

BOARD OF HEALTH – MEETING MINUTES

August 25, 2022

Meeting held via Zoom due to COVID restrictions

COUNTY	NAME	ATTENDED
Alexander	Lisa Childs Thomas	X
	Rebecca Glodo	X
	Bruce Sims	
	VACANT	
Hardin	Darrick Armstrong	X
	Loni Jo Banks	X
	VACANT	
	VACANT	
Johnson	Jason Taylor	
	VACANT	
	Trisha Meyer	
	Joashley Ross	X
Massac	Terry Heisner	X
	Jayson Farmer	
	Sharon Burris	X
	VACANT	
Pope	Karla Cunningham	X
	VACANT	
	Lindzey Barger	
	Dr. Gene Zinn	X
Pulaski	Allison Reichert	X
	Mike Sharp	X
	Debbie Brown	X
	Jayson Fitzgerald	X
Union	VACANT	
	Dr. Kathy Swafford	X
	Kent Pitts	X
	Dr. Tamer Aiti	X

Staff Present: Rhonda Andrews-Ray, Executive Director/Public Health Administrator
Sarah Goddard, Financial Administrator
Jennifer Parks, Early Childhood Administrator
Emily Boyd, Human Resources Administrator
Miranda Adams, Environmental Health Director
Natalie Sawyer, Health Education Director
Teresa Wilburn, Director of Nursing

Staff Absent: None

Minutes recorded and transcribed by Crystal Crim, Executive Secretary

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

President, Dr. Gene Zinn, called the meeting to order at 6:19 P.M. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions/Roll Call

Crystal Crim took roll.

III. Review and Approval of Regular Meeting Minutes

Dr. Gene stated that a motion needed to be made. Kent Pitts made the motion to approve the regular meeting minutes from June 23, 2022. Kathy Swafford seconded. All in favor. Motion carried.

IV. Administrator's and Director's Report

a. Executive Director, Rhonda Andrews-Ray

i. Grants & Funding

Rhonda reviewed the status of the current grants.

1. Wellness on Wheels (Wow 23)
 - a. Reviewed that grant will allow Southern Seven to Lease to Own our own unit.
2. Congressionally Directed Spending Request FY23
 - a. Waiting for notice of decision
3. COVID Equity Grant
 - a. IPHA has been awarded a proposal to work on Health Equity in the Southern Seven Region.

ii. Contracts & Leases

1. Pope County School
 - a. Southern 7 and Pope Co school are looking at some revisions to the Head Start and Early Start program.
2. Jonesboro School

- a. There is a new option to serve more students at Jonesboro. A contract will need to be amended to reflect the new rent rate. *Dr. Gene Zinn asked for a motion to be made. Dr. Tamer Aiti made the motion for the amended contract. Kent Pitts seconded that motion. All in favor. Motion carried.*

3. Golconda Building

- a. New contract for lease to own on the Golconda building was found to be unacceptable on many points. The owner has been informed that we will be sticking with the original lease.

iii. Service Expansions

1. Pope County Public Health and Head Start

- a. Public Health and Head Start have moved into the new site.
- b. New services to be added this fall.

2. Union County Head Start

- a. Head Start has completely moved out of the Master's Choice building.
- b. Head Start will now have 2 classrooms in Jonesboro.

iv. Other Updates

1. All staff education day is 9/2. All offices will be closed.
2. Some Staff will be attending American Public Health Association convention in November using the COVID Response Grant.
3. Leadership team visited all 7 counties Board of Commissioner's meetings. Will continue to visit quarterly.
4. Training day for Board of Health Members discussion will need to be scheduled.
5. Southern 7 was invited to be part of the "Oral History Project for COVID." This will be placed in the Abraham Lincoln Presidential Library and Museum.
6. Podcasts are accessible through the app.
7. Expanding COVID testing to include nonvaccinated Shawnee School students.
8. Supervisor's to begin training via a consultant once a month for the next 4 months. Topics in leadership will be discussed.
9. Jayson Farmer, a Massac County Commissioner was appointed to the Board of Health.
10. Bruce Sims, Alexander County Commissioner, was appointed to the Board of Health. He will be replacing Joe Griggs.
11. Due to scheduling conflict, requesting to move the next Board meeting to October 20, 200.

v. Fecal Immunochemical Testing (FIT)

Data included in packet

vi. Community Outreach Report

Outreach data included in packet

vii. Emergency Preparedness Report April- July 2022

Report included in packet

b. Financial Administrator, Sarah Goddard

i. Public Health Financial Statements

Sarah presented the Public Health Financial Statements from July through June 2022.

Dr. Gene Zinn stated a motion needed to be made. Dr. Heisner moved to approve the Public Health Financial Statements as presented for the period ending in June 2022. Rebecca Glodo seconded. All in favor. Motion carried.

ii. Head Start Financial Statements

Sarah presented the Head Start Financial Statements from January 1, 2022 to June 30, 2022.

DR. Gene Zinn stated a motion needed to be made. Dr. Tamer Alti moved to approve the Head Start Financial Statements as presented for the period ending in June 2022. Kent Pitts seconded. All in favor. Motion carried.

iii. Head Start In-Kind Report

Sarah presented the Head Start In-Kind Report for the months of January through June 2022.

Dr. Gene Zinn stated a motion needed to be made. Kent Pitts moved to approve the Head Start In-Kind Report as presented for the months of January through June 2022. Rebecca Glodo seconded. All in favor. Motion carried.

iv. Credit Card Reports

Sarah presented the Credit Card Expenses for the months of May and June 2022.

Dr. Gene Zinn stated a motion needed to be made. Darrick Armstrong moved to approve the Credit Card Reports for the months of May and June 2022. Kent Pitts seconded. All in favor. Motion carried.

v. FY23 Preliminary Budget and Updates

Sarah presented the FY23 Preliminary Budget and Updates. *Dr. Gene Zinn stated that a motion needed to be made. Rebecca Glodo moved to retroactively approve the FY23 Preliminary Budget. Kent Pitts seconded. All in favor. Motion carried.*

vi. FY22 Final Budget

Sarah presented the FY22 Final Budget. *Dr. Gene Zinn stated a motion needed to be made. Kent Pitts made the motion to retroactively approve the FY22 Final Budget. Dr. Tamer Aiti seconded. All in favor. Motion carried.*

vii. FY23 Head Start Preliminary Budget

Sarah presented the FY23 Head Start Preliminary Budget. *Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the FY23 Head Start Preliminary Budget. Darrick Armstrong seconded the motion. All in favor. Motion carried.*

c. Human Resources Administrator, Emily Boyd

i. Personnel Action Report

Emily presented the Personnel Action Report for the dates of June 11, 2022 through August 11, 2022. This reflects new employees, terminations, other changes, as well as vacancies.

Dr. Zinn stated that a motion needed to be made. Dr. Terry Heisner moved to approve the Personnel Action Report as presented. Kent Pitts seconded. All in favor. Motion carried.

ii. Head Start Wage and Fringe Comparability Study

Emily presented the findings to the Board on the Head Start Wage and Fringe Comparability Study.

Dr. Gene Zinn stated that a motion need to be made. Rebecca Glodo made the motion to approve the Wage and Comparability Study. Kent Pitts seconded. All in favor. Motion carried.

iii. Wage Increase Discussion

Emily presented a few options to address the minimum wage increase beginning on January 1, 2023.

This item will be tabled until the next Board of Health meeting on Thursday, October 20, 2022.

iv. Hiring Event Flyers

Emily discussed hiring events and flyers to attract new employees. There will be Open Interviews at Shawnee Community College on August 10th.

v. Employee Referral Program

Emily discussed the employee referral program. This will encourage employees to help share in vacancies.

Dr. Gene Zinn stated a motion needed to be made. Dr. Karla Cunningham made the motion to approve the Employee Referral Program. Kent Pitts seconded the motion. All in favor. Motion carried.

vi. Health Insurance Renewal

Emily discussed the Health Insurance Renewal. Due to several increases, there are now 3 plan options available to employees.

vii. Early Childhood Administrator Evaluation

Evaluations were mailed out to the members that have been present for at minimum 3 out of the last 6 meetings. Evaluations are to be mailed back to Dr. Zinn no later than Thursday, September 15, 2022.

d. Early Childhood Administrator, Jennifer Parks

i. Sharon Burris Crossover Member Report

Sharon went over the Crossmember Report.

Dr. Gene Zinn stated that a motion needed to be made. Terry Heisner made the motion to approve the Crossover Member Report. Loni Jo Banks seconded. All in favor. Motion carried.

ii. Grant Updates

1. Continuation of Head Start Grant- A budget and a narrative will be included as well as program option.

Dr. Gene Zinn stated that a motion needed to be made. Terry Heisner made the motion to approve the continuation of the Head Start Grant. Sharon Burris seconded. All in favor. Motion carried.

2. In-Kind Waiver for 2023- Jennifer presented the In-Kind Waiver for 2023 to the Board.

Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the In-Kind Waiver for 2023. Dr. Karla Cunningham seconded. All in favor. Motion carried.

iii. New car purchase

1. Jennifer presented to the board the options for the purchase of a new Head Start vehicle.

Dr. Gene Zinn stated that a motion needed to be made. Dr. Karla Cunningham made the motion to approve the purchase of a new vehicle. Rebecca Glodo seconded. All in favor. Motion carried.

iv. Attendance Report

1. Jennifer presented the attendance report for Early Head Start and Head Start.

Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the attendance report. Sharon Burris seconded. All in favor. Motion carried.

v. 2022-2023 School calendar and program options.

1. Jennifer presented the proposed school calendar and the program options for the 2022-2023 school year.

Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the proposed school calendar and the program options. Rebecca Glodo seconded. All in favor. Motion carried.

vi. Enrollment Report

1. Jennifer presented the Head Start and Early Head Start enrollment report.

Dr. Gene Zinn stated that a motion needed to be made. DR. Terry Heisner made a motion to approve the enrollment report. Kent Pitts seconded. All in favor. Motion carried.

vii. Board of Health Administrative Plan

1. Jennifer presented a plan to be used to assure proper training, items for review and approval, and that routine items are presented to the Board of Health in a timely and consistent manner.

Dr. Gene Zinn stated that a motion needed to be made. Sharon Burris made the motion to approve the Board of Health Administrative Plan. Dr. Karla Cunningham seconded. All in favor. Motion carried.

viii. Head Start policy and procedure updates

1. Jennifer discussed that all Head Start policies and procedures are on the Southern Seven Portal page. The location of these procedures will be shown to the board so they will know how to access them and for approval.

Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the Head Start policy and procedures. Dr. Karla Cunningham seconded. All in favor. Motion carried.

ix. Grow Your Own

1. Jennifer discussed the “Grow your Own” program for finding and hiring qualified teachers for Head Start and Early Head Start

Dr. Zinn stated that a motion needed to be made. Dr. Karla Cunningham made the motion to approve the Grow Your Own. Dr. Tamer Aiti seconded. All in favor. Motion carried.

x. Head Start Screening and Assessment Information

1. Jennifer presented to the board the Head Start and Assessment Information.

e. Director of Nursing, Teresa Wilburn

i. Communicable Disease Report

Teresa reviewed the Communicable Disease report July 1, 2021 through June 30, 2022.

f. Health Education Director, Natalie Sawyer

i. Program Updates

All program updates were included in Natalie’s written report.

g. Environmental Health Director, Miranda Adams

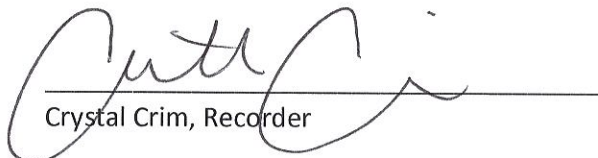
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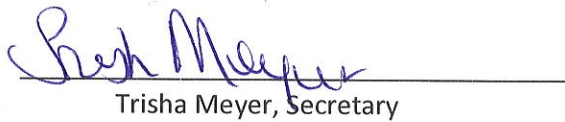
Miranda reviewed with the Board the Environmental Health report.

V. Next Meeting Date – Thursday, October 20, 2022

VI. Adjournment

Sharon Burris moved to adjourn at 7:51 P.M. Kent Pitts seconded. All in favor. Motion carried.


Crystal Crim, Recorder


Trisha Meyer, Secretary

