

Clay County Board of Health / Professional Advisory Group

Minutes

June 28, 2010

Present

Jesse James
Mike Klingler, M.D.
Mary McCollough
Jan Nattier, R.N.
Carletta Noll
Paul Rose
Jerry Stanley

Absent

Galen Lueking, M.D.
Lori VanDyke
Randy Wells, B.A.
Calvin Wilson, D.D.S.

Staff

Amber Wille
Barb Tackitt
Jeff Workman

Guests

President Rose called the meeting to order at 7:00 p.m.

Barb Tackitt, Home Care Director, presented information on home health and hospice. Discussion was held in all four Home Care programs regarding staffing changes, government regulations with new and pending laws, caseload, satisfaction surveys, annual evaluations, medical supervision, coordination of services, wages and information obtained during the home health and hospice annual meetings. The PAG also approved meeting every six months for program review and updates.

Jesse moved to approve the following consent agenda items.

1. Point of Care System (revised authorization of \$84,000 vs. \$82,500)
2. HHCAHPS Survey Agreement (Costs \$1,080 vs. 2% reduction in funding)
3. July 4th First Aid Station (CCHD providing first aid station at Fireworks event)

Mike seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Amber Wille, Environmental Health Director, presented information on the proposed food ordinance and answered questions.

Jeff Workman briefly updated the Board about the health department and state finances.

Carletta moved to approve the following consent agenda items.

1. May 3, 2010 Minutes
2. May, 2010 Claims
3. FY10 Condensed Financial Statement through May
4. Medication Education grant agreement
5. Teen REACH Summer Field Trips
6. FY10 Public Health Emergency Preparedness Grant Extension for FY11
7. Reading Is Fundamental participation agreement
8. IDPH Summer Food Inspection Agreement
9. Miles of Smiles Dental Sealant Agreement
10. IDHS Master Grant Agreement
11. Sprout Program Agreement

Mary seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that Dr. Lueking be selected the Hospice Medical Director for FY11. Jerry seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Jerry moved that Dr. Maneja be ratified as the Assistant Hospice Medical Director for FY11. Mike seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Jerry moved that Dr. Lueking be selected the Health Department and Home Health Medical Director for FY11. Jan seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved that FY10 officers be retained for FY11. Mary seconded the motion. Motion carried via voice vote. FY11 officers will be: Paul Rose, Calvin Wilson, and Jan Nattier continue serving as President, Vice-President, Secretary respectively.

Mike moved to approve the following consent agenda items.

1. **Approval of Committee Appointments** (Paul reappointed the same committee members as follows: Bylaws & Personnel Committee: Mary McCollough, Jan Nattier, Lori VanDyke, and Calvin Wilson with Lori serving as Chair. Finance Committee: Jesse James, Carletta Noll, Jerry Stanley, and Randy Wells with Randy serving as Chair.)
2. **Fund Depositories** (Delegated Cardinal Financial Services, Clay City/Flora/Louisville 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-Louisville, First National Bank - Ingraham, Flora Bank & Trust, Flora Savings Bank, Primevest Financial Services, State Farm Insurance Company, and US Bank as authorized fund depositories for the Clay County Health Department.);
3. **Signature Authorization** (Authorized Jesse James, Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, and Paul Rose to sign checks on Clay County Health Department accounts.);
4. **Safe Deposit Box Access** (Authorized Jeff Workman, Susan Troyer, and Tammy Byers to access the safety deposit box at the Flora Bank & Trust. Used mainly as offsite computer backup location.);
5. **Account Access** (Authorized Brandi Young, Jeff Workman, Susan Troyer, and Tiffany Harris to access the account information. Used mainly to check account balances for reconciling checks and preparing claims.);
6. **New Account Creation** (Authorized Jesse James, Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, Paul Rose, Jeff Workman, Susan Troyer, and Tiffany Harris to establish new accounts on behalf of the Clay County Health Department. Used mainly to obtain higher interest rates);
7. **Hospice Medical Director Agreement for the first half of FY11** (There are limits to how much compensation a Board Member can receive while serving – both per contract and per year. While discussing this with an Attorney with the Illinois Attorney General Opinion’s Bureau, she recommended this approach. The contract amount is \$258.33 per month – far less than many pay for Medical Supervision.);
8. **Hospice Medical Director Agreement for the last half of FY11** (The contract amount is \$258.33 per month – far less than many pay for Medical Supervision.);
9. **Hospice Assistant Medical Director Agreement for FY11** (We will try to get whoever the primary Hospice Medical Director selects to do it again at no cost.);
10. **Health Department and Home Health Medical Director Agreement for FY11** (The contract amount is \$75.00 per month)

Mary seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

Jesse moved to approve the following consent agenda items.

1. **Establishment of meeting schedule** (With exception of June, July, August, & September, the meetings will be held at 7:00 p.m. 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 June and July meetings will be combined and held at 7:00 p.m. on the last Monday in June. The August and September meetings will be combined and held at 7:00 p.m. on the last Monday in August.)
2. **Professional Liability Insurances** (Reimbursement of licensed staff up to \$64 annually towards their professional liability insurance for FY11. The cost has not been significant.)

3. **Tuition Reimbursement Limit** (Established the FY11 health department limit at \$7,500 with an individual tuition reimbursement limit set at \$750. I believe the total limit has varied from \$0 to \$2,500 in the past. I would like to focus more effort and funds towards staff development.)
4. **Administrator Authorization Limit** (\$5,000 same as last several years)
5. **FY11 Health Department Budget** (Much of our funding is still unknown)
6. **FY10 Deferred Compensation** (This would be an amount provided to staff in one lump sum yet in FY10. The amount approved was approximately \$75,209.23.)
7. **FY11 Compensation Changes** (This would be a rate increase on earnings in FY11. The anticipated annual cost of the amount approved was approximately \$36,804.92.)

Jerry seconded the motion. Motion carried via 7 ayes; 0 nays; 0 abstentions via a roll call vote.

The Board briefly discussed a possibility regarding the McEndree School.

Jerry moved that the board adjourn. Mike seconded the motion. Motion carried via voice vote.

The Board adjourned at 9:47 p.m.

Respectfully Submitted:

Jan Nattier
Board of Health Secretary

Jeff Workman
Health Department Administrator