



**Southern Seven Health Department**  
*Administrative Office*

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## **BOARD OF HEALTH MEETING**

Clinic Classroom, Building B | 37 Rustic Campus Dr, Ullin  
Thursday, October 20, 2022 | 6:30 p.m.

### **AGENDA**

**To Join the Video Meeting:** Download the ZOOM app from your app store or visit [www.zoom.com](http://www.zoom.com) and enter the following Meeting ID and Passcode. If you would prefer, you can call in to the meeting by dialing 312-626-6799 and following the instructions. ***A link to join will also be emailed to you prior to the meeting.***

**Meeting ID:** 886 9980 1853

**Passcode:** 128529

- I. **Call to Order, Open Meetings Compliance, Quorum Check**
- II. **Roll Call**
- III. **Review and Approval of Regular Meeting Minutes from 08/25/2022**
- IV. **Administrator's and Director's Reports**
  - a. **Executive Director, Rhonda Andrews-Ray**
    - i. Grants & Funding
    - ii. Contracts & Leases
      1. Mobile Clinic Unit- *Motion to Approve*
      2. Truck to haul mobile clinic unit- *Motion to Approve*
    - iii. Updates
  - b. **Financial Administrator, Sarah Goddard**
    - i. Public Health Financial Statements- *Motion to approve*
    - ii. Head Start Financial Statements - *Motion to approve*
    - iii. Head Start In-Kind Report- *Motion to approve*
    - iv. Credit Card Reports - *Motion to approve*
    - v. CY 2022 EHS/HS Continuation Grant Final Budget- *Motion to Approve*
    - vi. USDA Statement of Budget Income Equity- *Motion to Approve*



*Southern Seven Health Department is an Equal Opportunity Employer and Provider, complies with applicable federal civil rights laws, and does not discriminate on the basis of race, color, national origin, age, disability, or sex.*



- vii. Parent Group Checking Accounts- *Motion to Approve*
- viii. Audit Update

**c. Human Resources Administrator, Emily Boyd**

- i. Personnel Action Report- *Motion to approve*
- ii. Open Enrollment Update
- iii. Holiday Schedule- *Motion to Approve*
- iv. Job Descriptions- *Motion to Approve*
- v. Hiring Efforts Update
- vi. Wage Increase Discussion- *Motion to Approve*
- vii. Financial Administrator Evaluation

**d. Early Childhood Administrator, Jennifer Parks**

- i. Sharon Burris Crossover Member Report- *Motion to approve*
- ii. Grant Updates
- iii. FA2 Corrective Action Plan- *Motion to Approve*
- iv. Community Assessment- *Motion to Approve*
- v. HS Annual Report- *Motion to Approve*
- vi. PIR Results- *Motion to Approve*
- vii. Self- Assessment- *Motion to Approve*
- viii. Attendance Report- *Motion to approve*
- ix. Enrollment Report- *Motion to approve*
- x. Head Start Region 5 Conference- *Motion to Approve*
- xi. CACFP Grant Submission- *Motion to Approve*
- xii. Results of CACFP Review
- xiii. USDA/CACFP Training

**e. Director of Nursing, Teresa Wilburn**

- i. Communicable Disease Report
- ii. American Public Health Association Conference- *Motion to Approve*

**f. Health Education Director, Natalie Sawyer**

- i. Program Updates

**g. Environmental Health Director, Miranda Adams**

- i. Program Updates

**V. Dr. Zinn- Early Childhood Administrator Evaluation**

**VI. Next Meeting Date: Thursday, December 8, 2022**

**VII. Adjournment**