**BOARD OF HEALTH – MEETING MINUTES**  
**April 20, 2023**  
*Hybrid meeting held via Zoom and in-person.*

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<th>COUNTY</th>
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<td>Alexander</td>
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<td>Brandon Bierstedt</td>
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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  
Dona Middleton, Early Childhood Director

Staff Absent:  
None

Minutes recorded and transcribed by Robyn Mize, Administrative Secretary

I. Call to Order/Quorum Check/Open Meetings Compliance  
Interim President, Dr. Terry Heisner, called the meeting to order at 7:00 p.m. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions/Roll Call  
Robyn Mize took roll.

III. Review and Approval of Meeting Minutes  
   a. Sharon Burris made a motion to approve the Regular Meeting Minutes from 02/23/2023. Kathy Swafford seconded that motion. All in favor. Motion carried.  
   b. Marsha Griffin made a motion to approve the Closed Meeting Minutes from 02/23/2023. Darrick Armstrong seconded that motion. All in favor. Motion carried.

IV. Administrator’s and Director’s Report  
   a. Executive Director, Rhonda Andrews-Ray  
      i. Grants & Funding  
         1. Rhonda stated that the following grants will end this year: MAP TIER 1 Grant for Teenage Pregnancy Prevention, 1815 Grant for Diabetes, and an RCORP Grant for Opioid work with Arrowleaf.  
         2. The following grants have been extended passed their ending dates: Wellness on Wheels, COVID Equity, and COVID Response.  
         3. The COVID-19, Monkey Pox Virus, and Influenza Grant is new. The application is now complete.  
         4. IDPH has a Public Workforce Development Grant (5 years) that Southern Seven has been awarded. It will be released in mid-May.  
         5. IDPH Public Health Emergency Preparedness Grant is now due on April 28th.  
         6. Southern Seven was awarded funding from the American Cancer Society and Hopelight Foundation to conduct genetic testing for hereditary
cancer. Southern Seven will write for a Health Resources and Services Administration (HRSA) Grant (3 years) in the amount of $2.5M to continue the testing.

ii. Contracts & Leases

1. Southern Seven would like to renew the existing lease from Tim Lawson for the property at 1227 Commercial Drive, Building 3, Unit A for an additional 12 months beginning July 1, 2023 through June 30, 2024. 
Joe Griggs made a motion to approve the renewal of the existing lease for the property at 1227 Commercial Drive, Building 3, Unit A for an additional 12 months beginning July 1, 2023 through June 30, 2024. 
Marsha Griffin seconded the motion. All in favor. Motion carried.

2. Southern Seven would like to renew the existing lease and extend it for an additional year from CHESI for the building in Hardin County for the Public Health Clinic beginning August 1, 2023 through July 31, 2025. 
Darrick Armstrong made a motion to approve the renewal of the existing lease for the building in Hardin County for the Public Health Clinic beginning August 1, 2023 through July 31, 2025. Joe Griggs seconded the motion. All in favor. Motion carried.

3. Colton Krelo/Vienna Head Start Conference Room and Head Start Center – Tabled

4. Mobile Office Unit – Tabled

iii. Updates

1. WIC Services are now offered in the Pope County Clinic beginning April 11th.

iv. Public Health Training – Crash Course in Public Health 
Tabled

b. Financial Administrator, Sarah Goddard

i. Public Health Financial Statements

Sarah presented the Public Health Financial Statements from July 1, 2022 through February 28, 2023.

Sharon Burris made a motion to approve the Public Health Financial Statements. Kathy Swafford seconded the motion. All in favor. Motion carried.

ii. Head Start Financial Statements


Rita McKinley made a motion to approve the Head Start Financial Statements. Kathy Swafford 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 February, 2023.

Joe Griggs made a motion to approve the Head Start In-Kind Reports. Marsha Griffin seconded the motion. All in favor. Motion carried.
iv. Credit Card Reports
Sarah presented the Credit Card Expenses for the months of January and February, 2023.

*Joe Griggs made a motion to approve the Credit Card Reports. Marsha Griffin seconded the motion. All in favor. Motion carried.*

v. Audit Report
Rhonda discussed the rising cost of Beussink, Hey, Roe, & Stroder, L.L.C., due to additional requirements.

*Joe Griggs made a motion to retain Beussink, Hey, Roe, & Stroder, L.L.C. to complete the annual audit for Southern Seven. Kathy Swafford 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 up until April 20, 2023. This reflects new employees, terminations, other changes, as well as vacancies.

*Marsha Griffin made the motion to approve the Personnel Report. Sharon Burris seconded. All in favor. Motion carried.*

ii. Affirmative Action Plan
Emily presented the Affirmative Action Plan.

*Joe Griggs made a motion to approve the Affirmative Action Plan. Sharon Burris seconded. All in favor. Motion carried.*

iii. Complaint Process
Emily presented the Complaint Process.

*Rita McKinley made a motion to approve the Complaint Process. Marsha Griffin seconded. All in favor. Motion carried.*

iv. Standards of Conduct
Emily presented the Standards of Conduct.

*Sharon Burris made a motion to approve the Standards of Conduct. Rita McKinley seconded. All in favor. Motion carried.*

v. Health Assessment Policy Changes
Emily presented the Health Assessment Policy Changes.

*Joe Griggs made a motion to approve the Health Assessment Policy Changes. Marsha Griffin seconded. All in favor. Motion carried.*

vi. Reminder: Statement of Economic Interest and Confidentiality Statements
Emily reminded the board that the Statement of Economic Interest should be completed and mailed to the address on the form. An email verifying completion should be sent to Crystal Crim. The Confidentiality Statements should be emailed or mailed back to Crystal Crim.
d. Early Childhood Administrator, Jennifer Parks
   i. Sharon Burris Crossover Member Report
      Sharon went over the Crossmember Report.
      *Marsha Griffin made the motion to approve the Crossover Member Report. Rita McKinley seconded. All in favor. Motion carried.*
   ii. Enrollment and Attendance Reports
      Jennifer reviewed the Enrollment and Attendance Reports.
      *Kathy Swafford made a motion to approve the Enrollment and Attendance Reports. Joe Griggs seconded. All in favor. Motion carried.*
   iii. Grant Updates
      1. Reduction Grant Update
         Jennifer reviewed the discussion from the joint Board of Health/Policy Council Meeting that was held prior to this meeting. A decision was not reached so another joint Board of Health/Policy Council Meeting will be held on Wednesday, April 26th.
      2. Cost of Living and Quality Improvement (COLA)
         Jennifer stated that the Office of Head Start has recommended using Quality Improvement Funds to increase salaries for staff.
         *Kathy Swafford made a motion to approve the 6.5% or $1.20 COLA Increase for Staff. Joe Griggs seconded. All in favor. Motion carried.*
   iv. Transportation Waiver
      Jennifer requested approval for a Transportation Waiver for Egyptian Early Learning Center and Hardin County Early Learning Center.
      *Rita McKinley made a motion to approve the Transportation Waiver. Kathy Swafford seconded. All in favor. Motion carried.*
   v. Training and Technical Assistance
      Jennifer stated that Southern Seven is receiving training & technical assistance for the significant incidents that have occurred.
   vi. Self-Assessment
      Jennifer stated that Southern Seven will begin this process soon.
   vii. Community Assessment
      Jennifer stated that Dona Middleton will be sending out a Community Needs SurveyMonkey to the Board of Health soon.
   viii. Information Memorandums and Program Instructions
      Jennifer shared and reviewed the most recent IM regarding the role of Head Start Programs in addressing lead in water.
   ix. Significant Incidents
      Jennifer shared and reviewed the Significant Incidents Report.

e. Director of Nursing, Teresa Wilburn
   i. Communicable Disease Report
      Teresa reviewed the Communicable Disease Report.
f. Health Education Director, Natalie Sawyer
   i. Program Updates
      Natalie gave a summary of her written report.

   g. Environmental Health Director, Miranda Adams
      i. Program Updates
      Miranda reviewed with the Board the Environmental Health report.
      ii. EH Fee Changes
          Miranda shared and reviewed the updates to the EH Fee Charge Sheet.
          *Rebecca Glodo made a motion to approve the EH Fee Charge Sheet. Kathy Swafford seconded. All in favor. Motion carried.*

V. Next Meeting Date – Thursday, June 22, 2023.

VI. Adjournment
    *Dr. Terry Heisner asked for a motion to adjourn the meeting. Sharon Burris made a motion. Rita McKinley seconded. Motion carried. Meeting adjourned at 8:30 p.m.*

[Signatures]
Robyn Mize, Recorder
Sharon Burris, Secretary