

# Clay County Board of Health / Professional Advisory Group

Minutes  
June 23, 2008

Present

Jesse James  
Jan Nattier, R.N.  
Carletta Noll  
Paul Rose  
Lori VanDyke  
Randy Wells, B.A.

Absent

Brandon Cycholl, M.D.  
Galen Lueking, M.D.  
Mary McCollough  
Jerry Stanley  
Calvin Wilson, D.D.S.

Staff

Jeff Workman, Administrator

Guests

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Distributed items included the Agenda.

President Rose called the meeting to order at 7:53 p.m.

Jesse moved that the board approve the minutes for the June 2, 2008 Board of Health meeting as presented. Randy seconded the motion. Motion carried via a voice vote.

Randy moved that the board accept the May 2008 Condensed Financial Statement. Jan seconded the motion. Motion carried via a voice vote.

Carletta moved that the Administrator be authorized to sign and submit an agreement with IDPH to conduct tanning facility inspections. Jan seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

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

Jesse moved that the Administrator be authorized to purchase a replacement HVAC unit and have installed by Scott's Heating and Air Conditioning at a total cost of \$3,641 including material and labor for a 92% AFUE 120,000 BTU Unit. Jan seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the Administrator be authorized to have the health department's external windows replaced at a cost not to exceed \$40,000. Jan seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that the Administrator be authorized to have a door and sinks installed in rooms used for WIC at a cost not exceed \$10,000. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse 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. Carletta seconded the motion. Motion carried via 4 ayes; 0 nays; 2 abstentions (Lori VanDyke and Randy Wells) via a roll call vote.

Randy moved that Jesse James, Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, and Paul Rose be authorized to sign checks on Clay County Health Department accounts. Jesse seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that Tammy Byers, Helen Markham, Susan Troyer, and Jeff Workman be authorized to access the safety deposit box at the Flora Bank & Trust. Jan seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that Tiffany Harris, Helen Markham, Susan Troyer, Jeff Workman, and Brandi Young be authorized to access account information for the Clay County Health Department. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that Galen Lueking, Mary McCollough, Carletta Noll, Paul Rose, Tiffany Harris, Helen Markham, Susan Troyer, and Jeff Workman be authorized to establish new accounts on behalf of the Clay County Health Department. Lori seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that Dr. Lueking be selected the Hospice Medical Director for FY09. Jan seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that Dr. Cycholl be selected the Health Department and Home Health Medical Director for FY09. Lori seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved to approve the agreement for Medical Director of the health department's hospice for the first half of FY09. Jesse seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved to approve the agreement for Medical Director of the health department's hospice for the last half of FY09. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved to approve the agreement for Medical Director of the Health Department and Home Health for the first half of FY09. Lori seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jan moved to approve the agreement for Medical Director of the Health Department and Home Health for the last half of FY09. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved to retain the current officers for FY09. Jan seconded the motion. Motion carried via a voice vote. Note: The FY09 officers will be: Paul Rose President, Calvin Wilson Vice-President, and Mary McCollough Secretary

Paul proposed to appoint the same committees and committee Chairs for FY09. Randy moved that the board approve the proposed committee appointments for FY09. Lori seconded the motion. Motion carried via a voice vote. Note: The two standing committees are Bylaws & Personnel and Finance. The current Bylaws & Personnel committee members are Mary McCollough – Chair, Jan Nattier, Lori VanDyke, and Calvin Wilson. The current Finance committee members are Randy Wells – Chair, Jesse James, Carletta Noll, and Jerry Stanley.

Jesse moved that the board continue the current meeting schedule for FY09. Jan seconded the motion. Motion carried via a voice vote. Note: The FY09 schedule will continue 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.

No changes were proposed in the Board of Health Bylaws.

Randy moved that the revised personnel policies be approved as presented. Jesse seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that the Department continue reimbursing licensed staff up to \$64 annually towards their professional liability insurance for FY09. Jesse seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that the board set the Department's total tuition reimbursement limit at \$500 for FY09. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jan moved that the Administrator be authorized to purchase shirts for staff with the health department logo at a cost not to exceed \$7,500. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the Administrator's Authorization limit be set at \$5,000 for FY09. Carletta seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that the FY09 Health Department Budget be adopted as presented. Randy seconded the motion. Motion carried via 6 ayes; 0 nays; 0 abstentions via a roll call vote.

The Board discussed staff compensation changes. The Board Personnel Committee ordinarily reviews the proposed changes and makes recommendations. Due to a number of factors, that hadn't been possible. After discussion, the consensus was to refer it to the Board Personnel Committee for review and a recommendation with consideration given to making any approved increases retroactive to July 1<sup>st</sup> if a meeting cannot be held yet in June.

The Board heard updates on tomatoes, Rocky Mountain Spotted Fever, and West Nile.

Randy moved that the board adjourn. Jan seconded the motion. Motion carried via a voice vote.

The Board adjourned at 9:14 p.m.

Respectfully Submitted:

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Minutes taken by Carletta Noll on behalf of  
Board of Health Secretary Mary McCollough

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Jeff Workman  
Health Department Administrator