

Clay County Board of Health / Professional Advisory Group

Minutes

July 11, 2016

Present

Barb Tackitt, R.N., B.S.N.

Brad Harris

Brandon Cycholl, M.D.

Jan Nattier, R.N.

Larry Rinehart

Mike Klingler, M.D.

Paul Rose

Absent

Calvin Wilson, D.D.S.

Joel Hackney, Ph.D.

Lori VanDyke

Randy Wells, B.A.

Staff

Brandi Young, Home Care Director

Jeff Workman

Guests

President Rose called the meeting to order at approximately 7:00 p.m.

Brandi Young, Home Care Director, presented information on the Home Care services and answered questions.

Barb Tackitt moved to approve the following consent agenda 1 items.

1. FY16 Condensed Financial Statement through May
2. May and June claims
3. Space usage agreement with North Clay School for PI

Brad Harris seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

Brad Harris moved to approve the following consent agenda 2 items.

- a. Illinois Department of Public Health
 - 1) Dental Sealant
 - 2) Lead
 - 3) Local Health Protection
 - 4) Public Health Emergency Preparedness (PHEP)
 - 5) Potable and Non-Community Water
 - 6) Tanning Inspection
 - 7) Tattoo & Body Piercing Inspection
 - 8) Tobacco (with Reality)
 - 9) Vector Control Surveillance
- b. FCHD Genetics
- c. American Cancer Society CATCH
- d. Illinois Department of Human Services
 - 1) Breastfeeding Peer Counselor
 - 2) Family Case Management
 - 3) Healthy Families Illinois
 - 4) Women Infants Children Nutrition

- e. Illinois State Board of Education
 - 1) Prevention Initiative
- f. Illinois Environmental Protection Agency
 - 1) Electronic Recycling Education Grant
- g. Fussy Babies MOU / Grant
- h. NACCHO MRC
- i. FDA Program Standards
- j. Safe Kids Bike to School

Brandon Cycholl seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

Larry Rinehart moved to approve the following consent agenda 2 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 Calvin Wilson, Jan Nattier, 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 Calvin Wilson, Jan Nattier, 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.)

Mike Klingler seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

Brandon Cycholl moved to retain the same officers for FY17. Barb Tackitt seconded the motion. Motion carried via voice vote. The FY17 officers will be: Paul Rose President, Calvin Wilson Vice-President, and Jan Nattier Secretary.

Brandon Cycholl moved that Dr. Klingler be selected the Health Department Medical Director for FY17. Brad Harris seconded the motion. Motion carried via voice vote with Dr. Klingler abstaining.

Barb Tackitt moved to authorize the Administrator to negotiate an agreement with the selected Health Department Medical Director for his / her services for FY17. Larry Rinehart seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

Mike Klingler moved to authorize the Administrator to select and negotiate agreements with Medical Director(s) for Home Care services as the Administrator deems prudent to ensure compliance with requirements and account for proper operations of the programs for FY17. Larry Rinehart seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

Mike Klingler moved to approve the following consent agenda 5 items.

1. **Approval of Committee Appointments** (FY17 President needs to make committee appointments and Board ratify.) Current committee appointments include: Bylaws & Personnel Committee: Brad Harris, Jan Nattier, 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** (same schedule)
3. **Professional Liability Insurances** (Reimbursement of full time licensed staff up to \$110 annually towards their professional liability insurance for FY16. The cost has not been significant.)
4. **Tuition Reimbursement Limit** (Would like to set the FY17 health department limit at \$7,500 with an individual tuition reimbursement limit set at \$750. The same as it has been for several years.)
5. **Administrator Authorization Limit** (\$5,000 same as last several years would probably work fine; but might consider a bump to either \$7,500 or \$10,000 at some point in future.)

Brandon Cycholl seconded the motion. Motion carried via roll call vote with 7 ayes; 0 nays; 0 abstentions.

The Administrator provided an update on and the Board discussed: Finances (State Budget, OT rules).

The next meeting will be August 8th unless need for one sooner

Randy Wells moved that the board adjourn. Larry Rinehart seconded the motion. Motion carried via voice vote.

The Board adjourned at 8:42 p.m.

Respectfully Submitted:

Jan Nattier
Board of Health Secretary

Jeff Workman
Administrator