

# Clay County Board of Health / Professional Advisory Group

## Minutes

June 05, 2019

### Present

Barb Tackitt, R.N., B.S.N.  
Brandon Cycholl, M.D.  
Jane Janes, FNP  
Joe Gilliland  
Joel Hackney, Ph.D.  
Larry Rinehart  
Linda Newby  
Randy Wells, B.A.

### Absent

Calvin Wilson, D.D.S.  
Lori VanDyke  
Mike Klingler, M.D.

### Staff

Jeff Workman  
Brandi Young

### Guests

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President Tackitt called the meeting to order at approximately 12:10 p.m. Secretary Pro Tem Janes called roll and determined a quorum was present.

Introductions were made.

Brandi Young, Home Care Director, provided an update on the Home Care services.

Jane Janes moved that moved to approve the Home Health Policies as revised. Linda Newby moved that seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Joel Hackney moved that moved to approve the Hospice Policies as revised. Randy Wells moved that seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Barb Tackitt moved that moved to approve the QAPI Policies as revised. Linda Newby moved that seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Randy Wells moved to approve the following consent agenda 1 items.

1. February 06, 2019 meeting minutes
2. FY19 Financial Statements through April 2019
3. Paid Claims (January, February, March, April, & May 2019)
4. Space usage agreements (Jan Philips for PI & Flora School for TR/BTB)

Barb Tackitt seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Joel Hackney moved to approve the following consent agenda 2 items (accepting and carrying out activities for grant programs).

- 1) Illinois Department of Public Health
  - a) Illinois Family Connect
  - b) Lead
  - c) Local Health Protection
  - d) Potable and Non-Community Water
  - e) Public Health Emergency Preparedness (PHEP)
  - f) Tanning Inspection
  - g) Tattoo & Body Piercing Inspection
  - h) Tobacco (Regional)
  - i) Vector Control Surveillance

- 2) FCHD Genetics
- 3) Illinois Department of Human Services
  - a) Breastfeeding Peer Counselor
  - b) Family Case Management
  - c) Healthy Families Illinois
  - d) Women Infants Children Nutrition
  - e) Teen REACH
- 4) Illinois State Board of Education
- 5) Prevention Initiative
- 6) FDA Program Standards

Jane Janes seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Randy Wells moved that 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 with employees as detailed in the table in the June 03, 2019 Bulletin. Larry Rinehart moved that seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Joel Hackney 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 OR a minimum of \$118.73 per month. Larry Rinehart seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Randy Wells made a motion to renew the flexible spending account (FSA) third party administration agreement with TASC at a cost of \$117 annually plus \$7.63 per participant per month (or \$93.95 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. Brandon Cycholl seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Larry Rinehart moved that moved that Teen REACH, PI, and HFI to take participants on field trips in state & out of state as budgets / prudent programming plans, and grantor agencies permit. Barb Tackitt seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Randy Wells moved to approve the revised fiscal policies for the Clay County Health Department effective immediately. Brandon Cycholl seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Joel Hackney moved that the proposed FY20 budget be recommended to the County Board for approval. Larry Rinehart seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

Larry Rinehart moved to retain the FY19 officers for FY20 by acclimation. Joel Hackney seconded the motion. Motion carried via voice vote. The FY20 officers will be: Barb Tackitt President, Calvin Wilson Vice-President, and Lori VanDyke Secretary.

Brandon Cycholl moved that Dr. Klingler be selected as the Health Department Medical Director for FY20. Barb Tackitt seconded the motion. Motion carried via voice vote.

Larry Rinehart moved to approve the following consent agenda 3 items.

1. **Approval of Committee Appointments for FY20** Committee appointments include: Bylaws & Personnel Committee: 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** (continue with 1<sup>st</sup> Wednesday of each month at 12:10 p.m.)
3. **Tuition Reimbursement Limit** (Changed so that this is instead set in the personnel policies)
4. **Professional Liability Insurances** (Changed so that this is instead set in the personnel policies)
5. **Administrator Authorization Limit** (Changed so that this is instead set in the fiscal policies going forward)

Randy Wells seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, and 0 abstentions.

The Administrator and Board briefly discussed the impact of prevailing wage changes and state budget issues.

Jane Janes moved that the board adjourn. Randy Wells seconded the motion. Motion carried via voice vote.

The Board adjourned at 12:57 p.m.

The next meeting will be held July 3<sup>rd</sup>, 2019 at 12:10 p.m. in the health department conference room.

Respectfully Submitted:

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Jane Janes  
Secretary Pro Tem

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Jeff Workman  
Administrator