

# Clay County Board of Health / Professional Advisory Group

## Minutes

June 29, 2009

### Present

Jesse James  
Mary McCollough  
Jan Nattier, R.N.  
Carletta Noll  
Paul Rose  
Randy Wells, B.A.  
Calvin Wilson, D.D.S.  
Lori VanDyke

### Absent

Mike Klingler, M.D.  
Galen Lueking, M.D.  
Jerry Stanley

### Staff

Jeff Workman

### Guests

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

Jeff provided information on items in the Board of Health Bulletin.

Calvin moved that the board approve the minutes for the May 05, 2009 Board of Health meeting as presented. Jesse seconded the motion. Motion carried via a voice vote.

Jesse moved that the board approve the paid claims for May 2009. Randy seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that the board accept the condensed FY09 financial statement through May. Carletta seconded the motion. Motion carried via a voice vote.

Calvin moved that the Administrator be authorized to enter into an agreement with Leymone Hardcastle & Co. LTD to conduct the FY09, FY10, and FY11 audits at a cost of \$10,800, \$11,300, and \$11,800 respectively. Lori seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the Administrator be authorized to sign and submit an agreement with IDPH to conduct inspections of summer food programs within Clay County. Jan seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that Teen REACH be authorized to take field trips during the summer with each trip having a maximum non-staff cost of \$500.00 plus mileage with the roundtrip maximum mileage of 300 miles with the cost to be paid by the Teen REACH grant. Randy seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that that the Administrator be authorized to sign and submit an agreement with Reading Is Fundamental, Inc. to participate in their program at a cost of \$207 in matching funds. Calvin seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy 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 - contingent upon receiving an oral health grant from IDPH. Jesse seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that the Administrator be authorized to sign and submit an agreement with with IDPH to conduct the Lead program with total anticipated reimbursement of up to \$2,000 over two years. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the Administrator be authorized to sign and submit the IDHS master grant agreement. Calvin seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

No changes were proposed in the Board of Health Bylaws at this time.

No changes were proposed in the Personnel Policies at this time; but changes will be proposed at a later date.

Jeff did not recommend staff compensation changes at this time due to budget uncertainties except for those as specified in their hire letters or as needed to comply with minimum wage.

Randy moved that the Department increase those staff making less than minimum wage as of July 1<sup>st</sup> to the new minimum wage level. Lori seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that the Department continue reimbursing licensed staff up to \$64 annually towards their professional liability insurance for FY10. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the board set the Department's total tuition reimbursement limit at \$500 for FY10. Jesse seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that the Administrator's Authorization limit be set at \$5,000 for FY10. Randy seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that the FY10 Health Department Budget be adopted as presented. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta 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. Calvin seconded the motion. Motion carried via 6 ayes; 0 nays; 2 abstentions (Randy Wells and Lori VanDyke) 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 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that Jeff Workman, Susan Troyer, and Tammy Byers be authorized to access the safety deposit box at the Flora Bank & Trust. Jan seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that Brandi Young, Jeff Workman, Susan Troyer, and Tiffany Harris be authorized to access account information for the Clay County Health Department. Lori seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that Jesse James, Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, Paul Rose, Jeff Workman, Susan Troyer, and Tiffany Harris be authorized to establish new accounts on behalf of the Clay County Health Department. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that Dr. Lueking be selected the Hospice Medical Director for FY10. Lori seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Calvin moved that Dr. Lueking be selected the Health Department and Home Health Medical Director for FY10. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Mary moved that the agreement for Medical Director of the health department's hospice for the first half of FY10 be approved. Carletta seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Randy moved that the agreement for Medical Director of the health department's hospice for the last half of FY10 be approved. Lori seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that the agreement for Medical Director of the health department and home health for the first half of FY10 be approved. Jesse seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Jan moved that the agreement for Medical Director of the health department and home health for the last half of FY10 be approved. Mary seconded the motion. Motion carried via 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that officers for 2010 be: Paul Rose – President, Calvin Wilson – Vice-President, and Jan Nattier – Secretary. Randy seconded the motion. Motion carried via a voice vote.

Paul proposed to appoint members and Chairs of the Bylaws & Personnel and Finance committees for FY10. Mary moved that the board approve the proposed committee appointments for FY10. Carletta seconded the motion. Motion carried via a voice vote. The FY10 Bylaws & Personnel committee members are Lori VanDyke – Chair, Mary McCollough, Jan Nattier, and Calvin Wilson. The FY10 Finance committee members are Randy Wells – Chair, Jesse James, Carletta Noll, and Jerry Stanley.

Mary moved that the board establish FY10 meeting schedule 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. Randy seconded the motion. Motion carried via a voice vote.

The Board discussed the diabetes program and possible transfer of most aspects to the hospital.

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

The Board adjourned at 8:42 p.m.

Respectfully Submitted:

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Mary McCollough  
Board of Health Secretary

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Jeff Workman  
Health Department Administrator