

BOARD OF HEALTH – MEETING MINUTES

October 26th, 2023

*Meeting held in-person at the Southern Seven Health Department Clinic
Classroom.*

COUNTY	NAME	ATTENDED
Alexander	Lisa Childs Thomas	--
	Rebecca Glodo	--
	Joe Griggs	X
	VACANT	--
Hardin	Darrick Armstrong	--
	Dr. Loni Jo Banks	--
	Jordan Austin	--
	VACANT	--
Johnson	Jason Taylor	--
	Emily Taylor	--
	Chrissy Hayden	X
	Joashley Ross	--
Massac	Dr. Terry Heisner	X
	Jayson Farmer	--
	Sharon Burris	X
	Brian Horn	--
Pope	Dr. Karla Cunningham	X
	Rita McKinley	X
	Lindzey Barger	--
	VACANT	--
Pulaski	Lisa Casper	--
	Mike Sharp	X

	Debbie Brown	X
	Jayson Fitzgerald	--
Union	Marsha Griffin	X
	Dr. Kathy Swafford	--
	Brandon Bierstedt	--
	VACANT	--

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

Minutes recorded and transcribed by Corey Robinson, Executive Assistant

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

Interim President, Dr. Terry Heisner, called the meeting to order at 6:35 P.M. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions/Roll Call

Corey Robinson took roll.

III. Review and Approval of Meeting Minutes – 08/24/2023

Meeting minutes from 08/24/2023 were presented to the Board.

Dr. Karla Cunningham made a motion to approve the 08/24/2023 Meeting Minutes. Mike Sharp seconded the motion. All in favor. Motion carried.

IV. Administrator's and Director's Reports

a. Executive Director, Rhonda Andrews-Ray

i. Grants & Funding

1. Rhonda presented her Grants & Funding report on the SIPAA Grant, Local Health Protection Grant, and the ISBE Prevention Initiative Grant.

ii. Contracts and Leases

iii. Updates

1. Rhonda first updated the Board on the pending litigation, explaining all of the recent updates. She also expressed S7's desire to slowly update the décor within each Public Health site.
2. FY23 Annual Report – *Motion to approve*

Rhonda presented her most recent annual report to the Board.

Joe Griggs made a motion to approve the FY23 Annual Report.

Debbie Brown seconded the motion. All in favor. Motion carried.

3. Change Board Meetings to 4th Thursday of odd numbered months, starting January 2024 – *Motion to approve*

Rhonda presented the newly proposed meeting calendar to the Board, which will host meetings on months opposite of our traditional schedule.

Dr. Karla Cunningham made a motion to approve the updated Board of Health Meeting Calendar. Chrissy Hayden seconded the motion. All in favor. Motion carried.

b. Financial Administrator, Sarah Goddard

i. Public Health Financial Statements

Sarah presented the Public Health Financial Statements from July 1st, 2023 through August 31st, 2023.

Joe Griggs made a motion to approve the Public Health Financial Statements. Mike Sharp seconded the motion. All in favor. Motion carried.

ii. Head Start Financial Statements

Sarah presented the Head Start Financial Statements from January 1st, 2023 through August 31st, 2023.

Mike Sharp made a motion to approve the Head Start Financial Statements. Joe Griggs seconded the motion. All in favor. Motion carried.

iii. Head Start In-Kind Report

Sarah presented the Head Start In-Kind Report for January to August of the 2023 Calendar year.

Joe Griggs made a motion to approve the Head Start In-Kind Report. Rita McKinley seconded the motion. All in favor. Motion carried.

iv. Credit Card Reports

Sarah presented the Credit Card Expenses for July and August of 2023.

Rita McKinley made a motion to approve the Credit Card Reports. Dr. Karla Cunningham seconded the motion. All in favor. Motion carried.

v. CY 2023 EHS/HS Continuation Grant Final Budget – Motion to Approve

Sarah presented the Final Budget for the EHS/HS Continuation Grant.

Chrissy Hayden made a motion to approve the Continuation Grant Final Budget. Dr. Karla Cunningham seconded the motion. All in favor. Motion carried.

vi. USDA Statement of Budget Income Equity – Motion to Approve

The USDA Statement of Budget Income Equity was not yet completed, and will be tabled for the future.

vii. Audit Update

Sarah presented her update on the ongoing audit to the Board.

c. Human Resources Administrator, Emily Boyd

i. Personnel Action Report

Emily presented the Personnel Action Report from 08/24/2023 to 10/26/2023.

Mike Sharp made a motion to approve the Personnel Action Report. Joe Griggs seconded the motion. All in favor. Motion carried.

ii. Open Enrollment Update

Emily updated the board on the open enrollment status of staff.

iii. Holiday Schedule

Emily presented the new 2024 Holiday Schedule, with the addition of Election Day.

Rita McKinley made a motion to approve the 2024 Holiday Schedule.

Debbie Brown seconded the motion. All in favor. Motion carried.

iv. Vacation Payout

Emily proposed a new Vacation Payout policy as means to aid Southern Seven's current staffing shortages. This was introduced to the board in all of its current detail, with a preemptive start date in November of 2024.

Sharon Burris made a motion to approve the Vacation Payout Policy. Mike

Sharp seconded the motion. All in favor. Motion carried.

v. Job Descriptions

Emily presented the job descriptions for the upcoming calendar year. No changes had been made to any of the job descriptions since their previous presentation.

Joe Griggs made a motion to approve the Job Descriptions for 2024. Dr.

Karla Cunningham seconded the motion. All in favor. Motion carried.

vi. Financial Administrator Evaluation

Emily notified the board that, any members who had attended at least 3 of the last 6 Board of Health meetings, received an evaluation form for the Financial Administrator that would need to be filled out and sent to the Interim President, Dr. Terry Heisner.

vii. Wage Increase Discussion

Emily presented the data on recent Wage Increases. Southern Seven annually reviews the wages of all employees to ensure their standards and keeping up with minimum wage.

Marsha Griffin made a motion to approve the Wage Increase for 2024.

Sharon Burris seconded the motion. All in favor. Motion carried.

d. Early Childhood Administrator, Jennifer Parks

i. Sharon Burris Crossover Member Report

Sharon presented the Crossmember Report.

Rita McKinley made a motion to approve the Crossover Member Report.

Dr. Karla Cunningham seconded the motion. All in favor. Motion Carried.

ii. Enrollment/Attendance Update

Dona reviewed the Enrollment/Attendance/Recruitment Reports. Reports were jointly presented.

Joe Griggs made a motion to approve the Enrollment, Attendance, and Recruitment Updates. Mike Sharp seconded the motion. All in favor. Motion Carried.

iii. Grant Updates

1. Continuation Grant

Dona explained to the board that the continuation grant was finished and submitted early to avoid any complications with the potential government shutdown.

2. Health and Safety Supplemental Grant

Dona explained that the team is waiting on final insurance information to determine the final extent of what to write their Supplemental Grant for.

3. Reduction Grant

Dona explained that the Reduction Grant had been submitted, and needed a small amount of supplemental data to finalize.

4. PI Grant

Dona presented the desires that the team wishes to include in their PI Grant.

iv. Updates on Corrective Action plan and Deficiency Review

Dona presented the updates that Head Start had on their Corrective Action Plan and Deficiency Review. The Office of Head Start is in review of their plans and implementations.

v. Community Assessment Report

Dona presented the Community Assessment; a snapshot of our communities + their needs. Regional information, in very minute detail, is accessible county-by-county.

Sharon Burriss made a motion to approve the Community Assessment Report. Mike Sharp seconded the motion. All in favor. Motion carried.

vi. HS/EHS Annual Report

Dona presented the HS/EHS Annual Report; a snapshot of what Southern Seven Head Start has completed throughout the school year.

Dr. Karla Cunningham made a motion to approve the HS/EHS Annual Report. Joe Griggs seconded the motion. All in favor. Motion carried.

vii. PIR Results

Dona presented the PIR Report Results to the Board. The information is very much the same as previously presented, but broken down further into the minutia of the population.

Chrissy Hayden made a motion to approve the PIR Results Report. Joe Griggs seconded the motion. All in favor. Motion carried.

viii. BOH + PC Joint Training Date Set

With the Board of Health meeting schedule shift, the preemptive plan for Joint Training is to be held in January of 2024. Details will come soon.

ix. Significant Incidents Update

Dona presented the Significant Incidents Update. Complaints made to the Regional Office of Head Start have already been discussed with the program's administrator.

x. Information Memorandums and Program Instructions

No new Information Memorandums or Program Instructions at the date of the meeting.

xi. CACFP Grant Submission

Dona presented the updates that CACFP Grant had been officially submitted and was awaiting approval.

Sharon Burris made a motion to approve the CACFP Grant Submission. Debbie Brown seconded the motion. All in favor. Motion carried.

xii. USDA/CACFP Training

Dona presented the USDA/CACFP Training report that was included in all Board Members' packets.

xiii. Center Updates

Dona presented all Center Updates; informative and inspirational updates for each Head Start Center across our communities and their progress through the seasons.

e. Director of Nursing, Teresa Wilburn

i. Communicable Disease Report

Teresa presented the Communicable Disease Report and explained all updates in her program to the board.

f. Health Education Director, Natalie Sawyer

i. Program Updates

Natalie presented her Health Educator Program Updates to the board.

g. Environmental Health Director, Miranda Adams

i. Program Updates

Miranda presented the Program Updates for the Environmental Health Department.

V. Next Meeting Date: Thursday, January 25th, 2024

VI. Adjournment

Sharon Burris made a motion to adjourn the meeting. Rita McKinley seconded the motion. Motion Carried. Meeting adjourned at 8:52 P.M.

Corey Robinson, Recorder

Sharon Burris, Secretary