

# Clay County Board of Health / Professional Advisory Group

Minutes  
June 25, 2007

## Present

Mary McCollough  
Jan Nattier, R.N.  
Paul Rose  
Jerry Stanley  
Lori VanDyke  
Tracy Walker

## Absent

Alden Jallorina, M.D.  
Galen Lueking, M.D.  
Carletta Noll  
Randy Wells, B.A.  
Calvin Wilson, D.D.S.

## Staff

Jeff Workman, Administrator

## Guests

None

Distributed items included the Agenda.

President Paul Rose called the meeting to order at 7:30 p.m.

The Board reviewed previously mailed information.

Jan Nattier moved that the board approve the minutes for the June 4, 2007 Board of Health meeting as presented. Tracy Walker seconded the motion.

Mary McCollough moved that the board accept the February 2007 Condensed Financial Statement. Jan Nattier seconded the motion.

Jerry Stanly moved that the Administrator be authorized to sign and submit an agreement with IDPH to conduct food inspections of summer food programs. Tracy Walker seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Jerry Stanly moved that the Health Department be authorized to participate as an accreditation assessment pilot site and for the necessary agreements be signed to accomplish the participation. Jan Nattier seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Tracy Walker moved that the Administrator be authorized to sign and submit a grant agreement with Fayette County Health Department for Genetics. Jan Nattier seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Mary McCollough moved that the Administrator be authorized to sign and submit an oral health grant agreement with Illinois Department of Public Health. Lori VanDyke seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Jan Nattier moved that the Administrator be authorized to sign and submit an agreement with Miles of Smiles to apply dental sealants to school children's teeth in accordance with the Dental Sealant Grant. Mary McCollough seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

No changes are being proposed in the Board of Health Bylaws.

Mary McCollough moved that the revised personnel policies be approved as presented. Lori VanDyke seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

In light of the current finances, Jeff recommended that staff compensation not be changed at this time except for those as specified in their hire letters or as needed to comply with minimum wage as discussed below. Jeff asked that this be reconsidered as finances improve and that any increases be prorated by date since last increase. No action requested.

Tracy Walker moved that the Administrator be authorized to increase those staff making less than minimum wage as of July 1<sup>st</sup> to the new minimum wage level. Jerry Stanley seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Jan Nattier moved that the Department continue reimbursing licensed staff up to \$64 annually towards their professional liability insurance for FY08. Jerry Stanley seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Jerry Stanley moved that the board set the Department's total tuition reimbursement limit at \$500 for FY08. Tracy Walker seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Mary McCollough moved that the Administrator's Authorization limit be set at \$2,500 for FY08. Jerry Stanley seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call. The forms for the Administrator Evaluation were emailed to the Board Members.

Jerry Stanley moved that the FY08 Health Department Budget be adopted as presented. Jan Nattier seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Mary McCollough moved that Cardinal Financial Services, Clay City/Flora Banking Company, Clay County State Bank, Country Insurance & Financial Services - Flora, Country Insurance & Financial Services - Louisville, Country Insurance & Financial Services – Clay City, Edward Jones Investments – Cole Duke, Edward Jones Investments – Bill Seelman, First Community Bank Xenia-Flora, First National Bank - Ingraham, Flora Bank & Trust, Flora Savings Bank, Primevest Financial Services, State Farm Insurance Company, Van Dyke's Insurance, US Bank be delegated as authorized fund depositories for the Clay County Health Department. Jan Nattier seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

Tracy Walker moved that Galen Lueking, Mary McCollough, Carletta Noll, Paul Rose, and Lori VanDyke be delegated as authorized check signers for Flora Bank & Trust checks; and that Jeff Workman, Helen Markham, Tammy Byers, and Emily Milner be authorized to access the safety deposit box at the Flora Bank & Trust; and that Jeff Workman, Helen Markham, Susan Spitzner, and Tiffany Harris be authorized to check balances for the Clay County Health Department; and that Galen Lueking, Mary McCollough, Carletta Noll, Paul Rose, Jeff Workman, and Helen Markham be authorized to establish new accounts on behalf of the Clay County Health Department. Jerry Stanley seconded the motion. Motion carried via 6 ayes 0 nays 0 abstentions via a roll call.

The Board of Health selected Dr. Galen Lueking as the Hospice Medical Advisor for FY08.

The Board of Health selected Dr. Brandon Cycholl as the Health Department and Home Health Medical Advisor for FY08.

The Board of Health approved the agreement for Medical Director of the health department's hospice for the first half of FY08.

The Board of Health approved the agreement for Medical Director of the health department's hospice for the last half of FY08.

The Board of Health approved the agreement for Medical Director of the health department and home health throughout FY08.

The Board of Health elected Paul Rose as President, Tracy Walker as Vice-President, and Mary McCollough as Secretary for FY08.

The Board of Health approved President Rose's appointment of the following committees and committee Chairs for FY08. Bylaws & Personnel committee: Mary McCollough – Chair, Jan Nattier, Lori VanDyke and Calvin Wilson. Finance committee: Randy Wells – Chair, Carletta Noll, Jerry Stanley and Tracy Walker.

The Board of Health established the meeting schedule for FY08 as 7:00 p.m. September through May and 7:30 p.m. June through August on the first Monday of each month, provided that date is not a holiday. If that date is a holiday, the meeting will be scheduled for the following night.

The Board discussed animal control and the county budget.

The Board adjourned at 8:22 p.m.

Respectfully Submitted:

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Mary McCollough  
Board of Health Secretary

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Jeff Workman  
Health Department Administrator