

BOARD OF HEALTH – MEETING MINUTES

April 20, 2023

Hybrid meeting held via Zoom and in-person.

COUNTY	NAME	ATTENDED
Alexander	Lisa Childs Thomas	X
	Rebecca Glodo	X
	Joe Griggs	X
	VACANT	--
Hardin	Darrick Armstrong	X
	Dr. Loni Jo Banks	
	VACANT	--
	VACANT	--
Johnson	Jason Taylor	
	VACANT	--
	VACANT	--
	Joashley Ross	X
Massac	Terry Heisner	X
	Jayson Farmer	
	Sharon Burris	X
	VACANT	--
Pope	Karla Cunningham	
	Rita McKinley	X
	Lindzey Barger	
	VACANT	--
Pulaski	Allison Reichert	
	Mike Sharp	
	Debbie Brown	
	Jayson Fitzgerald	
Union	Marsha Griffin	X
	Dr. Kathy Swafford	X
	Brandon Bierstedt	
	VACANT	--

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

Sarah presented the Head Start Financial Statements from January 1, 2023 to February 28, 2023.

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.

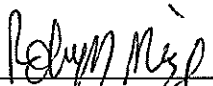
Rebecca Glodo made a motion to approve the EH Fee Charge Sheet. Kathy Swafford seconded. All in favor. Motion carried.

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

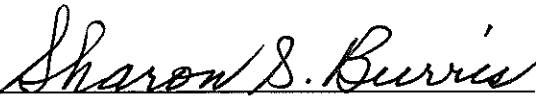
VI. Adjournment

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.



Robyn Mize, Recorder



Sharon Burris, Secretary