

Branch-Hillsdale-St. Joseph Community Health Agency
Board of Health Meeting Minutes
February 2, 2018

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

Also present: Rebecca Burns, Theresa Fisher, Laura Sutter, Donna Cowden, and Jeff Macklin.

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

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

Public comment: Nothing at this time.

Rebecca Burns, Health Officer, reviewed her special report. Items discussed: notification that the funds from the closed health plan are now being distributed to the agency from the Branch County Community Foundation.

Ms. Norris moved to ask the Community Foundation to keep the funds until which time it is determined how the funds will be spend, with support from Mr. Vrablic. The motion carried.

Committee Reports:

- Program, Policy, and Appeals Committee - Mr. Wiley moved to approve the minutes from the previous meeting with support from Mr. Vrablic. The motion carried.
- Finance Committee – Had not met.

Financial Reports/Expenditures

- There were no financial reports presented at this meeting.

Unfinished Business:

Mr. Caswell moved to approve the amended budget with support from Mr. Wiley. The motion carried.

New Business:

- a. Mr. Caswell moved to restore the CSHCS LBS Representative position to full-time status with funds that the Agency will be receiving from the Branch County Community Foundation. Ms. Pangle supported the motion. The motion passed.
- b. Mr. Wiley moved to restore the WIC Clerk Tech position in Branch County to full-time status with funds that the Agency will be receiving from the Branch County Community Foundation. Ms. Norris supported the motion. The motion passed.
- c. Ms. Norris moved to restore the part-time WIC Clerk Tech position in Branch County with funds that the Agency will be receiving from the Branch County Community Foundation. Ms. Pangle supported the motion. The motion passed.

- d. Mr. Wiley moved to restore the \$37.262 cut from the AAA Community Living Program budget with funds that the Agency will be receiving from the Branch County Community Foundation. Ms. Pangle supported the motion. The motion passed.
- e. Ms. Norris moved to change the timeframe for when raises are brought to the finance committee from July to November of each year, to be voted on by the full board in December. Mr. Caswell supported the motion. The motion passed.

Ms. Pangle moved to adjourn the meeting with support from Ms. Norris. The motion passed and with no further business the meeting was adjourned at 10:10 a.m.

Respectfully Submitted by:

Theresa Fisher, BS
Secretary to the Board of Health