

December 13, 2018 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:02 a.m. by Chairman, Allan Balog, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Don Vrablic, Kathy Pangle, Terri Norris, and Bruce Caswell.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Paul Andriacchi, Yvonne Atwood, Laura Sutter, and Jeff Macklin.

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

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

Public comment:

- None at this time.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: AAA3C Updates, Finance Committee Updates, LARA's Legal Division of the Bureau of Medical Marihuana Regulation, New Software Updates, Meridian Health Plan, PFAS Testing, Health Promotion & Education Updates, Mosquito Borne Diseases, Staff Vacancies, Annual Audit/Annual Year End Close, Agency's Staff Development Day, Snow Plow Sealed Bids, Legislative Updates, and the Hepatitis A Outbreak.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports covered Alzheimer's Disease.

Committee Reports:

- Finance Committee – Ms. Norris moved to approve the minutes from the November 26, 2018 Finance Committee Meeting with support from Mr. Caswell. The motion carried.
- Program, Policy, and Appeals Committee – had not met.

Financial Reports/Expenditures

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

Unfinished Business

- There was no unfinished business to discuss.

New Business:

- a. Ms. Pangle moved to appoint Laura Sutter as the AAA3C representative to the Area Agency on Aging Association of Michigan Board of Directors with support from Ms. Norris. The motion carried.
- b. Mr. Caswell moved to approved the proposed budget with support from Ms. Norris. The motion carried.
- c. Ms. Norris moved to approve a 1% compensation increase for active employees, retroactive to 10/1/2018 with support from Ms. Pangle. The motion carried.
- d. Ms. Norris moved to approve completing a comprehensive Compensation Study to be completed by June 1, 2019, not to exceed \$20,000, with support from Ms. Pangle. The motion carried.
- e. Ms. Norris moved to invest up to 1/3 of the Agency's cash balance, over and above what is currently invested from the Community Foundation, into the Cooperative Liquid Assets Securities System account with support from Mr. Caswell. The motion carried.
- f. Ms. Pangle moved to contribute \$1,000 to ProMedica to be used for completion of a Community Needs Assessment with support from Ms. Norris. The motion carried 4-1.

Departmental Reports were provided: Personal Health & Disease Prevention, Environmental Health, and AAA.

At 11:03 AM Ms. Norris moved to enter closed session with support from Mr. Vrablic. By roll call vote the motion carried (Mr. Balog, yes; Mr. Vrablic, yes; Ms. Pangle, yes; Ms. Norris, yes; Mr. Caswell, yes).

At 11:39 AM returned to open session.

Mr. Caswell moved to increase the base salary for the Health Officer, beginning January 1, 2019, to \$75,568 per year, which is a 2.6% increase over the current salary. Details on Potential merit pay are to be worked out within the next 60 days. Mr. Vrablic supported the motion. The motion carried. It is the intent of the Board to renew the contract with the Health Officer within the next 60 days.

With no further business the meeting was adjourned at 11:42 AM.

Respectfully Submitted by:

Theresa Fisher, BS

