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**Calhoun County Board of Health  
Meeting Minutes  
January 23, 2017**

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**Board of Health**

Nancy Mullett, Chairperson  
Mary Jo Byrne, Vice-Chairperson  
Mark Crawford  
Amy Davis  
Sheryl Mitchell

**Health Department**

Michelle Datema, Acting Health Officer  
Brigette Reichenbaugh  
Amanda Smith  
Kristin Tekiele

**County Administration**

Kelli Scott  
Michele Johnson

**Absent**

Rebecca Fleury  
Steve Frisbie

**Meeting called to order**

Mullett called the meeting to order at 8:06 am.

**Agenda**

Byrne motioned for agenda approval. Crawford seconded. All in favor, motion passed.

**Consent Agenda**

Crawford motioned for approval of the consent agenda. Davis seconded. All in favor, motion passed.

**Public Comment**

No public comment

**Presentation**

Tekiele, Fiscal Manager, presented the FYE16 finance update and the FYE17 first quarter report.

- FYE16 ended with 98% expenses and 98% revenue.
- The requested and approved transfer of \$100,000 from fund balance was not needed to cover expenses. Reason being, fringe was under 170,000. Fringe is based on historical numbers.
- CCPHD is in year two of the three-year W.K. Kellogg Foundation (WKKF) grant awarded to support the School Wellness Program (SWP).
  - Annual budget for the SWP is approximately one million dollars.
  - Billing in the SWP is difficult due to not having a Nurse Practitioner on-site.
  - Conversation with school officials needs to begin by March to discuss the potential school contribution increase.

Question was asked why such a large decrease in 2017 indirect? What actually gets charged for a fiscal year is based on two years ago experience. Factors that will increase rates are expansion of space, retirement payouts, and technology upgrades

### **Action Items**

Reichenbaugh, Operations & Development Manager, spoke briefly on the 2015 Annual report.

Byrne motioned to support the 2015 Annual Report. Davis seconded. All in favor, motion passed.

### **Health Officer Report**

Datema presented the Health Officer Report. The report included:

- Environmental Health staffing.
- The Health Officer Position recruitment.
- Kristin Tekiele has accepted the position as Deputy Director of Finance and Administration in Kalamazoo County.
- Dr. William Nettleton has begun his position as the CCPHD Medical Director, he will be at the Health Department every Wednesday.
- My Community Dental Center (MCDC) – Plan to open as early as Fall 2017.
- Solid Waste and Household Hazardous Waste has moved to the Community Development Department. The Marshall Recycling Center opening soon.
- The release of the TCC Annual Report Card is scheduled for January 26<sup>th</sup> at Summit Pointe from 8am-10am.
- Emmett Township is planning a public meeting in February to discuss the on-going arsenic issues. Makoski is scheduling a meeting with county officials to discuss the role of the CCPHD.
- Accreditation is scheduled for the week of March 20<sup>th</sup>.

### **Meeting adjourned at 9:07 a.m.**

For a copy of the presentation or the Health Officer report, please contact Amanda Smith at 269-969-6477 or via email at [asmith@calhouncountymi.gov](mailto:asmith@calhouncountymi.gov)