

# Clay County Board of Health / Professional Advisory Group

## Minutes

June 03, 2020

### Present

Calvin Wilson, D.D.S.  
Joe Gilliland  
Joel Hackney, Ph.D.  
Larry Rinehart  
Linda Newby  
Lori VanDyke  
Mike Frost  
Mike Klingler, M.D.  
Randy Wells, B.A.

### Absent

Brandon Cycholl, M.D.

### Staff

Brandi Young  
Deena Mosbarger  
Jeff Workman  
Tammy Byers

### Guests

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President Wilson called the meeting to order at approximately 12:15 p.m. Lori VanDyke agreed to serve as Secretary Pro-Tem. She called roll and determined a quorum was present.

President Wilson called the meeting to order at approximately 12:10 p.m. Vice-President VanDyke offered to take minutes, called roll and determined a quorum was present.

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

Joel Hackney moved that moved to approve the Home Health Policies as revised. Lori VanDyke moved that seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Larry Rinehart moved that moved to approve the Hospice Policies as revised. Joel Hackney moved that seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Linda Newby moved that moved to approve the Hospice Quality Assurance Performance Improvement (QAPI) Plan. Larry Rinehart moved that seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Linda Newby moved that moved to approve the Home Health Quality Assurance Performance Improvement (QAPI) Plan. Joe Gilliland moved that seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Tammy Byers, Technology Director, provided information regarding the building.

Deena Mosbarger, HR & Special Projects Director, provided additional information regarding the building, the Census 2020 Grant, and Beyond the Bell.

Michael Klingler moved that the Administrator be authorized to renew the current fully insured group health insurance program with Blue Cross / Blue Shield for full-time CCHD employees with employees contributing the same amounts as 2019 and the health department paying the increase. Joe Gilliland moved that seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

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

Larry Rinehart 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. Joel Hackney seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Linda Newby made a motion to renew the term life and accidental death and disability (AD&D) policy with Blue Cross Blue Shield, owner of the Dearborn Life Insurance Company at a cost of \$0.13 per \$1000 for life coverage plus \$0.03 per \$1000 for AD&D (\$0.16 total) with each full-time employee receiving a \$25,000 life / AD&D benefit for fiscal year ending 2021. Michael Klingler seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Lori VanDyke moved to approve the following consent agenda items.

- a. March 04, 2020 meeting minutes
- b. FY20 Financial Statements through March 2020
- c. Paid Claims (March, April, and May, 2020)
- d. Space usage agreements (Jan Philips for PI & Flora Bank & Trust for TR/BTB)

Larry Rinehart seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Linda Newby moved to approve the consent agenda 2 items.

- a. Illinois Department of Public Health
  - 1) Illinois Family Connect
  - 2) Lead
  - 3) Local Health Protection
  - 4) Potable and Non-Community Water
  - 5) Public Health Emergency Preparedness (PHEP)
  - 6) Tanning Inspection
  - 7) Tattoo & Body Piercing Inspection
  - 8) Tobacco (Regional)
  - 9) Vector Control Surveillance
  - 10) COVID-19
  - 11) 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
  - 6) Census
- d. Illinois State Board of Education
  - 1) Prevention Initiative
- e. FDA Program Standards

Michael Klingler seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Joe Gilliland moved that the proposed FY21 budget be recommended to the County Board for approval. Joel Hackney seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Linda Newby moved that the following actions be approved.

1. Signature Authorization (Authorizes Calvin Wilson, Joel Hackney, Larry Rinehart, and Linda Newby to sign checks on Clay County Health Department accounts.)
2. 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.)
3. New Account Creation (Authorizes Calvin Wilson, Joel Hackney, Larry Rinehart, Linda Newby, Jeff Workman, and Tiffany Harris to establish new accounts on behalf of the Clay County Health Department. Used mainly to obtain higher interest rates)
4. 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 Hackney seconded the motion. Motion carried via roll call vote with 9 ayes, 0 nays, and 0 abstentions.

Joe Gilliland moved that Calvin Wilson, Randy Wells, and Lori VanDyke be elected as President, Vice-President, and Secretary respectively for FY21. Michael Klingler seconded the motion. Motion carried via voice vote.

Joe Gilliland moved that Dr. Klinger be selected the Health Department Medical Director for FY21. Lori VanDyke seconded the motion. Motion carried via voice vote.

Linda Newby moved that moved to approve the consent agenda items

1. Approval of Committee Appointments (FY21 President needs to make committee appointments and Board ratify.) Current committee appointments include: Bylaws & Personnel Committee: Mike Frost, 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 (would different days, different times, etc. work better?)

Lori VanDyke moved that seconded the motion. Motion carried via voice vote.

The Board briefly discussed the following: phone systems, long term space, Contact Tracing, Rebuild Illinois, Richland, BOH Appointment

The next meeting was set at 12:10 p.m. on July 1<sup>st</sup>.

Michael Klingler moved that the board adjourn. Joel Hackney seconded the motion. Motion carried via voice vote.

The Board adjourned at 1:29 p.m.

Respectfully Submitted:

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Lori VanDyke  
Secretary Pro Tem

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Jeff Workman  
Administrator