

**BOARD OF HEALTH MEETING  
MINUTES SUMMARY  
April 23, 2009  
VIENNA MASONIC LODGE - VIENNA, ILLINOIS**

COUNTY	BOARD MEMBER	ATTENDED	DID NOT ATTEND
ALEXANDER	Mike Caldwell		X
	Laura Jo Sullivan		X
	Nancy Kline		X
	VACANT		X
HARDIN	Wayne Eichorn		X
	Gregory Atkinson		X
	VACANT		X
	Lucinda Spivey		X
JOHNSON	Jeff Mears		
	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	Aaron Hepp		X
	Dr. Kathy Swafford		X
	Randall Lambdin	X	
	VACANT		

<b>Agency Attorney</b>	Edward Renshaw
<b>Management Staff:</b>	Nancy Holt, Executive Director/Public Health Administrator Diana Jeffords, Human Resources Director Angie Messmer, Early Childhood Administrator Cheryl Manus, Director of Nursing
<b>Staff Attending</b>	Brad Rendleman, Environmental Health Director Patricia Moehring, Community Health Education Director Marla Groaning, Johnson County Clinic Director Mae Williams, Alexander and Pulaski Clinics Director Ruth Ann Ramey, Head Start Program Services Director Robin Hemphill, RN, Hardin County Public Health Clinic
<b>Recorder of Minutes</b>	Joanne Allen, Executive Secretary
<b>Call to Order</b>	Meeting called to order at 6:30 p. Quorum declared present. All notices were posted in compliance with the Open Meetings Act.
<b>Introductions</b>	S7HD staff, Board members and visitors introduced themselves. New Board members welcomed.
<b>Review of Open Session Minutes</b>	Open session minutes from February 5, 2009 were approved by unanimous vote.
<b>ADMINISTRATOR'S REPORTS</b>	
<b>Cheryl Manus, DON Public Health Division</b>	
<b>No Action Items</b>	
<b>Wellness Van</b>	An update was given on the Wellness Van Project underway in Golconda, Illinois.
<b>Sexually Transmitted Diseases</b>	Cheryl referenced a report on Sexually Transmitted Diseases, which shows that the number of cases among 15-19 year olds continues to increase within the 7-county area.
<b>WIC Program</b>	Cheryl discussed upcoming changes to the WIC Program.
<b>Angie Messmer, ECA, Early Childhood Division</b>	
<b>8 Action Items</b>	
<b>Enrollment</b>	Angie gave a report on enrollment as of April 20, 2009. Traditional Head Start enrolled = 536; Early Head Start = 62; Pre-K enrolled = 51. Funded enrollment is 550, however, program stopped accepting children for current school year 60 days prior to last day of school.

<b>Transportation Bids</b>	<p>Angie proposed the following transportation services for the 2009-2010 School Year: 1) coordinate transportation with the school districts at Egyptian Early Learning Center, Hardin County Head Start, and Pope County Head Start; 2) continue to contract with B&amp;S Bus Service in Massac County; 3) continue to contract with Illinois Central in Pulaski County (Rustic Campus and Mounds), and 4) provide transportation ourselves for Cairo Head Start, Johnson County, and Union County.</p>
<b>Policy Council Cross-over Member Report</b>	<p>The Head Start Transportation proposals for the 2009-2010 School Year were approved by unanimous vote.</p> <p>Sharon Burriss, Policy Council Crossover Member, provided a report to the Board on Policy Council activities.</p>
<b>Head Start Complaint Process</b>	<p>Angie reviewed the Head Start complaint process; a copy is posted at each Head Start site. The Complaint Process has to be approved by the Policy Council and Board of Health each year, and was approved by the policy council at its Monday, April 20, 2009, meeting. The process is for use by parents or community members who feel their complaint was not resolved at the site level.</p> <p>The Head Start Complaint Process was approved by unanimous vote.</p>
<b>Application/Eligibility Verification Form</b>	<p>Angie referenced the Application/Eligibility Verification Form that She requested approval from the Board to use the form to determine eligibility for Head Start.</p> <p>Use of the Application/Eligibility Verification Form to determine a child's eligibility for Head Start was approved by unanimous vote.</p>
<b>Standards of Conduct</b>	<p>Angie reviewed the Standards of Conduct, which relates to Head Start Performance Standard 1304.52 (h)(1) stating that employees shall abide by certain specified conduct. Employees are asked to sign a Standards of Conduct form, which becomes a part of their personnel file.</p> <p>The Standards of Conduct were approved by unanimous vote.</p>
<b>Amendments to the Head Start Guiding Principles</b>	<p>Angie stated that recent amendments to the Head Start Guiding Principles include: the official name change of the organization to Southern Seven Health Department/Early Head Start/Head Start; the Head Start Administrator title was changed to Early Childhood Administrator; the time of Policy Council meetings was changed from 6:00 p.m. to 5:30 p.m.; and item B-5 was moved to become item A-3 with the wording "and be a voting member" added to it.</p>

<b>Community Assessment</b>	<p>The amendments to the Head Start Guiding Principles were approved by unanimous vote.</p>
<b>Risk Management Meeting</b>	<p>Angie reported that the Community Assessment has yet to be completed, and therefore was tabled until the next meeting.</p>
<b>Outcomes Reporting</b>	<p>Angie stated we have been notified of a Risk Management meeting with staff from the Regional Office scheduled for June 24<sup>th</sup>.</p>
<b>Triennial Review</b>	<p>Angie reviewed the Outcomes Reports from the fall-winter 2008-09 for Traditional and Early Head Start. Outcomes are measured using "No Gains" and "Gains" as indicators.</p> <p>Classroom observation scores completed at each site were also distributed.</p> <p>The Head Start Outcomes Report was approved by unanimous vote.</p>
<b>COLA/Quality Improvement</b>	<p>Angie reported that we have submitted dates between October 1, 2009, and September 30, 2010 for when our Early Head Start/ Head Start Program can be reviewed. We will be notified at least 30 days prior when they will conduct it. Board members will be called on to participate.</p> <p>Angie reported that Head Start Staff will receive a 3.06% permanent increase and a 1.84% temporary, 12-month increase under COLA.</p> <p>Angie stated that we are required to utilize 50% of the Quality Improvement funds to compensate staff, and are developing a plan to award a temporary increase to teachers' salaries with Bachelor's Degrees and 04 Certifications. The increase is temporary through September 30, 2010.</p> <p>Nancy added that once all funds have been allocated as mandated, we will be recommending to the Board that some of the remaining funds be used to offset necessary program costs such as utilities, transportation, and food, which have all increased tremendously over the past two years. Angie added that some of the money will also have to be used for diapers and formula for children in our Early Head Start Program.</p> <p>The Head Start COLA/Quality Improvement Awards were approved by unanimous vote.</p>

<p><b>Approval of Policy Council Crossover Member Report</b></p>	<p>Angie stated that before moving on, she would like to ask the Board for approval on the Policy Council Crossover Member report given earlier by Sharon Burriss.</p> <p>The Policy Council Crossover Member report, which was presented earlier, was approved by unanimous vote.</p>
<p><b>Diana Jeffords, HRA, Human Resources</b> <span style="float: right;"><b>4 Action Items</b></span></p>	
<p><b>Personnel Action Report</b></p>	<p>Diana reviewed the Personnel Action Report for the period February 5, 2009, through April 9, 2009.</p>
<p><b>Amendments to Personnel Policies Manual and Administrative Policies</b></p>	<p>The Personnel Action Report as presented for the period February 5, 2009, through April 9, 2009 was approved by unanimous vote.</p> <p>Diana reviewed recommended changes/additions to the Personnel Policies Manual relating to personal cell phone usage in the workplace and the authorization of employees who work less than 35 hours per week, but 20 or more to be eligible for \$50,000 life insurance coverage.</p> <p>The amendment to the Personnel Policies Manual regarding personal cell phone usage in the workplace was approved by unanimous vote.</p> <p>The amendment to the Personnel Policies Manual which authorizes employees who work less than 35 hours per week, but 20 or more, to be eligible for \$50,000 life insurance coverage through the agency was approved by unanimous vote.</p>
<p><b>Affirmative Action Plan</b></p>	<p>Diana reviewed the Affirmative Action Plan for Plan Year 01/01/09 through 12/31/09. An Action Plan has been put into place to address any areas of concern.</p> <p>The Affirmative Action Plan Review for Plan Year 01/01/09-12/31/09 was approved by unanimous vote.</p>
<p><b>Statement of Economic Interest</b></p>	<p>Copies of the Statement of Economic Interest were distributed to Board members. These are completed each year and submitted to the Pulaski County Clerk's office for assurance that no Board member has economic interest in the agency.</p>
<p><b>Fiscal Officer Evaluation</b></p>	<p>Copies of the Fiscal Officer evaluation were distributed to those Board members who have attended at least half of all meetings held in the past twelve months. Board members were asked to complete Section 1 and 2 only and return them to Dr. Zinn by April 30<sup>th</sup>.</p>

<b>Debbie Musgraves, Fiscal Officer</b>	<b>8 Action Items</b>
<b>Public Health Financial Statements</b>	<p>Debbie was not in attendance; financial statements were reviewed by Nancy Holt beginning with the Public Health statements for the period ended February 28, 2009.</p> <p>The Public Health Financial Statements for the eight month period ended February 28, 2009 were approved by unanimous vote.</p>
<b>Early Childhood Financial Statements</b>	<p>The Early Childhood Division Financial Statements for the two-month period ended February 28, 2009, were reviewed.</p> <p>The statement for the remainder of our Early Childhood Programs including daycare, parent co-pays, Vienna Preschool-for-All, Jonesboro Pre-K, Goreville Pre-K and Prevention Initiative for the period July 1, 2008, through February 28, 2009 was reviewed.</p> <p>The USDA Report for the period October 1, 2008, through February 28, 2009 was reviewed. The number of meals served (breakfast, lunch and snacks) during the months of January and February are also listed at the bottom of the page.</p>
<b>In-Kind Report</b>	<p>The Early Childhood Division financial statements for the period ended 02/28/09 were approved by unanimous vote.</p> <p>The In-kind report for the period ended February 28, 2009 was reviewed.</p> <p>The Head Start In-Kind Report for the period ended 02/28/09 was approved by unanimous vote.</p>
<b>CY 08 Closeout Financial Statement</b>	<p>The closeout Head Start Financial Statement for CY 2008 was reviewed.</p> <p>The closeout Head Start Financial Statement for CY 08 was approved by unanimous vote.</p>
<b>CY 08 In-Kind Report</b>	<p>A final In-Kind Report for CY 08 was also presented.</p> <p>The final In-Kind Report for CY 08 was approved by unanimous vote.</p>
<b>Credit Card Report</b>	<p>The Credit Card report for the months of January and February, 2009 was reviewed.</p> <p>The Credit Card report for the months of January and February, 2009 was approved by unanimous vote.</p>

<p><b>Public Health Budget Revision #2</b></p>	<p>The Public Health Budget Revision #2 for FY 09 was reviewed. The first and second columns show figures from the Preliminary Budget and Budget Revision #1, while the third column shows figures for the current revision. The FY 09 Public Health Budget Revision #2 was approved by unanimous vote.</p>
<p><b>Tax Anticipation Warrants</b></p>	<p>Nancy presented eight (8) \$25,000 Tax Anticipation Warrants for Board of Health approval. Eight (8) \$25,000 Tax Anticipation Warrants were approved by unanimous vote.</p>
<p><b>Update on Agency Financial Situation</b></p>	<p>Nancy gave an update on the agency's current financial situation. In the Public Health Division, we are doing okay with some of our grants and will continue to receive expedited payments on our DHS grants through September, 2009. We are not receiving any of our grant funds paid out of the General Revenue Fund; this includes our ISBE grants. These payments continue to run around 120 days behind.</p>
<p><b>Proposed Client Payments Change</b></p>	<p>Nancy spoke with the Board about the need to develop a policy for setting up a payment plan for those clients who cannot pay their balance at time of service. The Board agreed to allow Debbie to put together something in the form of a policy and payment plan to present to them in June.</p>
<p><b>Head Start Fiscal Training</b></p>	<p>Attached to Debbie's written report was the FY 2009 OHS Monitoring Protocol - Fiscal Management Questions for the Governing Body. These will be used to prepare the Board for the Triennial Review that Angie referred to earlier. Debbie will be reviewing the questions with you at a later date.</p>

**Brad Rendleman, Environmental Health Director**

**No Action Items**

	<p>Brad reported that the Proposed Changes to the Sewage Codes are slowly being moved through the legislature. The State of Illinois is preparing training on the changes that were made to the Food Service Codes last year.</p> <p>Regarding the incident with the EPA and the Root Beer Saloon, the city of Alto Pass will be receiving a letter from the EPA requesting that they open up the alley to allow the Root Beer Saloon access to the septic system.</p> <p>Brad reported West Nile Surveillance will begin next month. We have once again received funding to conduct these activities.</p>
--	--

<b>Patricia Moehring, Community Health Education Director</b>		<b>No Action Items</b>
<b>Smoke Free Illinois</b>	<p>Tricia, Nancy and Brad attended training in Springfield on March 18<sup>th</sup> regarding Smoke Free Illinois. A draft citation was presented, but has yet to be finalized.</p> <p>Tricia stated that next year, we will possibly offer a new service called "Break the Habit", which assist individuals financially with their cessation efforts.</p> <p>Southern Seven will be partnering with Massac Memorial Hospital in putting together a Women's Health Fair in Massac County during the month of May.</p>	
<b>Nancy Holt, Executive Director/Public Health Admin.</b>		<b>No Action Items</b>
<b>Strategic Planning Update</b>	<p>Nancy updated the Board on the March 27, 2009, Strategic Planning Team Meeting.</p>	
<b>Open Meetings Act Training</b>	<p>Nancy stated that she, Joanne Allen and Robyn Mize recently attended training sponsored by the Attorney General's Office on the Open Meetings Act. The law requires the agency to post Board of Health minutes and meeting agenda on its website.</p>	
<b>Family Planning Grant</b>	<p>Nancy stated that we were called and notified that we were awarded the grant at a slightly reduced amount.</p>	
<b>Volunteers</b>	<p>Nancy stated that we are in the process of generating a Volunteer Roster that we could utilize if we ever have to set up an SNS Clinic. Copies of the volunteer application were distributed and Board members were encouraged to complete one.</p>	
<b>Board President, Dr. Gene Zinn</b>		
	<p>Election of Officers will be on the agenda for the June Board meeting. Tommy Mathis is chairing a Nominating Committee with the task of identifying a slate of officers.</p> <p>Board members were asked if they would like to continue with meals as arranged for tonight's meeting. If so, a meal will be ordered for the June meeting and the cost of the meal will be collected from each person choosing to eat. The cost of the meal will run around \$9.00. Board members were in agreement.</p>	

<b>Board Orientation - Edward Renshaw, Agency Attorney</b>	
	Mr. Renshaw stated that over the next three meetings, he will be touching on the three main aspects of serving as a S7HD Board member. Handouts were distributed for discussion tonight regarding Fiduciary Duties and Conflict of Interest. The topic for the June meeting will be the Illinois Open Meetings Act and it may be combined with the powers, duties and responsibilities of the Board and what you're legally capable of doing and what your limitations are.
<b>New Business</b>	None.
<b>Announcements</b>	None.
<b>Next Regularly Scheduled Meeting Date</b>	The next Board of Health meeting will be held on Thursday, June 25, 2009.
<b>Adjournment</b>	Carl Henson moved to adjourn. Carolyn Kindle seconded. All in favor. Motion carried. Meeting adjourned at 8:35 p.m.