

# Clay County Board of Health / Professional Advisory Group

## Minutes

June 02, 2021

### Present

Brad Harris  
Brandon Cycholl, M.D.  
Calvin Wilson, D.D.S.  
Joel Hackney, Ph.D.  
Larry Rinehart  
Lisa Cash  
Lori VanDyke  
Mike Frost  
Randy Wells, B.A.

### Absent

Linda Newby  
Mike Klingler, M.D.

### Staff

Brandi Young  
Deena Mosbarger  
  
Jeff Workman  
Lynette Waller  
Tammy Byers

### Guests

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Secretary VanDyke called the meeting to order at approximately 12:13 p.m. Roll was called and a quorum was confirmed to be present.

Dr. Wilson, Mike Frost, and Randy Wells joined the meeting.

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

- a. March 03, 2021 meeting minutes
- b. FY21 Financial Statements through March 2021
- c. Paid Claims (March and April 2021)
- d. Space usage agreements (Jan Philips for PI & Flora Bank & Trust for TR/BTB)

Lori VanDyke seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, 0 abstentions.

Lynette Waller, Becky Wiley, Deena Mosbarger, and Tiffany Harris all provided updates on COVID19 related items.

Brandi Young, Home Care Director, provided information on the Home Care services and asked for approval of the home health and hospice policies.

Larry Rinehart moved to approve the Home Health Policies as revised. Randy Wells seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, 0 abstentions.

Dr. Cycholl moved to approve the Hospice Policies as revised. Lori VanDyke seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, 0 abstentions.

Deena Mosbarger, HR & Special Projects Director, provided updates on the Beyond the Bell program and HR items.

Randy Wells moved that the Administrator be authorized to renew the employee health insurance plan with BCBS with the health department covering up to \$40,000 of the additional cost and employees covering the remainder. Brad Harris seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, 0 abstentions.

Mike Frost had to leave.

Lori VanDyke moved that the Administrator be authorized to switch to Flex for third party claim administration at a cost of \$4.50 per employee per month and to pay Task for run out coverage as needed. Larry Rinehart seconded the motion. Motion carried via roll call vote with 8 ayes, 0 nays, 0 abstentions.

Dr. Cycholl had to leave.

Tiffany Harris, Accounting Director, provided information related to the proposed CCHD FY2022 Budget.

Brad Harris moved that the proposed FY22 budget be recommended to the County Board for approval. Dr. Hackney seconded the motion. Motion carried via roll call vote with 7 ayes, 0 nays, 0 abstentions.

Randy Wells moved to approve the following consent agenda 2 staff compensation items.

- a. Compensation staff for lost vacation accrual specific due to COVID response (cost @ \$5,000 + fringe)
- b. Provide a lump sum amount to currently employed, non-PRN staff based upon their number of paid hours during the first eleven months of CCHD FY2021 (cost @ \$100,000 + fringe).
- c. Provide market increases based upon trying to bring staff rates into parity with the current employment market (up to a maximum cost of up to \$100,000 + fringe).

Lisa Cash seconded the motion. Motion carried via roll call vote with 7 ayes, 0 nays, 0 abstentions.

Dr. Hackney moved to approve the following consent agenda 3 grant items

- a. Illinois Department of Public Health
  - 1) Illinois Family Connect
  - 2) Lead
  - 3) Comprehensive Health Protection
  - 4) Public Health Emergency Preparedness (PHEP)
  - 5) Tobacco (Regional)
  - 6) COVID-19
  - 7) Contact Tracing
- 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. FDA Program Standards

Lori VanDyke seconded the motion. Motion carried via roll call vote with 7 ayes, 0 nays, 0 abstentions.

The Board discussed Board of Health Member reappointments. All of the current Board Members up for reappointment are game to be reappointed with exception that Lori won't be eligible as she moves from the County. All had served well. Consensus was to recommend that all except Lori be reappointed and to discuss potential replacement at a future meeting.

Brad Harris moved to approve the following financial institution related authorizations for FY22.

- a. Signature Authorization (Authorizes Calvin Wilson, Joel Hackney, Larry Rinehart, Linda Newby, and Lisa Cash to sign checks on Clay County Health Department accounts.)
- b. 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.)

- c. New Account Creation (Authorizes Calvin Wilson, Joel Hackney, Larry Rinehart, Linda Newby, Lisa Cash, Jeff Workman, and Tiffany Harris to establish new accounts on behalf of the Clay County Health Department. Used mainly to obtain higher interest rates)
- d. 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.)

Randy Wells seconded the motion. Motion carried via voice vote.

Brad Harris moved to retain the Dr. Wilson as President, Randy Wells as Vice-President for FY22, and to table the Secretary position until the next meeting. Larry Rinehart seconded the motion. Motion carried via voice vote.

Dr. Hackney moved that Dr. Klingler be selected the Health Department Medical Director for FY22. Randy Wells seconded the motion. Motion carried via voice vote.

Dr. Hackney moved to approve the following consent agenda 5 committee and meeting items as noted below.

- a. TABLED: Approval of Committee Appointments (FY22 President needs to make committee appointments and Board ratify.) Current committee appointments include: Bylaws & Personnel Committee: \_\_\_\_\_, Lori VanDyke, and Calvin Wilson with Lori serving as Chair and Finance Committee: Joel Hackney, Larry Rinehart, and Randy Wells with Randy serving as Chair.
- b. Establishment of meeting schedule (*12:10 p.m. on the first Wednesday of even numbered months*)

Randy Wells seconded the motion. Motion carried via voice vote.

Next Meeting – August 4<sup>th</sup>. In person at the health department with a Zoom option.

Lori VanDyke moved that the board adjourn. Randy Wells seconded the motion. Motion carried via voice vote.

The Board adjourned at 1:43 p.m.

Respectfully Submitted:

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Lori Vandyke, Secretary

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Jeff Workman, Administrator