

# Clay County Board of Health / Professional Advisory Group

## Minutes

June 06, 2018

### Present

Brad Harris  
Joel Hackney, Ph.D.  
Larry Rinehart  
Lori VanDyke  
Mike Klingler, M.D.  
Paul Rose

### Absent

Barb Tackitt, R.N., B.S.N.  
Brandon Cycholl, M.D.  
Calvin Wilson, D.D.S.  
Jane Janes, FNP  
Randy Wells, B.A.

### Staff

Amber Wille  
Brandi Young  
Deena Mosbarger  
Jeff Workman  
Tiffany Harris

### Guests

President Rose called the meeting to order at approximately 12:10 p.m. Acting Secretary Rinehart called roll and determined a quorum was present. No guests were present.

Brandi Young, Home Care Director, provided information on the Home Care services.

Brad moved to approve the Home Health Policies as revised. Lori seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Joel moved to approve the Hospice Policies as revised. Brad seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Amber Wille, Environmental Health Director, provided information on the revised Food Ordinance.

Larry moved that the revised Food Ordinance be formally recommended to the County Board for approval. Mike seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Deena Mosbarger, HR & Special Projects Director, provided information on the health insurance renewals and Teen REACH / Beyond The Bell field trips.

Lori moved that the Administrator be authorized to renew the current fully insured group health insurance program with Blue Cross / Blue Shield and sharing the premium increase equally with employees as detailed in the table in the June 02, 2018 Bulletin. Mike seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Joel made a motion to renew the healthcare reimbursement account third party administration agreement with TASC at a cost of \$250 annually plus \$6.04 per participant per month. Brad seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Lori made a motion to renew the flexible spending account (FSA) third party administration agreement with TASC at a cost of \$110 annually plus \$7.23 per participant per month (or \$89.16 monthly minimum). Additionally, the FSA medical expense limit is established at the IRS allowed rate of \$2,650 annually per employee and at \$5,000 annually for pre-tax childcare. Mike seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Brad moved that the Teen REACH Beyond The Bell program be authorized to take field trips within the County as desired and the outside County field trips specified in the June 02, 2018 Bulletin. Lori seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Tiffany Harris, Accounting Director, provided information on the proposed FY19 Budget.

Larry moved that the proposed FY19 budget be recommend to the County Board for approval. Joel seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Mike moved to approve the following consent agenda items.

- a. May 02, 2018 meeting minutes
- b. FY18 Condensed Financial Statement through April
- c. Paid Claims (May)
- d. Space usage agreements (North Clay School and Stanley's Rentals for PI & Flora School for TR/BTB)
- e. Deb's Catering
- f. Performance Management Plan
- g. Quality Improvement Plan

Lori seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Brad moved to approve the following consent agenda items.

- a. Illinois Department of Public Health
  - 1) Illinois Family Connect
  - 2) Lead
  - 3) Local Health Protection
  - 4) Oral Health Needs Assessment
  - 5) Potable and Non-Community Water
  - 6) Public Health Emergency Preparedness (PHEP)
  - 7) Tanning Inspection
  - 8) Tattoo & Body Piercing Inspection
  - 9) Tobacco (with Reality)
  - 10) Vector Control Surveillance
- b. FCHD Genetics
- c. Illinois Department of Human Services
  - 1) Breastfeeding Peer Counselor
  - 2) Family Case Management
  - 3) Healthy Families Illinois
  - 4) Women Infants Children Nutrition
  - 5) Teen REACH
- d. Illinois State Board of Education
  - 1) Prevention Initiative
- e. Illinois Environmental Protection Agency
  - 1) Electronic Recycling Education Grant
- f. Illinois Liquor Control Commission
  - 1) LC-13 Liquor Facility Inspection Agreement
- g. Fussy Babies MOU / Grant
- h. NACCHO MRC
- i. FDA Program Standards
- j. CYHS Southern Illinois Healthy Children Task Force Mini Grant to promote gardening
- k. Southern Illinois Breastfeeding Task Force Mini Grant to promote breastfeeding

Mike seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Brad moved to approve the following consent agenda items.

1. Fund Depositories (Delegates 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 – Heather Blank, 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.)
2. Signature Authorization (Authorizes Barb Tackitt, Calvin Wilson, Joel Hackney, Larry Rinehart, and Paul Rose to sign checks on Clay County Health Department accounts.)
3. Account Information Access (Authorizes Brandi Young, Jeff Workman, Stacy Ray, 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.)
4. New Account Creation (Authorizes Barb Tackitt, Calvin Wilson, Joel Hackney, Larry Rinehart, Paul Rose, Jeff Workman, and Tiffany Harris to establish new accounts on behalf of the Clay County Health Department. Used mainly to obtain higher interest rates)
5. Shazam System Access: (Authorizes Brandi Young, Jeff Workman, Stacy Ray, and Tiffany Harris to access the Shazam system we utilize for direct deposit of employee payroll. The system requires one person will have to enter the direct deposit and another person release it.)

Joel seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Paul moved that Barb Tackitt, Calvin Wilson, and Lori VanDyke be elected President, Vice-President, and Secretary respectively for FY19. Brad seconded the motion. Motion carried via voice vote.

Lori moved that Dr. Klingler be selected as the Health Department Medical Director for FY19. Brad seconded the motion. Motion carried via voice vote with Dr. Klingler abstaining.

Larry moved to approve the following consent agenda items.

1. Approval of Committee Appointments (FY19 President needs to make committee appointments and Board ratify.) Current committee appointments include: Bylaws & Personnel Committee: Brad Harris, Lori VanDyke, and Calvin Wilson with Lori serving as Chair and Finance Committee: Barb Tackitt, Joel Hackney, Larry Rinehart, and Randy Wells with Randy serving as Chair.
2. Establishment of meeting schedule (would different days, different times, etc. work better?)
3. Professional Liability Insurances (Reimbursement of licensed staff up to \$64 annually towards their professional liability insurance for FY19. The cost has not been significant.)
4. Tuition Reimbursement Limit (Would like to set the FY19 health department limit at \$5,000 with an individual, fiscal year tuition reimbursement limit set at \$500.)
5. Administrator Authorization Limit (\$7,500 same as last year.)

Lori seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

The Board briefly discussed the State Budget, Finances, Home Care, Accreditation, and Staffing.

Joel moved that the board adjourn. Brad seconded the motion. Motion carried via voice vote.

The Board adjourned at 12:50 p.m.

The next meeting is scheduled for 12:10 p.m. July 04, 2018.

Respectfully Submitted:

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Lori VanDyke  
Secretary

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Jeff Workman  
Administrator