

**SHIAWASSEE COUNTY BOARD OF HEALTH**

**September 28, 2011**

**Present:** Mary Buginsky, James Capitan, Gerald Cole, Patricia Cords, John Pajtas and Dan Stewart

**Staff:** Courtney Herrick, George Pichette, and Lisa Smith

**Teleconference:** Eugene Paez

**I. Call to order**

Mary Buginsky called the meeting to order at 3:00 p.m.

**II. Additions to the agenda**

There were no additions to the agenda.

**III. Approval of minutes of past meeting**

John Pajtas made a motion to approve the August 31, 2011 Health Board minutes supported by James Capitan. Motion carried, all yeas.

**IV. Report of Chairman**

No report.

**V. Finance Committee**

**1. Approve Bills:**

Dan Stewart made a motion to approve the bills from September 15<sup>th</sup> in the amount of \$29,661.02 and September 28<sup>th</sup> in the amount of \$20,072.71 and authorize the Health Department to pay the same. Gerald Cole supported. Motion carried. All yeas.

**2. Write off Accounts Receivable:**

Dan Stewart made a motion to approve the August write offs of accounts receivable in the amount of \$393.00; \$300.00 for immunizations; \$75.00 for hepatitis b; and \$18.00 for tb tests. Gerald Cole supported. Motion carried. All yeas.

**VI. Director's Report**

**Financial Statements**

We are in the last month of the fiscal year and are doing fine. Our Expenditures are down because there are three pay periods this month. We will also have an accrual of salaries on top of that. We have not heard anything yet on our County budget for 2012.

## **Emergency Preparedness**

Currently we are closing out our 2010-2011 emergency preparedness grant that ended July 31<sup>st</sup> and are making plans for the 2011-2012 grant requirements. We are finalizing our strategic national stock pile plan that will be turned in for review November 1<sup>st</sup>. A tentative date of November 21<sup>st</sup> is set to partner with Memorial Healthcare and other local regional partners in an exercise that will demonstrate the set up of a hospital acute care center in case of an emergency.

## **Environmental Health**

The Household Hazardous waste collection was very successful. We stayed open for half a day and only used half the funds available. This will allow use to do another collection sometime next year instead of every two years. As of October, all licensed food establishments will be required by the state to have a certified food manager. At this time, Trevor Older is teaching the food manager certification class to 38 individuals.

## **Personal Health**

The Knights of Columbus flu clinic did very well. We did roughly 320 flu shots there on Monday, September 26<sup>th</sup>. At the Durand Senior Center flu clinic we gave around 40 shots. Our Wednesday immunization clinics are very busy and we are pushing the flu shots there as well. We've went through just over half of the 740 flu injections and 30 flu mist that we have available. On Tuesday afternoons, we have flu shots available at the Health Department. Our next flu clinic is at the Morrice Senior Center on October 21<sup>st</sup> from 10 a.m to noon.

The State has recently sent in auditors to do site review and evaluations in our Maternal Infant Health program and in our WIC program. We received a lot of positive feed back from the State.

The Health Department has a team for American Cancer Society making strides breast cancer awareness walk held Sat October 8<sup>th</sup>.

## **Administration**

Insight is going well. We are still testing the electronic billing with some insurance companies.

## **Training**

Request authorization to send Eugene Paez to the EH Director Conference in Higgins Lake. Dan Stewart made a motion to approve, supported by James Capitan. All yeas. Motion carried.

## **Vacant Positions**

Request approval to fill three secretary II positions, two in WIC and one in the front office, due to retirements. John Pajtas made a motion to approve the filling of the positions, supported by Eugene Paez. All yeas. Motion carried.

**VII. Members Comments**

At the MALPH meeting, it was agreed to send a motion to the governor supporting the helmet law. Minimum program requirement updates are coming shortly for all programs involved with the Health Department, which will be mulled over. A new deputy was assigned to the Department of Community Health. The first thing he will be looking into is the full cost reimbursement issue that has been going on for years.

**VIII. Other Business**

**IX. Public Comments**

**X. Adjourn - Date of Next Meeting**

The next meeting will be on October 26, 2011 at 3:00 p.m. Meeting adjourned at 3:48 pm.

Respectfully submitted,

Lisa M. Smith

10/19/11

lms/ab