposed EH Food Services Fee Schedule as presented, effective January 23, 2019, with support from Ms. Pangle. The motion carried.
- e. Ms. Norris moved to approve the updated Cost Allocation Plan with support from Ms. Pangle. The motion carried.

With no further business the meeting was adjourned at 10:32 AM.

Respectfully Submitted by:

Theresa Fisher, BS

A handwritten signature in cursive script, appearing to read 'Theresa Fisher', is written over the printed name.