Clay County Board of Health / Professional Advisory Group

Minutes

July 02, 2013

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

Guests

Board of Health President, Paul Rose, called the meeting to order at approximately 7:00 p.m.

Janice moved that the Health Department enter into an agreement with Aetna as our health insurance provider for the plan year beginning July 1, 2013 with the health department contributing $411.84 per month for employees on plan M1 and $368 per month with an HRA contribution of up to $500 annually for employees on plan M2. Jerry seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Lori moved that the Health Department renew the agreement with our third party administrator, TASC, at a cost of $5.38 per employee per month to administer our health reimbursement account. The health department, through TASC, will reimburse employees on the HRA plan up to $500 during the plan year for qualifying health expenditures. Jerry seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Calvin moved that the Health Department renew the agreement with our third party administrator, TASC, at a cost of $76.67 per month or $6.14 per employee per month, whichever is greater, to administer the employee flexible spending account. Carletta seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Carletta moved that the Health Department renew the agreement with Dearborn National for $25,000 term life/AD & D insurance for full-time staff at a cost of $4.00 per employee per month. Lori seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Galen moved that the Board of Health recommend approval of the proposed FY14 health department budget. Carletta seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Jerry moved to approve the following consent agenda items.

1. Minutes – May 06, 2013
2. FY13 Condensed Financial Statement through April
3. Claims – May 2013
4. Approval of AmeriCorps Volunteer Stipend to IPHA
5. Approval of a copier purchase
6. Teen REACH Camping trip to Turkey Run State Park July 22 – July 24, 2013
7. Space usage agreement with First Baptist Church for Teen REACH
8. Space usage agreement with North Clay School for PI

Calvin seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Galen moved to approve the following consent agenda items.

1. Illinois Department of Public Health
   a. Dental Sealant
   b. In Person Counseling
   c. Lead
   d. Local Health Protection
   e. PHEP
   f. Potable and Non-Community Water
   g. Tanning Inspection
   h. Tattoo & Body Piercing Inspection
   i. Tobacco
   j. Vector Control Surveillance
   k. We Choose Health
   l. Women Out Walking

2. FCHD Genetics

3. American Cancer Society CATCH

4. Illinois Department of Human Services
   a. Breastfeeding Peer Counselor
   b. Family Case Management
   c. Healthy Families Illinois
   d. Teen REACH
   e. Women Infants Children Nutrition

5. Illinois State Board of Education

6. Food

7. Prevention Initiative

8. MAAA Medication Education

9. IDOT Child Passenger Safety

10. NACCHO MRC

11. UIC Training

12. FDA Program Standards

13. Safe Kids Bike to School

Lori seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.
Jerry moved to approve the following consent agenda items.


2. **Signature Authorization**  (Authorizes Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, and Paul Rose to sign checks on Clay County Health Department accounts.)

3. **Safe Deposit Box Access**  (Authorizes Brandi Young, Jeff Workman, Tiffany Harris, and Tammy Byers to access the safety deposit box at the Flora Bank & Trust. Used mainly as offsite computer backup location.)

4. **Account Information Access**  (Authorizes Brandi Young, Jeff Workman, Stacy Ray, Mandy Clark, and Tiffany Harris to access the account information at any of the fund depositories. Used mainly to check bank balances for reconciling checks and preparing claims.)

5. **New Account Creation**  (Authorizes Galen Lueking, Mary McCollough, Jan Nattier, Carletta Noll, Paul Rose, Jeff Workman, Brandi Young, and Tiffany Harris to establish new accounts on behalf of the Clay County Health Department. Used mainly to obtain higher interest rates)

Janice seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Calvin moved that the Board approve allocating approximately $73,258 towards compensation adjustments for health department employees. Galen seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

Galen moved that the Board retain the FY13 officers for FY14. Lori seconded the motion. Motion carried via voice vote. Therefore, the FY14 officers are: Paul Rose President, Calvin Wilson Vice-President, and Jan Nattier Secretary.

Carletta moved that Dr. Lueking be selected the Hospice Medical Director for FY14. Jerry seconded the motion. Motion carried 7 ayes; 0 nays; 1 abstention (Dr. Lueking) via a roll call vote.

Galen moved that Dr. Maneja be selected as the Assistant Hospice Medical Director for FY14. Lori seconded the motion. Motion carried 8 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 FY14. Janice seconded the motion. Motion carried 7 ayes; 0 nays; 1 abstention (Dr. Lueking) via a roll call vote.

Jerry moved to approve the following consent agenda items.

1. **Hospice Medical Director Agreement for the first half of FY14**  (The contract amount is $258.33 per month.)

2. **Hospice Medical Director Agreement for the last half of FY14**  (The contract amount is $258.33 per month.)

3. **Hospice Assistant Medical Director Agreement for FY14.**

4. **Health Department and Home Health Medical Director Agreement for FY14**  (The contract amount is $75.00 per month).

Calvin seconded the motion. Motion carried 7 ayes; 0 nays; 1 abstention (Dr. Lueking) via a roll call vote.
Calvin moved to approve the following consent agenda items.

1. **Approval of Committee Appointments**: President Rose proposed to reappoint the same committee members with the addition of Janice Brooks to the Finance Committee. Therefore, the FY14 Bylaws & Personnel Committee will consist of: Mary McCollough, Jan Nattier, Lori VanDyke, and Calvin Wilson with Lori serving as Chair and the FY14 Finance Committee will consist of: Janice Brooks, Carletta Noll, Jerry Stanley, and Randy Wells with Randy serving as Chair.

2. **Establishment of meeting schedule** (The meetings for FY14 will be at 6:00 p.m. on the 3rd Tuesday of each month.)

3. **Professional Liability Insurances** (Reimbursement of licensed staff up to $64 annually towards their professional liability insurance for FY14.)

4. **Tuition Reimbursement Limit** (The FY14 health department limit will be $7,500 with an individual tuition reimbursement limit set at $750.)

5. **Administrator Authorization Limit** (The FY14 limit will be $5,000 per item.)

Carletta seconded the motion. Motion carried 8 ayes; 0 nays; 0 abstentions via a roll call vote.

The Board briefly discussed the Affordable Care Act In Person Assister Grant; SSM / CCH status, PHAP, Wal-Mart flu shots, and staffing.

The next meeting is scheduled for August 20th.

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

The Board adjourned at 8:16 p.m.

Respectfully Submitted:

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Jan Nattier                                      Jeff Workman
Board of Health Secretary                      Health Department Administrator