

**BOARD OF HEALTH MEETING
MINUTES SUMMARY
October 22, 2009
VIENNA MASONIC LODGE - VIENNA, ILLINOIS**

COUNTY	BOARD MEMBER	ATTENDED	DID NOT ATTEND
ALEXANDER	Mike Caldwell		X
	Laura Jo Sullivan		X
	VACANT		
	VACANT		X
HARDIN	Wayne Eichorn		X
	Gregory Atkinson		X
	Sandra Dixon	X	
	Lucinda Spivey		X
JOHNSON	Jeff Mears		X
	Sharon Edwards		X
	Bruce Jeffress		X
	Tommy Mathis	X	
MASSAC	Terry Heisner, DC	X	
	Billy Hillebrand	X	
	Sharon Burnis, Ph.D.	X	
	Carolyn Kindle	X	
POPE	Kevin Stallions		X
	Carl Henson	X	
	Steve Hudson	X	
	Gene Zinn, DVM	X	
PULASKI	George Floyd		X
	Gene Dixon		X
	Lynne Hanle	X	
	Pete Windings		X
UNION	Cindy Flamm	X	
	Dr. Kathy Swafford	X	
	Randall Lambdin	X	
	VACANT		

Agency Attorney	Edward Renshaw
Management Staff:	Nancy Holt, Executive Director/Public Health Administrator Debbie Musgraves, Fiscal Officer Diana Jeffords, Human Resources Director Angie Messmer, Early Childhood Administrator Cheryl Manus, Director of Nursing
Staff Attending	Brad Rendleman, Environmental Health Director Patricia Moehring, Community Health Education Director Angie Cerney, Union County Clinic Director
Recorder of Minutes	Joanne Allen, Executive Secretary
Call to Order	Meeting called to order at 6:30 p.m. Quorum declared present. All notices were posted in compliance with the Open Meetings Act.
Introductions	S7HD staff, Board members and visitors introduced themselves. New Board members welcomed.
Review of Open Session Minutes	With one correction noted under the Human Resources section pertaining to a motion to approve the amended Head Start Pay Plan, the open session minutes from August 27, 2009 were approved by unanimous vote.
ADMINISTRATOR'S REPORTS	
Cheryl Manus, DON Public Health Division No Action Items	
Seasonal Flu and H1N1 Virus Update	Cheryl Manus reported that we have exhausted our supply of seasonal flu vaccine and are expecting our H1N1 vaccine to begin arriving at any time now. We have plenty ordered and ultimately, anticipate having enough to give shots to anyone wishing to receive one after the initial priority groups have been served as set forth by the CDC. The Board was informed that we would not be charging an administration fee for the cost of the H1N1 vaccine.
Angie Messmer, Early Childhood Administrator 6 Action Items	
Enrollment Report	Angie reported that to date, we have 544 children enrolled in Traditional Head Start with six openings due to children being dropped. We have 30 days to fill these vacant slots. There are 61 children enrolled in Early Head Start due to one child's transition to Traditional Head Start, and we currently have 59 children in our pre-k programs. The Board approved the Enrollment Report by unanimous vote.

Angie Messmer, Early Childhood Administrator	4 Action Items
2009-2010 Head Start School Year Calendars	<p>Copies of the 2009-2010 Head Start School Year Calendars were distributed and reviewed. They were approved by unanimous vote.</p>
Community-Wide Strategic Plan and Needs Assessment	<p>The Community-Wide Strategic Plan and Needs Assessment was presented to the Board by Kevin Bohnert, Early Childhood Director, at the August Board meeting. However, since the plan was not on the meeting agenda, it could not be approved at that time. The plan was placed on the agenda for this meeting, and was approved by the Board by unanimous vote.</p>
Policy Council Crossover Member Report	<p>Sharon Burris, Policy Council Crossover Member, reported that at its September and October meetings, the Policy Council approved the list of applicants who had applied for vacant Head Start positions and approved submission of the Head Start Continuation Grant application for Calendar Year 2010.</p>
	<p>Dr. Burris reported that the Head Start Program has established three main goals for the upcoming year; they are: 1) to meet all In-Kind requirements (20% match); 2) to increase ADA by continuing to strive to meet a goal of at least 85%; and 3) to improve the transition of Head Start children to area Kindergarten programs.</p>
	<p>Dr. Burris reported that the October meeting was the Policy Council's first meeting of the year where new parent representatives from each Head Start site and new community representatives were present. During this meeting, the Policy Council was clearly informed of its roles and responsibilities as an Advisory group. The group later recommended that job descriptions, Personnel Policy Manual, the Head Start Guiding Principles and all Head Start financial information be approved as presented.</p>
	<p>The Policy Council was informed that a Joint Policy Council/Board of Health Training would be scheduled in the near future. The Policy Council Crossover Member Report was approved by the Board by unanimous vote.</p>

<p>Early Head Start Expansion Grant</p>	<p>Angie stated that we still have not received official notification regarding this grant application although we have been contacted for additional information.</p>
<p>Program Improvement Grant</p>	<p>Angie stated that items purchased through this grant, which was made available through ARRA Funds include a new 35 passenger bus, hallways repaired at Joppa Head Start, seat restraints for some of the buses we currently own, and portable sinks for the classrooms we have located within the public schools.</p>
<p>Program Information Report (PIR)</p>	<p>Angie stated that each year at the end of August, we are required to submit a Program Information Report (PIR) to the Office of Head Start, which reports on all of the services that we've provided during the school year. Copies of the PIR Report were distributed.</p>
<p>Self Assessment</p>	<p>Copies of this year's completed Self Assessment were distributed. Angie reported that community members, policy council members, Board of Health members, parents and Management Team Staff all assisted in conducting the self-assessment, which reviews all areas of the Head Start program including classrooms, kitchens, bus routes, administrative files, etc. The Board approved the completed Self Assessment as presented by unanimous vote.</p>
<p>Guiding Principles</p>	<p>Copies of the Head Start Guiding Principles were distributed. Angie explained that this is the document that governs the Policy Council, and even though it is not amended each year, it still needs to be approved by the Board of Health. The Board approved the Head Start Guiding Principles by unanimous vote.</p>
<p>Joint Policy Council/ Board of Health Training</p>	<p>The date was set to conduct the Joint Board of Health/Policy Council Training, which also has to be conducted annually. The training will be held in conjunction with the December Board of Health meeting.</p>
<p>Diana Jeffords, Human Resources Administrator 3 Action Items</p>	
<p>Personnel Action Report</p>	<p>Diana reviewed the Personnel Action Report for the period August 28, 2009, through October 8, 2009. The report was approved by unanimous vote.</p>

PH/HS Cost Pool Pay Plan	Diana stated that at the August Board meeting, the PH/HS Cost Pool Pay Plan was approved along with the Head Start Pay Plan, however, it was not on the agenda to request approval. She asked the Board to approve it at this time. The PH/HS Cost Pool Pay Plan was approved by the Board by unanimous vote.
Personnel Policy Revisions	This item was tabled until further notice.
Job Descriptions and Personnel Policies Manual	Diana displayed the manuals containing the agency Job Descriptions and Personnel Policies. We are required to bring these to the Board for review and approval on an annual basis. The agency Job Descriptions and Personnel Policies Manuals were both approved by the Board by unanimous vote.

Debbie Musgraves, Fiscal Officer

6 Action Items

Public Health Financial Statements	The Public Health financial statements for the period ended August 31, 2009 were reviewed and approved by unanimous vote.
Early Childhood Financial Statements	The Early Childhood financial statements for the period ended August 31, 2009 were reviewed and approved by unanimous vote.
Head Start In-Kind Report	The In-kind report for the period ended August 31, 2009, was reviewed and approved by unanimous vote.
Credit Card Report	The Credit Card report for the months of July and August, 2009, was reviewed and approved by unanimous vote.
FY 2010 Audit Bids	<p>Debbie stated that as discussed at the August meeting, the annual audit was put out for bids. We had two firms to submit bids; one was our current auditor, Beussink, Hey, Roe, Seabaugh and Stroder, LLC from Cape Girardeau, Missouri who we've worked with for the past four years. They submitted a bid that was actually \$1,000 less than last year's. We had anticipated that the bids would be higher because of all the requirements of the ARRA Grants. The other firm submitted a bid of \$20,000.</p> <p>The Board voted unanimously to approve the recommendation of contracting with Beussink, Hey, Roe, Seabaugh and Stroder, LLC to conduct the agency's FY 2010 annual audit.</p>

<p>Head Start Fiscal Training</p> <p>USDA Training/ Reports</p>	<p>Debbie distributed and reviewed Fiscal Management questions from the Peer Review Monitoring Tool. She recommended that Board members review the questions thoroughly and contact her with any they feel they need further explanation on.</p> <p>Copies of USDA information on the Child and Adult Care Food Program (CACFP) were distributed. Debbie explained that this handout explains what CACFP is, who administers the program, the reimbursement rate for meals, and the role of the governing board in ensuring compliance with CACFP regulatory requirements. We are required to provide training on this information to our governing board each year.</p> <p>Debbie also touched on our estimated reimbursement for the year through the CACFP Program, the amounts we are able to claim per meal, and how important it is for the governing board to be familiar with the policies and procedures the agency has put into place to ensure compliance with CACFP regulatory requirements. She reviewed the list of items that must be completed at the beginning of the service year and the list of programmatic and financial reports that must be completed on a daily and monthly basis.</p> <p>Annual training is also conducted with all Head Start food service personnel by the Nutrition Specialist who performs three monitoring visits to each site each year with one of those visits being unannounced.</p> <p>Debbie reported that we have received approval of our USDA application submitted for the upcoming year and are ready to go in October. The Board approved the USDA Training/Reports as presented by unanimous vote.</p>
<p>Brad Rendleman, Environmental Health Director 1 Action Item</p>	
<p>Proposed Environmental Health Fee Changes - Sewage Permit, Temporary Food Permit and Mortgage Survey</p>	<p>Brad distributed a handout which contained key statistics in each county such as the current number of food service establishments, a comparison of permits issued and inspections conducted between 2005 and 2009, and the total number of inspections conducted during those years.</p>

<p>Proposed Environmental Health Fee Changes - Sewage Permit, Temporary Food Permit and Mortgage Survey (cont.)</p>	<p>A second handout was distributed that listed current Southern Seven EH fees, fees from other local health departments, and recommendations for suggested increases including: Temporary Food Permits from \$25 to \$40 for events held 3 days or less, and \$100 for events spanning 3 days with a required second inspection conducted; as in the past, we will continue to not charge a fee for Temporary Food Permits for Not-for-Profit organizations; Septic Installation Permits from \$100 to \$150; Mortgage Survey Well/Septic Permits from \$115 to \$175; Mortgage Survey Well Only Permits from \$50 to \$75; Mortgage Survey Septic Only Permits from \$75 to \$100; and Subdivision Plan Reviews from \$75 to \$125.</p> <p>After some discussion and questions regarding the proposed fee increases, President Zinn suggested that this item be tabled until the next meeting to give the Board some time to think about what action they want to take on the increases. The item was tabled until the next meeting on a unanimous vote by the Board.</p>
<p>Patricia Moehring, Community Health Education Director No Action Items</p>	
<p>Heart Smart</p>	<p>Tricia reported that we will be using the extra money we received through our Heart Smart Grant to conduct some additional activities in our communities. We will be teaming up with the U of I Extension office to host some healthy cooking, budgeting and physical activity classes.</p>
<p>Nancy Holt, Executive Director/PHA 1 Action Item</p>	
<p>Budget Update</p>	<p>Nancy stated that she wanted to touch on something Diana referenced in her Personnel Change Report, which shows where several staff people saw their hours increase back to 40 hours per week. Nancy explained that this is directly related to the H1N1 Planning Grant and activities that have to be carried out in preparation for the upcoming implementation phase of vaccine delivery. We will be using the funds from the Implementation Grant to cover the cost of the increased hours and the cost of any overtime hours (evenings and Saturday clinics) to get the vaccine distributed; however, as these grant funds are temporary and will end next year in July, 2010, staff have been informed that their hours could be reduced back down at that time.</p> <p>Nancy reported that we are currently doing okay with our cash flow and have not had to borrow any more money through tax anticipation warrants. We are hoping that the first installment of our Local Health Protection is received by January.</p>

Announcements	
	None.
Next Meeting Date	
	The next regularly scheduled Board of Health meeting date is Thursday, December 3, 2009.
Adjournment	
	Carl Henson moved to adjourn. Carolyn Kindle seconded. Motion carried by unanimous vote. Meeting adjourned at 8:15 p.m.