

BOARD OF HEALTH – MEETING MINUTES

October 20, 2022

Hybrid meeting held via Zoom and in-person.

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

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

Guest: Marsha Griffin, Union County potential new Board of Health member.

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 6:30 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 August 25, 2022. Jason Taylor seconded. All in favor. Motion carried.

IV. Administrator's and Director's Report

a. Executive Director, Rhonda Andrews-Ray

i. Grants & Funding

1. Rhonda reviewed the HBV/Flu/Fit Grant
2. Congressional Grant- not awarded

ii. Contracts & Leases

1. Mobile Clinic Unit- Discussion tabled until next meeting
2. Truck for hauling- Discussion tabled until next meeting

iii. Other Updates

1. New Board of Health Members
 - a. Courtney Spivey (Hardin Co)
 - b. Kimberly Hankins (Johnson Co)
 - c. Marsha Griffin (Union Co)
 - d. Rita McKinley (Pope Co)
2. Board of Health Member Training to be set in January

3. Applications and Open Meetings Act must be completed by all Board of Health Members and returned.
4. Pope Co
 - a. Tax situation
 - b. Heating Situation
- iv. **Fecal Immunochemical Testing (FIT)**

Data included in packet

v. Community Outreach Report

Outreach data included in packet

vi. Emergency Preparedness Report 2022

Report included in packet

b. Financial Administrator, Sarah Goddard

i. Public Health Financial Statements

Sarah presented the Public Health Financial Statements from August through September 2022.

Dr. Gene Zinn stated a motion needed to be made. Lisa Childs-Thomas moved to approve the Public Health Financial Statements as presented for the period ending in September 2022. Rebecca Bruce Sims seconded. All in favor. Motion carried.

ii. Head Start Financial Statements

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

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

iv. Credit Card Reports

Sarah presented the Credit Card Expenses for the months of August through September 2022.

Dr. Gene Zinn stated a motion needed to be made. Kent Pitts moved to approve the Credit Card Reports for the months of August through September 2022. Bruce Sims seconded. All in favor. Motion carried.

v. CY 2022 EHS/HS Continuation Grant Final Budget

Sarah presented the CY 2022 EHS/HS Continuation Grant Final Budget.

Dr. Gene Zinn stated that a motion needed to be made. Bruce Sim made the motion to approve the CY 2022 EHS/HS Continuation Final Budget. Kent Pitts seconded. All in favor. Motion carried.

- vi. USDA Statement-** Discussion tabled until next meeting.
- vii. Parent Checking Accounts**

Sarah discussed that we needed to update the Parent Checking Accounts.

Dr. Gene Zinn stated that a motion needed to be made. Jason Taylor made the motion to approve updating the Parent Checking Accounts. Bruce Sims seconded. 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 August 10,2022 through October 3, 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. Bruce Sims seconded. All in favor. Motion carried.

ii. Open Enrollment Update

Emily presented the Open Enrollment Update

iii. Holiday Schedule

Emily discussed next year's holiday schedule.

Dr. Gene Zinn stated that a motion needed to be made. Bruce Sims made the motion to approve the holiday schedule for 2023. Dr. Terry Heisner seconded. All in favor. Motion carried.

iv. Job Descriptions

Emily discussed the job descriptions maintained for all positions.

Dr. Gene Zinn stated that a motion needed to be made. Courtney Spivey made the motion to approve the Job Descriptions. All in favor. Motion carried.

v. Hiring Efforts Updates

Emily discussed hiring effort updates. Flyers are included in the packet.

vi. Wage Increase Discussion

Emily presented 2 options for the wage increase discussion.

Dr. Gene Zinn stated that a motion needed to be made. Bruce Sims made the motion to approve Option B of the Wage Increase Discussion. Debbie Brown seconded the motion for Option B. All in favor. Motion carried.

vii. Financial 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 Wednesday, November 9, 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. Bruce Sims seconded. All in favor. Motion carried.

ii. Grant Updates

Jennifer discussed that the 2023 Head Start Grant was submitted September 30, 2022.

iii. FA2 Corrective Action Plan

Jennifer discussed the follow-up from the Focus Area 2 Review and the corrective Action plan. This is included in the packet.

Dr. Gene stated a motion needed to be made. Sharon Burris made the motion to approve the Corrective Action plan. Bruce Sims seconded. All in favor. Motion carried.

iv. Assessments/Results/Reports-

Jennifer discussed the reports that are attached to the packet.

- 1. Community Assessment-Dr. Gene Zinn stated that a motion needed to be made. Dr. Terry Heisner made the motion to approve the community assessment. Sharon Burris seconded the motion. All in favor. Motion carried.*
- 2. Hs Annual Report- Dr. Gene Zinn stated that a motion needed to be made. Debbie Brown made the motion to approve the HS Annual Report. Dr. Terry Heisner seconded. All in favor. Motion carried.*
- 3. PIR Results- Dr. Gene Zinn stated that a motion needed to be made. Bruce Sims made the motion to approve the PIR results. Sharon Burris seconded. All in favor. Motion carried.*
- 4. Self-Assessment- Dr. Gene Zinn stated that a motion needed to be made. Sharon Burris made the motion to approve the self-assessments. Bruce Sims seconded. All in favor. Motion carried.*
- 5. Attendance Reports- Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the attendance reports. Bruce Sims seconded. All in favor. Motion carried.*
- 6. Enrollment Reports- Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion to approve the enrollment reports. Sharron Burris seconded. All in favor. Motion carried.*

v. Head Start Region 5 Conference

Jennifer discussed the budget for the staff training at the Region 5 Conference.

Dr. Gene Zinn stated that a motion needed to be made. Dr. Terry Heisner made the motion to approve the budget for the Head Start Region 5 Conference. Sharon Burris seconded. All in favor. Motion carried.

vi. CACFP Grant Submission

Jennifer requested that this grant be submitted.

Dr. Gene Zinn stated that a motion needed to be made. Kent Pitts made the motion for the CACFP Grant Submission. Bruce Sims seconded. All in favor. Motion carried.

vii. Results of CACFP Review

Jennifer discussed the results of the CACFP Review.

viii. USDA/CACFP Training

Jennifer discussed needed upcoming trainings for Policy Council and Board of Health members.

e. Director of Nursing, Teresa Wilburn

i. Communicable Disease Report

Teresa reviewed the Communicable Disease report

ii. American Public Health Association Conference

Teresa discussed the upcoming conference.

Dr. Gene Zinn stated that a motion needed to be made. Debbie Brown made the motion to approve the American Public Health Conference. Courtney Spivey seconded. All in favor. Motion carried.

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

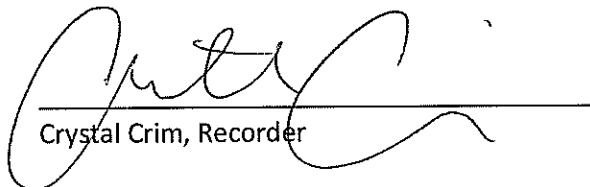
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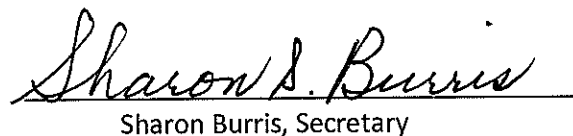
Miranda reviewed with the Board the Environmental Health report.

V. Next Meeting Date – Thursday, December 8, 2022

VI. Adjournment

Sharon Burris moved to adjourn at 7:47 P.M. Dr. Terry Heisner seconded. All in favor. Motion carried.


Crystal Crim, Recorder


Sharon Burris, Secretary