

April 23, 2020 – Board of Health Meeting Minutes

The meeting was held electronically via Zoom meetings due to the COVID-19 Pandemic. 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, Kathy Pangle, Mark Wiley, and Bruce Caswell. Tom Matthew experienced technical difficulties and joined the meeting at approximately 9:35.

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

Ms. Norris moved to approve the agenda with support from Ms. Pangle. A roll call vote was taken and the motion passed 5-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)

Ms. Pangle moved to approve the minutes from the previous meeting with support from Mr. Wiley. A roll call vote was taken and the motion passed 5-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)

Public comment:

- None.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Recognition for the Public Health Team, Program changes due to COVID-19, EOC's State Calls, Local Health Officer Orders, Board Education Session, Strategic Planning, Hepatitis A Outbreak Carry-over Funds, Health Department Leases, Promotion & Education Updates, Budget Amendment, and Communicable Disease & Contract Tracing.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports was A Look Into History – The Spanish Influenza and the COVID-19 crisis.

Committee Reports:

- Finance Committee – Ms. Norris moved to approve the minutes from the 3/31/2020 meeting with support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Matthew, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Pangle moved to approve the expenditures as reported with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Matthew, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)

Unfinished Business

- None

New Business:

- Ms. Pangle moved to temporarily amend the food service fee schedule for the year of 2020 to delay the assessment of late fees for food services licenses to July 1, 2020 based on the COVID-19 crisis with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Matthew, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)
- Mr. Wiley moved to approve the Agency to compensate exempt employees for the hours worked at their regular rate of pay, as long as the funds to do so come entirely from additional funds received for COVID-19 from state and federal sources, effective retroactively to April 1, 2020. The motion was supported by Ms. Norris. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Norris, yes; Mr. Matthew, yes; Mr. Balog, yes; Ms. Pangle, yes; Mr. Caswell, yes)

Department Reports

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

With no further business the meeting was adjourned at 10:43 AM.

Respectfully Submitted by:
Theresa Fisher, BS

