

Branch-Hillsdale-St. Joseph Community Health Agency  
Board of Health Meeting Minutes  
January 25, 2018

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:02 a.m. by Chairman, Mark Wiley, 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, Dr. Vogel, Theresa Fisher, Val Newton, Paul Andriacchi, Laura Sutter, Donna Cowden, and Jeff Macklin.

Mr. Balog moved to approve the agenda with the following change: insert item g. between items d. and e. Ms. Norris supported and the motion carried.

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

Public comment:

- Tim Stoll, St. Joseph County Commission on Aging: Mr. Stoll recommended that the Board vote no to the proposed Community Living Program Reallocation as it would be a 17% reduction to their budget, which would negatively impact their ability to serve their clients.
- Amy Duff, Branch County Commission on Aging: Ms. Duff recommended that the Board vote no to the proposed Community Living Program Reallocation as it would mean a permanent loss of \$15,000 to the COA's in-home services program.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: audit updates, AAA community living program reallocation, financials, insurance billing, flu, hepatitis A outbreak, and legislative updates.

Dr. Vogel, Medical Director, reviewed his monthly report. This month's report covered PTSD and canine therapy.

Committee Reports:

- Program, Policy, and Appeals Committee – The Program, Policy, and Appeals Committee met directly before the Board meeting, so the minutes have not yet been produced for approval. The committee recommended that the 2018 Personnel Policy Manual be forwarded to the entire Board for review and taken up for approval at the February Board meeting.
- Finance Committee – Had not met.

Financial Reports/Expenditures

- Financial reports were reviewed by the Board.
- The monthly expenditures were reviewed with the members present. Mr. Balog moved to approve the expenditure report with support from Mr. Vrablic. The motion carried.

Unfinished Business – None at this time.

New Business:

- a. Officer Elections:
  - Chairperson – Mr. Balog was nominated. Mr. Vrablic moved to close the nominations and cast a unanimous ballot, with support from Ms. Pangle. The motion passed.
  - Vice-Chairperson – Mr. Vrablic was nominated. Mr. Wiley moved to close the nominations and cast a unanimous ballot, with support from Ms. Norris. The motion passed.
  - Mr. Caswell moved to appoint Mr. Vrablic to be the MALPH Representative with support from Mr. Wiley. The motion passed.
  - Mr. Wiley moved to keep committee assignments as is for the 2018 year with support from Ms. Norris. The motion passed.
- b. Mr. Caswell moved to adopt the Board of Health By-Laws with support from Mr. Wiley. The motion passed.
- c. Mr. Vrablic moved to adopt the proposed 2018 meeting schedule with support from Mr. Wiley. The motion passed.
- d. The PPA Committee recommended that the 2018 Personnel Policy Manual be forwarded to the entire Board for review and taken up for approval at the February Board meeting. This item will be moved to unfinished business for February.
- g. Ms. Norris moved to bring up for vote the approval for the Community Living Program Reallocation with support from Ms. Pangle. By roll call vote the motion was defeated with 0 “aye” and 6 “nay” votes.
- e. The Budget amendment contained the Community Living Program Reallocation which did not pass; therefore, the budget amendment will be moved to unfinished business. A special meeting to approve the budget amendment will be convened on Friday, February 2, 2018 at 9:00 a.m.
- f. Mr. Caswell moved to approve the revised food service fee schedule with support from Ms. Pangle. 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 11:22 a.m.

Respectfully Submitted by:

Theresa Fisher, BS  
Secretary to the Board of Health