

# Clay County Board of Health / Professional Advisory Group

## Minutes

July 10, 2017

### Present

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

Brad Harris

Brandon Cycholl, M.D.

Calvin Wilson, D.D.S.

Larry Rinehart

Paul Rose

### Absent

Joel Hackney, Ph.D.

Lori VanDyke

Mike Klingler, M.D.

Randy Wells, B.A.

### Staff

Jeff Workman

Brandi Young

### Guests

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

President Rose appointed Barb Tackitt to serve as Acting Board of Health Secretary.

Brandi Young, Home Care Director, presented on the health department's home care services.

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

Jeff Workman briefly highlighted a few areas in the Bulletin and provided more detail.

Calvin Wilson moved to approve the following consent agenda 1 items.

1. Previous meeting minutes
2. FY17 Condensed Financial Statement through May
3. Paid Claims (May & June)
4. Space usage agreements (North Clay School and Stanley's Rentals for PI & Flora School for TR)

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

Brandon Cycholl moved to approve the following consent agenda 2 items.

- a. Illinois Department of Public Health
  - 1) Oral Health Needs Assessment
  - 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. 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

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

Barb Tackitt moved to approve the consent agenda 3 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.)

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

Brad Harris moved to retain Paul Rose as President and Calvin Wilson as Vice-President, plus elect Barb Tackitt as Secretary for FY18. Brandon Cycholl seconded the motion. Motion carried via voice vote.

Brandon Cycholl moved that Dr. Klingler be selected the Health Department Medical Director for FY18. Calvin Wilson seconded the motion. Motion carried via voice vote.

Calvin Wilson moved to authorize the Administrator to negotiate an agreement with the selected Health Department Medical Director for his / her services for FY18. Brandon Cycholl seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Brad Harris 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 FY18 with the Board retaining final approval. Brandon Cycholl seconded the motion. Motion carried via roll call vote with 6 ayes, 0 nays, and 0 abstentions.

Calvin Wilson moved to approve the consent agenda items.

1. Approval of Committee Appointments (For FY18, the committee appointments are: Bylaws & Personnel Committee: Brad Harris, 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.
2. Establishment of meeting schedule (Set at from 12:10 to 1:00 p.m. on the first Wednesday of each month)
3. Professional Liability Insurances (Reimbursement of licensed staff towards their personal professional liability insurance for FY18 is set at up to \$64 annually.)
4. Tuition Reimbursement Limit (The FY18 health department aggregate fiscal year limit is set at \$5,000 with the individual, fiscal year tuition reimbursement limit set at \$500. This was lowered to allow more funds to be spent on targeted training that will more directly benefit the health department. The health department is to further develop and refine policies for usage of both general tuition reimbursement and targeted training.)
5. Administrator Authorization Limit (set to \$7,500)

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

The Board briefly discussed recommendations to fill Jan Nattier's vacancy on the Board of Health with the consensus being to recommend Jane Janes – a long time advanced practice nurse in Clay County – to the County Board for appointment.

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

Larry Rinehart moved that the board adjourn. Brad Harris seconded the motion. Motion carried via voice vote.

The Board adjourned at 8:38 p.m.

Respectfully Submitted:

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Barb Tackitt  
Board of Health Secretary

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Jeff Workman  
Administrator