

**Southern Seven Health Department  
Board of Health Meeting  
Vienna Masonic Lodge  
1615 Old Route 146 Loop - Vienna, Illinois  
Thursday, June 25, 2009  
6:30 p.m.**

**AGENDA  
(Revised)**

- I. Call to Order / Open Meetings Compliance / Quorum Check
- II. Introductions
- III. Review & Approval of Past Open Session Minutes -04/23/09
- IV. Administrators Reports
  - A. Public Health - Cheryl Manus, Director of Nursing
  - B. Head Start - Angie Messmer
    - 1) Enrollment Update
    - 2) Food Bids for 2009-2010 School Year
    - 3) Policy Council Crossover Member (Sharon Burriss) Report
    - 4) Risk Management Meeting Report
    - 5) Community Assessment
    - 6) Self Assessment
    - 7) Transportation Contract with Pope County School
    - 8) Outcomes Report
    - 9) Program Improvement Grant
    - 10) Early Head Start Expansion Grant
  - C. Human Resources - Diana Jeffords
    - 1) Approval of Personnel Action Report
    - 2) Early Childhood Administrator and Human Resources Administrator Evaluations
    - 3) Health Insurance Renewal
    - 4) Head Start Salary Increases
      - COLA - permanent
      - AARA - temporary
    - 5) Personnel Policy Revisions
  - D. Fiscal Officer - Debbie Musgraves
    - 1) Public Health Division Financial Statements - 04/30/09
    - 2) Early Childhood Division Financial Statements - 04/30/09
    - 3) Head Start In-Kind Report - 04/30/09
    - 4) Credit Card Report
    - 5) Preliminary Public Health Budget - FY 2010
    - 6) Client Payment Policy

- E. Environmental Health Director - Brad Rendleman
- F. Patricia Moehring - Community Health Education Director
- G. Executive Director/Public Health Administrator - Nancy Holt
  - 1) Budget Update
  - 2) Leases
  - 3) Smoke Free Illinois Enforcement Procedures
  - 4) Contract Negotiations
  - 5) One-time Payment to Non-Bargaining Unit Public Health Staff
- V. Board President - Dr. Gene Zinn
  - A. Election of Board Officers for FY 2010
  - B. Fiscal Officer's Evaluation
- VI. Board Orientation - Edward Renshaw, Board Attorney
- VII. New Business
- VIII. Announcements
- IX. Next Meeting Date - Thursday, August 27, 2009
- X. Adjournment

revised 06/23/09