

**BOARD OF HEALTH MEETING
MINUTES SUMMARY
April 22, 2010
VIENNA MASONIC LODGE - VIENNA, ILLINOIS**

COUNTY	BOARD MEMBER	ATTENDED	DID NOT ATTEND
ALEXANDER	Mike Caldwell		X
	Laura Jo Sullivan		X
	VACANT		
	VACANT		
HARDIN	Larry Steward	X	
	Gregory Atkinson		X
	Sandra Dixon	X	
	Lucinda Spivey		X
JOHNSON	Jeff Mears		X
	Sharon Edwards		X
	Bruce Jeffress	X	
	Tommy Mathis	X	
MASSAC	Terry Heisner, DC	X	
	Billy Hillebrand		X
	Sharon Burriss, Ph.D.	X	
	Carolyn Kindle	X	
POPE	Kevin Stallions		X
	Carl Henson		X
	Steve Hudson		X
	Gene Zinn, DVM	X	
PULASKI	George Floyd		X
	Gene Dixon		X
	Lynne Hanle	X	
	Pete Windings		X
UNION	Cindy Flamm	X	
	Dr. Kathy Swafford		X
	Randall Lambdin		X
	VACANT		

Agency Attorney	Edward Renshaw
Management Staff:	Nancy Holt, Executive Director/Public Health Administrator Debbie Musgraves, Fiscal Officer Diana Jeffords, Human Resources Director Cheryl Manus, Director of Nursing Angie Messmer, Early Childhood Administrator
Staff Attending	Brad Rendleman, Environmental Health Director Patricia Moehring, Community Health Education Director Marla Groaning, Johnson County Clinic Director
Recorder of Minutes	Joanne Allen, Executive Secretary
Call to Order	Meeting called to order at 6:30 p.m. Quorum declared present. All notices were posted in compliance with the Open Meetings Act.
Introductions	S7HD staff, Board members and visitors introduced themselves. New Board members welcomed.
Review of Open Session Minutes	Open session minutes from February 25, 2010, were approved by unanimous vote.
ADMINISTRATOR'S REPORTS	
Cheryl Manus, DON Public Health Division No Action Items	
Staff Participate in Pope County Block Party	Cheryl Manus reported that last week, Public Health Staff participated in the Project Success Block Party in Pope County. A good time was had by all in attendance.
H1N1 Update	Cheryl reported that we have yet to receive new guidelines regarding H1N1 for this coming fall. We continue to administer H1N1 shots as directed. Cheryl gave an update regarding the TB cases noted in her written report.
Angie Messmer, Early Childhood Administrator 4 Action Items	
Enrollment/Attendance Report	Angie reviewed the Enrollment Report dated April 19, 2010. The report shows 541 Traditional Head Start and 62 Early Head Start children enrolled. The Early Head Start Expansion (ARRA) Classroom in Cairo is set to serve 8 children with a projected start date of April 28, 2010.

<p>Policy Council Cross-over Member Report</p>	<p>Rustic Campus Daycare is currently serving six children, and the pre-k classrooms are serving 58.</p> <p>Angie reported that attendance is down around 78%; this is seen often at this time of year when the area schools are on spring break.</p> <p>Sharon Burris, Policy Council Crossover member, reported that at its March meeting, the Policy Council was presented with the children's Educational Outcomes for the Fall/Winter testing period. The outcomes showed that our children tested well in Logical Thinking, with the fewest gains in Listening and Speaking.</p> <p>The Council learned that the 1.84% COLA that was due to expire on June 30, 2010 has been made permanent. The Council voted to approve submission of a grant in order for it to be continued.</p> <p>The Council was reminded that the Annual Family Fun and Fishing Day will be held this Saturday, April 24th weather permitting. Angie commented that the weather forecast is not looking favorable for the upcoming weekend; therefore, the event has been cancelled.</p> <p>The Policy Council learned that the Johnson County Early Learning Center is seeking National Association for the Education of Young Children (NAEYC) Accreditation. This is a voluntary process that requires them to meet over 500 standards.</p> <p>Parent meetings were held in March at each center with a focus on Kindergarten transition. Kindergarten teachers were invited to attend these meetings.</p> <p>Dr. Burris reported that at its March meeting, the Policy Council voted not to meet in May, June or July; however, at its April meeting this past Monday night, the Council failed to convene a quorum and, therefore, decided to go ahead and meet in May.</p> <p>The Policy Council Crossover Member report was approved by the Board by unanimous vote.</p>
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Head Start Complaint Process	<p>Angie referenced the Head Start Complaint Process, which is in line with the policy contained within the Personnel Policies and Procedures Manual. A copy of the process is posted in a visible location at each Head Start site, and is to be used by parents or community members who have a complaint. The Head Start Complaint Process has to be approved by the Policy Council and Board of Health each year.</p>
Standards of Conduct	<p>The Head Start Complaint Process was approved by the Board by unanimous vote.</p> <p>Angie reviewed the agency's Standards of Conduct, which references Head Start Performance Standard 1304.52 (h)(1). The standards state that employees shall abide by certain specified conduct and outlines what they are. The standards are a part of our Personnel Policies and all employees are asked to sign a Standards of Conduct form which is placed in their personnel file. The Standards of Conduct also have to be approved by the Policy Council and Board of Health on an annual basis.</p>
Early Head Start Monitoring Review	<p>The Standards of Conduct were approved by the Board by unanimous vote.</p> <p>We have been notified that the new Early Head Start Expansion classroom in Cairo will undergo a monitoring review. We anticipate that this review will occur this Fall or in the Spring of 2011. We will receive a 30 day notice prior to the review date.</p>
Risk Management Meeting	<p>Angie explained that the Risk Management Meeting is one of the processes implemented through the passing of the Head Start Reauthorization Act of 2007 and requires grantee agencies to participate in a Risk Management meeting with staff from the Regional Office at least 90 days prior to the start of the new grant year. The purpose of the meeting is to review the program year, look at issues that may put the grant in jeopardy and to develop a plan of action to alleviate those issues. Our meeting is scheduled for June 22, 2010 at the Regional Office in Chicago.</p>

Diana Swinford, Human Resources Administrator		2 Action Items
Personnel Action Report	Diana reviewed the Personnel Action Report for the period ended April 12, 2010. The report shows 6 new hires, 1 re-hire, 3 resignations, and we currently have a few vacancies in Head Start. The report was approved by unanimous vote.	
Affirmative Action Plan	<p>Diana stated that each year, we are required to update our Affirmative Action Plan, which provides information as to whether or not we actively recruit and hire a certain percentage of minorities, including women, veterans, and disabled. The Affirmative Action Plan Executive Summary/Management Presentation and the Current Plan Year Analysis was reviewed for Plan Year 01/01/10-12/31/10.</p> <p>Diana reported that we are currently meeting our required minority percentage and there are no placement goals in any of the groups at this time.</p> <p>The Board approved the Affirmative Action Plan for 01/01/10 - 12/31/10 by unanimous vote.</p>	
Statement of Economic Interest	Diana distributed copies of the Statement of Economic Interest and Board members were asked to complete and return them to the Pulaski County Clerk in the envelope provided.	
Debbie Musgraves, Fiscal Officer		7 Action Items
Public Health Financial Statements	The Public Health financial statements for the period ended February 28, 2010 were reviewed and approved by unanimous vote.	
Early Childhood Financial Statements	The Early Childhood financial statements for the period ended February 28, 2010 were reviewed and approved by unanimous vote.	
In-Kind Report	The In-kind report for the period ended December 31, 2010, was reviewed and approved by unanimous vote.	
Credit Card Report	The Credit Card report for the months of January and February, 2010, was reviewed and approved by unanimous vote.	

<p>Tax Anticipation Warrants</p>	<p>Debbie requested that the Board approve six (6) \$25,000 Tax Anticipation Warrants with an interest rate of 3.95%.</p> <p>The Board unanimously approved six (6) \$25,000 Tax Anticipation Warrants at a 3.95% interest rate.</p>
<p>Request to Pursue Purchase of Used Maintenance Van</p>	<p>Debbie stated that at the last meeting, the Board gave approval for her and Nancy to pursue the purchase of a used maintenance van. We did receive word that we will be getting a refund from our Workman's Comp payment from last year and we'd like to look for a slightly older van that we can pay for outright. Since the Board had already authorized the pursuit of a van purchase, no further action was required.</p>
<p>Resolution for Employee Authorization Change at Capaha Bank</p>	<p>Debbie stated that Capaha Bank has informed us that we need a resolution from the Board authorizing the removal of our former Fiscal Services Director's name as an authorized employee of the health department from any and all financial records with regards to Capaha Bank and replace her with Janet Anderson, Assistant Fiscal Officer. This will give her the ability to look at our accounts, check the balances and conduct on-line banking transactions.</p> <p>The Board unanimously approved a resolution authorizing the removal of Cheryl Leonard as an authorized employee of the health department from any and all financial records with regards to Capaha Bank and replacing her with Janet Anderson, Assistant Fiscal Officer.</p>

<p>Brad Rendleman, Environmental Health Director</p>	<p>No Action Items</p>
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	<p>Brad asked if there were any questions regarding his written report; there were none.</p> <p>Brad reported that at its annual 7 County Staffing, staff voted to attend a Southern Illinois Miner's Baseball Game as a group on Saturday, August 28, 2010. Box seat tickets are being sold at \$7 each. Brad welcomed Board members to join us and if anyone is interested in purchasing tickets, they should contact him or Joanne Allen by April 30, 2010.</p>
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Patricia Moehring, Community Health Education Director	
IPLAN Approval	<p>Trish distributed copies of the Executive Summary of the IPLAN for Board review. She explained that IPLAN stands for Illinois Project for Local Assessment of Needs, and we are required as a local health department to complete the recertification application every five years. The completed application is submitted to the Illinois Department of Public Health for review and approval.</p> <p>Trish stated that individuals were called upon from each of the seven counties to identify and prioritize the Top Three Health Concerns in our seven-county area, which are: #1 Heart Disease, #2 Obesity/Type II Diabetes, and #3 Cancer. A plan was devised, which outlines specific goals and interventions for decreasing the incidence of these Top Three Health Concerns within our area over the next five years. Submission of the plan requires Board of Health support and approval.</p> <p>A letter has been drafted on behalf of the Board to accompany the plan when submitted. President Zinn read the letter aloud. Nancy added that we are required to complete the IPLAN process in order for us maintain our certification as a local public health department.</p> <p>Submission of the IPLAN to IDPH along with the letter on behalf of the Board was approved by unanimous vote.</p>
Nancy Holt, Executive Director/Public Health Administrator 1 Action Item	
Budget Update	<p>Nancy reported that the legislature is set to adjourn May 7th, but no one thinks they'll have a budget by then.</p> <p>Discussion was held regarding two agency programs funded by the state that have seen very little grant funds received throughout the fiscal year. Nancy stated that for this reason, we are considering coming back in June and recommending that we not renew their contracts with the state.</p>

<p>Retention of Attorney</p>	<p>A special Executive Committee meeting was held in March to discuss the possibility of suspected union activity at some of our Head Start sites.</p> <p>Nancy stated that it was Ed Renshaw's recommendation that we obtain the full Board's affirmation of the Executive Committee's decision to hire a labor attorney to represent the agency regarding any labor issues that may develop.</p> <p>The Board unanimously approved a motion affirming the Executive Committee's decision to hire the attorney to represent the agency regarding any labor issues.</p>
<p>Leases and Contracts</p>	<p>There were no leases or contracts needing Board approval tonight.</p>

Board President - Dr. Gene Zinn

	<p>President Zinn reported that the Fiscal Officer's annual evaluation scores averaged out to a 93.9%, with very positive comments received.</p> <p>President Zinn stated that Election of Officers will be on the agenda for the June Board meeting. Tommy Mathis has agreed to chair a nominating committee in order to identify a slate of officers for the upcoming year.</p> <p>President Zinn stated that he has also had some discussion with a couple of Board members who are willing to serve on the Executive Committee; Sharon Burris (Massac County) and Randall Lambdin (Union County). President Zinn appointed the two members to the committee with voting by the full Board to take place at the June meeting.</p>
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New Business

	<p>No Discussion.</p>
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Announcements

	<p>No Discussion.</p>
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Next Regularly Scheduled Meeting Date	
	The next regularly scheduled Board of Health meeting date is Thursday, June 24, 2010.No Discussion.
Adjournment	
	The Board voted unanimously to adjourn at 7:35 p.m.
Signatures	
	Minutes signed by: Tommy Mathis, Board Secretary Joanne Allen, Recorder for the Board