Clay County Board of Health / Professional Advisory Group

Minutes

February 4, 2013

Present  Absent  Staff
Janice Brooks  Mike Klingler, M.D.  Jeff Workman
Galen Lueking, M.D.  Jan Nattier, R.N.
Mary McCollough  Paul Rose
Carletta Noll  Randy Wells, B.A.  Guests
Jerry Stanley  Calvin Wilson, D.D.S.
Lori VanDyke

Health Department Administrator, Jeff Workman, called the meeting to order at approximately 7:00 p.m.

Per the bylaws, in the absence of the President, Vice-President, and Secretary; the Administrator called the meeting to order and a President Pro-tem and a Secretary Pro-tem were elected as follows.

Carletta Noll moved that Jerry Stanley serve as President Pro-tem. Lori VanDyke seconded the motion. Motion carried via voice vote.

Dr. Lueking moved that Carletta Noll serve as Secretary Pro-tem. Mary McCollough seconded the motion. Motion carried via voice vote.

Jerry Stanley conducted the remainder of the meeting.

Jeff Workman provided additional details and answered questions about previous mailings.

Dr. Lueking moved to approve the following consent agenda items.

1. Minutes – November 05, 2012
2. FY13 Condensed Financial Statement through December
4. Teen REACH Field Trip to Women’s Health Conference (at an anticipated non-staff cost of approximately $155 reimbursable by the grant)

Mary McCollough seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

Dr. Lueking moved that Policy 8.03 – Snow Days be renamed Office Closures and amended as proposed. Carletta Noll seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

08.03 - SNOW DAYS OFFICE CLOSURES

On days when extreme weather conditions restrict the movement of traffic, On days when conditions are unsafe or are not conducive to productive work, the Administrator will determine whether Department operations will be suspended. If the Department is to be closed for the day, employees will be notified as early as possible. In this event, staff scheduled and available to report to work will receive full pay and allowances in the same manner as holidays up to a maximum of three days per twelve-month period. If the department is open and the staff believe they are unable to make it in to work, staff may take whatever vacation leave is available to them. If staff are not scheduled to work (i.e. scheduled to be on vacation, normal day off, or called in sick prior to the announcement of the “Office Closure”), they will not receive “Office Closure Pay.”

Mary McCollough moved that the Administrator be authorized to sign and submit the Medical Reserve Corps grant agreement. Lori VanDyke seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.
Carletta Noll moved that the Administrator be authorized to sign and submit the CATCH grant agreement. Dr. Lueking seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

Dr. Lueking moved that the Administrator be authorized to commit up to $22,000 for upgrading computer hardware and software with associated labor. Mary McCollough seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

Dr. Lueking moved that the health department be authorized to start performing dental varnish treatments as soon as standing orders are executed and supplies are available. Lori VanDyke seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

Janice Brooks moved that the health department mileage reimbursement rate increase from 55 cents per mile to 56 cents per mile effective for mileage travelled during calendar year 2013. Carletta Noll seconded the motion. Motion carried 6 ayes; 0 nays; via a roll call vote.

Jeff Workman provided an update on staffing. The Administrator and Board discussed the possibility that SSM may purchase Clay County Hospital, the potential impact of that on the health department, and related issues.

The next meeting is scheduled for March 4th.

Mary McCollough moved that the board adjourn. Lori VanDyke seconded the motion. Motion carried via voice vote.

The Board adjourned at 7:52 p.m.

Respectfully Submitted:

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Carletta Noll                Jeff Workman
Board of Health Secretary Pro-tem  Health Department Administrator