

BOARD OF HEALTH - MEETING MINUTES
December 6, 2018
VIENNA MASONIC LODGE - VIENNA, ILLINOIS

COUNTY	NAME	ATTENDED	DID NOT ATTEND
ALEXANDER	VACANT		
	Jason Tubbs	X	
	Rebecca Glodo		X
	VACANT		
HARDIN	Larry Steward		X
	Wesley Atkinson		X
	Loni Jo Banks		X
	Rita Warren		X
JOHNSON	Gary Brumley	X	
	Sharon Edwards	X	
	Trisha Meyer		X
	Phil Stewart	X	
MASSAC	Terry Heisner, DC	X	
	Jayson Farmer		X
	Sharon Burris, Ph.D.	X	
	VACANT		
POPE	Karla Cunningham		X
	Carl Henson		X
	Tim Wallace		X
	Gene Zinn, DVM	X	
PULASKI	David Sharp		X
	Allison Reichert		X
	Robin Newcomb		X
	VACANT		
UNION	Cindy Flamm		X
	Dr. Kathy Swafford	X	
	Dale Foster		X
	VACANT		

Staff: Rhonda Andrews-Ray, Executive Director/Public Health Administrator
Jennifer Parks, Early Childhood Administrator
Terri Stewart, Human Resources Administrator
Rhonda Schmidt, Director of Nursing
J.P. Champion, Fiscal Officer
B.J. Newbury, Environmental Health/Emergency Preparedness Director
Natalie Sawyer, Health Education Director

Minutes recorded by Linda Kirby, Human Resources Assistant.

I. Call to Order/Quorum Check/Open Meetings Compliance

President Gene Zinn called the meeting to order at 6:25 p.m. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions

S7HD staff, Board members, and visitors introduced themselves. President Zinn welcomed and thanked everyone for attending.

III. Review and Approval of Past Open Session Minutes - 10/25/18

Members were asked to review the open session minutes from October 25, 2018, which were included in the Board packets. President Zinn asked if there were any questions, comments, or corrections to the minutes. There were none.

Phil Stewart moved to approve the open session minutes from October 25, 2018. Jason Tubbs seconded. All in favor. Motion carried.

IV. Audit Report Presentation

A. Beussink, Hey, Roe and Stroder, LLC

1) Annual Financial Report

There were no findings that would require a corrective action plan for 2018 audit year.

Sharon Edwards moved to approve the Audit Report for the year ended June 30, 2018. Jason Tubbs seconded. All in favor. Motion carried.

V. Fiscal Division

A. Fiscal Officer - J.P. Champion

1) Public Health Financial Statements

J.P. reviewed the Public Health Financial Statements from July 1, 2018 through September 30, 2018. There were no concerns or questions.

Jason Tubbs moved to approve the Public Health Financial Statements. Terry Heisner seconded. All in favor. Motion carried.

2) Head Start Financial Statements

J.P. reviewed the Head Start Financial Statements from January 1, 2018 through September 30, 2018. There were no concerns or questions.

Terry Heisner moved to approve the Head Start Financial Statements. Sharron Burris seconded. All in favor. Motion carried.

3) Head Start In-Kind Report

J.P. reviewed the Head Start In-Kind report from January 1, 2018 through September 30, 2018. There were no questions.

Jason Tubbs moved to approve the Head Start In-Kind Report. Gary Brumley seconded. All in favor. Motion carried.

4) Credit Card Reports

J.P. reviewed the September Credit Card Report, which includes the following: First National Bank of Omaha, Walmart, Lowes, Sam's, and Kroger. There were no questions.

Sharon Burris moved to approve the Credit Card Reports. Terry Heisner seconded. All in favor. Motion carried.

5) Fiscal Year 2019 Audit Retention Letter

J. P. stated that the current certified public accountants are willing to keep the same fee that has been in place the last few years, there will be no increase.

Sharon Burris made a motion to approve the Audit Retention Letter. Phil Stewart seconded. All in favor. Motion carried.

6) Final Calendar Year 2019 Early Head Start/Head Start Budget

J.P. stated that there are only a few minor changes to the prior budget presentation.

Jason Tubbs made a motion to approve the Final Calendar Year 2019 Early Head Start/Head Start Budget. Terry Heisner seconded. All in favor. Motion carried.

VI. Administrator's Reports

A. Executive Director - Rhonda Andrews Ray

1) Introductions

Rhonda introduced Linda Kirby, Human Resources Assistant, who is helping with Board of Health correspondence in place of Joanne Allen, while she is out on leave. Natalie Sawyer, has been promoted to a Community Health Education Director. Jennifer Parks was promoted to Early Childhood Director.

2) Jennifer Park's as Early Childhood Administrator

Sharon Burris shared that since she is a representative on the Policy Council, she was invited to participate on the hiring panel for the Early Childhood Administrator. She stated that there were three stellar candidates. Sharon added that Jennifer Park's commitment to work, with her abilities and knowledge of the program, makes her the recommended candidate for the Early Childhood Administrator.

Sharon Burris made a motion to approve Jennifer Parks as the Early Childhood Administrator. Terry Heisner seconded. All in favor. Motion carried.

3) Leases and Contracts

Two leases will expire December 31, 2019. One is the Head Start building with the City of Mounds. Rhonda proposed a couple of changes to be made which included new door casings, painting for the building exterior, and gravel for the parking lot. The City of Mounds stated that they would approve of these changes under no time constraint; and an increase in rent would be incurred. The Executive Committee approved the lease with a period of completion by June 30, 2019.

Jason Tubbs made a motion to approve the Mounds Lease. Gary Brumley seconded. All in favor. Motion carried.

The second lease is with Choate Mental Health at the Anna Head Start facility. This lease is very similar to the past lease. Window air conditioning units have been purchased by the health department. Choate does require written approval, within a twelve-hour period, if something goes wrong. A child's age for service has also been changed from 3-5 years of age to 0-5 years of age due to home based services.

Jason Tubbs made a motion to approve the Anna Head Start lease. Terry Heisner seconded. All in favor. Motion carried.

4) Car Lease

Rhonda shared information pertaining to the lease on the car she is driving. No official business will be conducted with the lease at this time. The Executive Committee stated for Rhonda to experiment with the car as far as driving it to and from work. Rhonda will share gathered information at the February 28, 2019 meeting.

5) Cairo

Rhonda stated that she became aware of a piece of property that is for sale in Cairo, which is adjacent to the Health Department building. She stated that the Health Department might be interested in buying it, since it sits next to our PH Clinic. They are taking sealed bids. The Executive Committee decided that we should go ahead and turn in a sealed bid. There was no discussion needed.

Jason Tubbs made a motion to go ahead and approve the Cairo property sealed bid. Sharon Burris seconded. All in favor. Motion carried.

6) U of I Kitchen

Rhonda stated that there is an issue with the water temperature for the U of I kitchen. DCFS mandates that the water temperature for children washing their hands should not exceed 120 degrees. When washing the dishes at the U of I kitchen, the water needs to be at 140 degrees. A bid was received from the plumber to be able to fix this problem; however, it was a high bid. The Executive Committee has asked Rhonda to look for more bids so we can compare any options necessary to fix this issue.

No motion needed at this time.

7) Annual Report

Rhonda stated that the Annual Report in progress will be presented at the February 28, 2019 meeting.

B. Human Resources Administrator - Terri Stewart

1) Personnel Action Report

Terri distributed the Personnel Action Report to everyone. Southern Seven Health Department had six new hires, with two terminations. Terri discussed the other Personnel changes. There were no questions.

Phil Stewart made a motion to approve the Personnel Action Report. Gary Brumley seconded. All in favor. Motion carried.

2) Workman's Comp

Terri distributed the Workman's Comp Report, stating that rates went up a little for 2019. She did state that we could bid out for other Workman's Comp Insurance, as we are using Illinois Public Risk Fund.

Jason Tubbs made a motion to continue our Workman's Comp Insurance. Dr. Swafford seconded. All in favor. Motion carried.

3) Bargaining Unit Contract

Terri stated that every two years the Union Contract is up for negotiation. Rhonda and Terri met with the AFSCME Representative. Terri shared that the Union is asking for a 2% increase in 2019 and a 2% increase in 2020. The mileage rate of \$0.46/mile was discussed, since this rate has not changed for a few years. The Union is asking to raise the mileage rate by \$.02/mile making it \$0.48/mile. Terri shared that there were only a few wording changes to the contract. No legal representation needed.

Gary Brumley made a motion to accept the Bargaining Unit Contract. Sharon Burris seconded. All in favor. Motion carried.

4) Wage Increase Recommendation

Terri stated that anytime an increase has been approved for the PH Bargaining Unit, an increase is requested for the PH Non-Bargaining Unit and Cost Pool employees. Head Start is not included in this, as a COLA increase has been given.

Sharon Burris made a motion to approve an increase for the Non-Bargaining and Cost Pool employees. Terry Heisner seconded. All in favor. Motion carried.

5) Personnel Policy

Terri shared the Inclement Weather Policy states that the agency can close down three business days per calendar year. The employees do not have to use vacation and/or sick days, as they are considered "act of God" days. For 2018, Southern Seven Head Department has already used three agency days. Rhonda stated that Southern Seven Health Department closes when Shawnee College closes.

Jason Tubbs made a motion to approve the change to the Inclement Weather Policy, by taking out the three-business day per calendar year, as there will be no cap. Sharon Burris seconded. All in favor. Motion carried.

C. Director of Nursing (Public Health) - Rhonda Schmidt

Rhonda stated that under the TB Program, she and her nursing staff are working with two active cases of TB. One of the cases is requiring a lot of time where they are to go into the home, five days per week. Rhonda shared that she was returning from TB training in Springfield, where the trainer enforced direct observation for clients, which is being done to make sure they are in compliance. Rhonda stated that Southern Seven Health Department is investigating a case of legionella that seems to be an isolated case. Rhonda shared that overall, all of numbers on her report look good, as there are no other concerns.

D. Community Health Director - Natalie Sawyer

Natalie shared that the CATCH grant is submitted for renewal. One thing pertaining to this grant is if Alexander County is considered rural or urban, since it sits so close to Cape Girardeau, MO. She stated that she is working with the Superintendent and Principal, along with rural development leader to try to get this portion waived. Natalie shared the Health Educators have been working hard on the education of teen pregnancy to their area schools and communities.

E. Environmental Health Director - B.J. Newbury

B.J. stated that Environmental Health is working on a new private sewage disposal ordinance, since the current one has not been updated since 1996. B.J. shared that she has adapted information to help with this from many different Health Departments. She will be meeting with all county boards after the first of the year. B.J. stated that this ordinance must be approved by all counties

unanimously. The environmental team has been very busy getting permit packets out to all of the businesses for their permit renewals. B.J. also shared that Brandon Trapp is a new staff member as an Associate sanitarian and his degree is in Biology.

F. Early Childhood Administrator - Jennifer Parks

1) Policy Council Crossover Member

Sharon Burris gave the Policy Council report to the board. The Policy Council met on November 20, 2018, with a quorum. Minutes and reports were approved. Sharon stated that an expansion and duration grant was presented and discussed, with approval to be written, submitted, applied for, and hopefully secured. There were no questions or concerns.

Phil Stewart made a motion to approve the Policy Council Report. Terry Heisner seconded. All in favor. Motion carried.

2) Enrollment/Attendance/Recruitment Update

Jennifer went over the enrollment, attendance, and recruitment reports. This program is required to attain an average daily attendance of 85% and our overall attendance meets this, at 85%.

Jason Tubbs made a motion to approve the Enrollment/Attendance/Recruitment report. Sharon Burris seconded. All in favor. Motion carried.

3) Focus Area One Review Update

Jennifer stated that the Focus Area One Review is still in process. The phone review covered all of our service areas. A final report will come in a few weeks and the results will be shared.

4) Child and Adult Care Food Program (CACFP) Review Update

Jennifer stated that a report came back with seven small findings. These things can be easily fixed, as there were no major findings. Jennifer shared they will report on how these findings will be fixed.

5) Health and Safety Screener/Governance, Leadership, and Oversight Capacity Screener

Jennifer stated that a group would be created to start this process after January 1,

2019. It is the start of a five-year grant cycle and screenings will need completion by a specified time. Each site has a Safety Committee and Jennifer will be working with them in getting this process started.

6) Early Head Start Expansion and Duration Grant

Jennifer stated that she attended training in and became aware that Southern Seven Health Department could write for an expansion and duration grant; however, Southern Seven Health Department only has thirty days to write and submit it. The Executive Committee approved to write for the expansion and duration grant.

Dr. Kathy Swafford made a motion to approve the writing and submission for the Early Head Start Expansion and Duration Grant. Jason Tubbs seconded. All in favor. Motion carried.

7) COLA

Jennifer stated that an announcement has come out for a 1.77% Cost of Living Increase to Head Start employees. A grant will have to be written for this increase.

Jason Tubbs made a motion to approve the COLA increase. Sharron Burris seconded. All in favor. Motion carried.

VII. Board President - Dr. Gene Zinn

A. Human Resources Administrator Evaluation

Dr. Zinn stated that he had gathered results on Terri Stewart's evaluation. The evaluation report was distributed.

B. 2019 Board of Health Meeting

Dr. Zinn stated that the 2019 Board of Health Meeting schedule was in everyone's board packets. The next Board of Health Meeting will be on February 28, 2019.

VIII. Unfinished Business

None.

XI. Adjournment

With all business concluded, President Zinn asked for a motion to adjourn.

Sharon Burriss moved to adjourn. Terry Heisner seconded. All in favor.
Motion carried. Meeting adjourned at 7.38 p.m

Sharon Edwards, Secretary

Approved On

Minutes recorded & Transcribed by Linda Kirby, Human Resources Assistant