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Minutes recorded by Joanne Allen, Executive Secretary and recorder for the Board.

I. Call to Order/Quorum Check/Open Meetings Compliance

President Zinn called the meeting to order at 6:30 p.m. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions

S7HD staff, Board members, and visitors introduced themselves. President Zinn welcomed everyone.

III. Review and Approval of Past Open Session Minutes - 06/25/15

Members were asked to review the open session minutes from June 25, 2015, which were included in the Board packets. President Zinn asked if there were any questions, comments, or corrections to the minutes. There were none.

President Zinn stated that he would entertain a motion to approve the open session minutes from June 25, 2015.

Phil Stewart moved to approve the open session minutes from 06/25/15. Sharon Burris seconded. All in favor. Motion carried.

IV. Administrator’s Reports

A) Executive Director - Nancy Holt

1) Budget Update & Agency Operations - Budget Impasse

Nancy stated that she would be combining discussion regarding the Budget Update & Agency Operations - Budget Impasse since these two items pretty much go hand in hand
with each other at this time. There is no new information to report regarding the state's budget as we still don't have one in place. We are hoping that this changes soon because without a signed budget, we have no executed contracts or grants, and without these, we have no money coming in, which leads us to discussion regarding Agency Operations and Budget Impasse.

Nancy stated that at the June meeting, she informed the Board that the agency should be good through the end of August, however, if we didn’t have a budget by then, we would come to the August Board meeting with a plan detailing what we need to do to continue to operate. We are still good and are not out of money yet; however, our cash flow is being impacted. Nancy stated that she is, therefore, recommending to the Board tonight that effective September 14th that all Cost Pool Staff hours (staff paid from Public Health and Head Start Funds) be reduced to 32 hours per week and all Direct Service Staff hours (staff paid strictly from Public Health funds) be reduced to one-day per week with the exception of our Directors. The Directors (Tracy Walker, Cheryl Manus and Tricia Moehring) would have to be kept at 32 hours per week because they have to keep their reporting and their programs running and also have to be around to oversee the staff that will be working one day per week. This will allow us to continue to provide some services at the clinics. We have a schedule made out to carry us through October, and our plan is to be in Massac County two days per week, in Anna two days per week and at the other sites one day per week except Pope because we won’t be able to staff that site with the limited staff we have.

Terri explained that while this plan is in effect, the agency will continue to provide health insurance and Cafeteria benefits for staff, with staff continuing to be responsible for their portion of the health insurance premiums. Cost Pool Staff (working 4 days per week) will continue to accrue vacation and sick time, however, those staff working one day per week will not but will be able to apply for unemployment benefits.

Nancy stated that if a budget is signed between now and September 14th and assuming our grants are funded as we think they should be and not cut in half, it would be business as usual with no reduction in staff hours.

President Zinn stated that he would entertain a motion to approve the Agency Operations and Budget Impasse Plan as presented above.

Carl Henson moved to approve the Agency Operations and Budget Impasse Plan to reduce Cost Pool Staff hours to 32 hours per week and to reduce Direct Service Staff hours to one day per week with the exception of Directors, who will also work 32 hours per week as described above. Faith Haney seconded. All in favor. Motion carried.
2) Leases and Contracts

Nancy stated that we have three leases tonight to present for Board review and approval. The first lease is with the Pope County Community Unit School District, and it is a one-year lease at $6,000 per year; we pay $600 per month for 10 months. The lease has a Transportation Agreement attached, which we are not required to pay for this year. The lease is effective 08/01/15 – 7/31/16.

President Zinn asked for a motion to approve the terms of the lease with the Pope County Community Unit School District as presented above.

Karla Cunningham moved to approve the terms of the lease with Pope County Community Unit School District for one (1) classroom at $6,000 per year for one year beginning 08/01/15 - 07/31/16. Carl Henson Seconded. All in favor. Motion carried.

The next lease presented was with Egyptian Community Unit School District #5 for one (1) Head Start classroom at $6,000 per year ($600 per month) beginning 08/01/2015 and ending 07/31/16. Egyptian School will also provide transportation services at no cost to our program.

President Zinn asked for a motion to approve the lease with Egyptian Community Unit School District #5 as presented above.

Richard Diefenbach moved to approve the lease with Egyptian Community Unit School District #5 for one (1) Head Start classroom at $6,000 per year ($600 per month) beginning 08/01/2015 and ending 07/31/16. Sharon Burris seconded. All in favor. Motion carried.

The last lease presented was the lease with Shawnee Community College for the buildings located on the Rustic Campus. We pay $1 per year for Buildings A, B, E, and F, and $775 per year for Building C. We also pay for utilities and the upkeep on Buildings A, B, E, and F, but we don’t for Building C because we pay rent there.

President Zinn asked for a motion to approve the lease with Shawnee Community College for Buildings A, B, C, E, and F as presented above.

Phil Stewart moved to approve the lease with Shawnee Community College for Buildings A, B, C, E, and F on the Rustic Campus as presented above. Karla Cunningham seconded. All in favor. Motion carried.
Nancy stated that one other thing she wanted to mention is that we received word following our last Board meeting that our IPLAN has been approved for five years. Allison Hasler came down a couple of weeks ago and completed our recertification review, and the actual certificate was received yesterday, so we’re good through 2020.

3) **Collection Agency/Public Health Fees**

Nancy stated that we have been looking at our write-offs over the past several months, and since we’ve been billing insurance for immunizations, our write-off amounts have continued to climb. One of the options for us is to turn bad debt accounts over to a collection agency. We’ve done this in the past when we had the daycare program located at the Rustic Campus Head Start, however, we’ve never done this with our Public Health accounts. Because of the cost of vaccine for some of these immunizations, our charges have to reflect the costs and it’s not unusual to have $300 and $400 per vaccine costs that we’re writing off if people don’t pay because they sometimes have a very high deductible with their insurance. We offer a payment plan if they can’t afford to pay the high deductible, and then they don’t pay and we’re stuck with this amount that we have to write off.

Nancy stated that she and J.P. have talked with a collection agency out of West Frankfort, Illinois, who is also utilized by SIH to collect for all of their facilities. They will charge us 30% on a bill when they collect and we would receive the difference. Nancy stated that she and J.P. are recommending that we begin to turn over our uncollectible fees after 120 days to this collection agency.

President Zinn stated that he would entertain a motion to approve the use of the Collection agency in West Frankfort, Illinois for collection of past due Public Health fees not paid to the agency after 120 days.

Mike Burton moved to approve the use of the Collection agency in West Frankfort, Illinois for collection of past due Public Health fees not paid to the agency after 120 days. Sharon Burris seconded. All in favor. Motion carried.

B) **Public Health – Director of Nursing, Cheryl Manus**

Cheryl began her report by giving an update on the number of Mumps cases being reported among students attending the University of Illinois at Urbana- Champaign. She stated that in her written report, she indicated that 69 students had been diagnosed with Mumps, however, that number has now risen to 100. The Illinois Department of Public Health sent out a declaration for local health departments to administer a 3rd dose of MMR to students attending UIC-C because it can be helpful in controlling Mumps outbreaks in college settings. We have given the 3rd MMR to four students heading to UIC-C for the Fall semester.
Cheryl reported that we have had two Legionella cases to show up in our service area, one in Alexander County and one in Johnson County. The Alexander County case is still suspect because the lab hasn't confirmed it yet. However, the case in Johnson County is confirmed with the source reportedly being an old air conditioner, which is very unusual. In most instances, sources identified during outbreaks of Legionnaire’s have been cooling towers, hot tubs, and water fountains.

Nancy stated that an alert was received today regarding an outbreak at a nursing home in Quincy, Illinois.

C) Head Start – Angie Messmer

1) Policy Council Crossover Member Report (Sharon Burris)

Sharon Burris, Policy Council Crossover Member, reported that the Policy Council has met twice since the last Board of Health Meeting. The first meeting was on July 27th and again on August 24th. At both meetings, the following items were presented and approved: past open session minutes; personnel reports; financial reports; and attendance, enrollment, and recruitment reports. At the July meeting, the Policy Council was trained on the new rules regarding eligibility with most changes being in terminology. The eligibility rules are designed to make sure that all centers select children who are most in need of Head Start services. Dr. Burris reported that because of the Reduction grant, our targeted enrollment goal for Traditional Head Start is now 500. There has been no change yet in the targeted enrollment goal for Early Head Start, which remains at 70. When the Conversion grant is completed, 50 children will be added to this number. In July, a transportation waiver was approved for Pope County and Egyptian Schools to provide transportation for our children at those sites at no costs and without the provision of bus monitors. Children will be secured in seatbelts and will continue to be signed on and off the bus. Angie Messmer reported to the Council that she is working well with Cobden Elementary School to open a Head Start classroom at that location. It was also reported to us at that time that there would be no Head Start classroom located at the Hardin County School due to them not being willing to provide transportation for our children at no cost. We were looking at the possibility of providing a Home-Based option in that area. Since that time and as of this past Monday night, the decision has been made to bring the classroom back to the Hardin County School, who has agreed to provide transportation for our children at no cost.

Dr. Burris reported that at the August meeting, we learned that fundraising efforts conducted by parents of EHS/HS children would no longer be allowed due to new rules established under Uniform Guidance. The rules also state that program personnel cannot be utilized to conduct fundraising efforts nor can accounts be established under the lead entity's name, which is Southern Seven Health Department/Head Start to deposit fundraising dollars.
Dr. Burris reported that changes have been made to our Safety Policies and Safety checklist that were brought about as a result of the Health and Safety Review conducted in early 2015. Dr. Burris asked if there were any questions regarding her report. There were none.

President Zinn asked for a motion to approve the Policy Council Crossover Member Report as presented.

Richard Diefenbach moved to approve the Policy Council Crossover Member Report as presented. Karla Cunningham seconded. All in favor. Motion carried.

2) Enrollment/Attendance Report

Angie distributed and reviewed the Enrollment Report dated August 27, 2015. She reported that as of today, we have 465 children who have either walked through the door or who are waiting on additional health information in order to be eligible to attend. We still need (4) children at Vienna; (11) children at Cairo, and if the Board approves the reinstatement of the Head Start classroom at the Hardin County School, we need (20) at Hardin. We are at 9% of the 10% allowed in Traditional Head Start over income children. In regards to Early Head Start, the report shows 53 children enrolled, however, we are fully enrolled at 70 children with 3% of the 10% allowed in over income children.

President Zinn asked for a motion to approve the Enrollment/Recruitment Report as presented.

Chalen Tatum moved to approve the Enrollment/Recruitment Report as presented. Carl Henson seconded. All in favor. Motion carried.

Angie stated that she had another item to cover, which goes along with enrollment and falls under the ERSEA section, and that is Eligibility Training New Rules and Regulations (ERSEA 1305). The new rules state that we have 180 days to train the Board of Health and 90 days to train our staff; all staff have been trained along with Policy Council members and tonight we will conduct the training with members of the Board. A sign in sheet was passed around to document those Board members in attendance.

Angie stated that as Dr. Burris reported earlier, changes have basically been made to the definitions and to the assurance that processes have been put into place to identify first children who are most in need of our services. Angie referred to a handout, which she distributed earlier that list “Definitions 1305.2” as: **Enrolled** for center based - enter into the classroom-health requirements met, and **Enrolled** for home based - direct services received; **Verify** is defined as investigate that information is true and accurate.
Angie stated that she would allow the Board to read the remaining definitions on their own, and asked if there were any questions regarding the new Eligibility rules and regulations. There were none.

3) Hardin County School

Angie stated that after some changes in administration, some discussion and realization in the Hardin County School District, we were contacted to see what it would take Head Start for the classroom to be returned to that location. Angie stated that prior to this, she had reached out to the new superintendent to explain to him the reasons why we were no longer there because she felt it was important that he got the full story. It was at that point that he wanted to do things differently, so we can now return to the school at $6,000 for the year, and they will provide transportation at no cost. They have also agreed to make repairs to the restroom that were identified during the Health and Safety Review conducted earlier this year, with plans to have it completed within the next two days. Angie stated that if the Board is in agreement to returning the classroom to the Hardin County School, she will need approval tonight to do so.

President Zinn stated that he would entertain a motion to approve the return of the Head Start classroom to the Hardin County School at the terms stated above.

Karla Cunningham moved to approve the return of the Head Start classroom to the Hardin County School at $6,000 per year with transportation services provided at no additional cost. Phil Stewart seconded. All in favor. Mike Burton abstained from voting due to a conflict of interest. Motion carried.

Angie reported that our target date for children to return is October 5th, and we will be working hard to get everything back in place and ready for their return.

Mr. Burton, Hardin County Board member, stated that he had a request from Hardin County and also wanted to speak on behalf of some of its citizens. He stated that it was the parents of Hardin County that stood up, went to the school board, and got them on track to do what was right for their children. They also felt that there weren't enough letters sent or information shared letting them know that the program was in jeopardy, and they were receiving conflicting reports from not only the school board but from other areas. Mr. Burton stated that if there had been more communication, we probably would have never made it to the point we are now.

Angie stated that the reason there wasn't as much communication with the parents as what some thought there should have been is because we chose to stick behind that board's decision just like we would have if it was this Board's decision. We didn't really feel like it was our place to inform the parents of what the school board was doing.
Mr. Burton shared information with the Board regarding the efforts put forth by parents and concerned citizens in that county to get the program back, and thanked Angie for her efforts in trying to keep it there.

Angie stated that she is happy that it worked out the way it did, and she applauds the parents in that county for taking a stand.

4) Environmental Health & Safety Review Corrective Action Plan

Angie stated that in February, an Environmental Health & Safety Review was conducted for our Head Start program and during that review, two issues were identified at a couple of our sites that have to be corrected and verified by September 10th. One of the issues entailed the bathroom at Hardin County School, where peeling and chipping paint was found, and the other issue was at the Jonesboro School, where there was rust on the walls of the stalls in the little boy's restroom along with chipping floor tiles. Angie noted that no issues were found in any of our stand-alone Head Start centers that are maintained by our own maintenance crew staff, but were found in the schools that we partner with. We provided proof to the reviewers that these two items met the Life Safety Codes at the schools, however, the information wasn't sufficient enough for the Head Start Review team.

Angie stated that we have to correct these issues and provide Head Start with a Corrective Action Plan detailing what we've done. In regards to the bathroom at the Jonesboro School, we corrected this issue by moving to a different bathroom within that location. We didn't want to get into trying to fix the floor because of the expense we could incur in replacing the tile. In regards to the bathroom at the Hardin County School, we weren't going to address this issue because we were no longer going to be located there; however, the superintendent has indicated that he will address this issue by having the walls in the bathroom repainted within in two days.

Angie stated that it isn't as simple as informing the Regional office staff that issues have been corrected, we also have to make corrections to our systems to assure that these kinds of things are caught prior to a review being conducted. Angie passed around revised copies of the Health and Safety policies and procedures for the Board to review and asked anyone wanting a copy to keep to write their names on the front. We have revised the checklist to indicate specifically rust, chipping paint, broken tiles, and other issues so that we along with our maintenance crew are looking for such issues on a monthly basis. We have daily cleaning schedules that each classroom conducts and signs off on, and there are health and safety checklists that will be completed twice a year by our Program Services Coordinator. We will also complete the Health and Safety Screening tool within the first 45 days of every school year.
Angie stated that a follow-up phone conference is scheduled for September 10, 2015, and they are requesting that Dr. Zinn and the Policy Council Chair both be present on the call. They will ask questions regarding what has been done to correct the issues, what has been communicated to the Board and the Council, what input you’ve had, and what we've done to assure that these issues won’t occur again.

Angie asked if there were any questions regarding the corrective actions taken, the health and safety policies and procedures, and the revised checklists. There were none.

President Zinn stated that he would entertain a motion to approve the Environmental Health & Safety Review Corrective Action Plan as presented above.

Karla Cunningham moved to approve the Environmental Health & Safety Review Corrective Action Plan as presented above. Richard Diefenbach seconded. All in favor. Motion carried.

5) CY 2016 Early Head Start/Head Start Continuation Grant

Angie reported that the CY 2016 Early Head Start/Head Start Continuation Grant is due October 1st, and our plans are to include a narrative that discusses the program options, the services offered to children in all the comprehensive areas, the partnerships that we have with the schools, and information regarding the center-based and home-based options. Information regarding all of the services we provide will be spelled out in detail in regards to our School Readiness Goals and our five-year plan goals, and a full copy of the grant will be provided for the Board’s review at the October Board Meeting.

Angie stated that since the grant is due October 1st, tonight we are seeking Board approval to write and submit the grant and J.P. will be providing the budget information during his report to support the grant.

President Zinn asked for a motion to approve the writing and submission of the CY 2016 Early Head Start/Head Start Continuation Grant.

Carl Henson moved to approve the writing and submission of the CY 2016 Early Head Start/Head Start Continuation Grant. Cindy Flamm seconded. All in favor. Motion carried.

6) Conversion Grant

Angie stated that this item would be tabled at this time.
7) Board of Health Administrative Plan

Angie distributed copies of the Board of Health Administrative Plan and explained that it is devised as a tool for us to follow that lists items that must be submitted, reviewed, and approved by the Board of Health each year during regularly scheduled meetings. Other items get added to the Board agendas as well, however, these are derived from the Performance Standards and are standing, routine items. The Board was asked to review the Plan and give input or make comments as needed.

President Zinn asked for a motion to approve the 2015-2016 Administrative Board of Health Plan as presented.

Phil Stewart moved to approve the 2015-2016 Administrative Board of Health Plan as presented. Mike Burton seconded. All in favor. Motion approved.

8) 2015-16 School Calendar

Angie passed around a copy of the 2015-16 School Calendar, and stated that since it is such a lengthy document, she only brought along one tonight. She told Board members to write their names on the bottom of the front page if they would like to receive a copy to keep. The calendar provides details regarding all of the activities conducted in the EHS/HS program on a day-to-day, month-to-month basis. This includes dental exams, hearing and vision screenings, deadlines for reports, dates when developmental screenings are due, etc. It is a very detailed informative tool that is distributed to our staff to keep them informed of what they should be doing.

President Zinn asked for a motion to approve the 2015-2016 School Calendar as presented.

Richard Diefenbach moved to approve the 2015-2016 School Calendar as presented. Karla Cunningham seconded. All in favor. Motion approved.

9) Fundraising Policy/Procedure

Angie asked Nancy to assist her with reporting on this item. Nancy stated that when we put this on the agenda, we thought we were going to have a Fundraising policy to present to you tonight; however, we are not sure what we’re going to be able to do in this areas, so we are requesting to table this item at this time.
Human Resource Administrator - Terri Stewart

1) Approval of Personnel Action Report

Terri began by reviewing the Personnel Action Report for the period June 6, 2015, through August 17, 2015, which was included in the Board packets. The report shows (6) new hires, (1) rehire, and (16) terminations, which is more than what we normally have at this time of year, however, we did eliminate transportation so several of these are bus drivers and sub drivers. Terri stated that under terminations, one of those positions was the Cook at Hardin County, which we had to let go because we wouldn't need one to operate a home-based program in that county. Now that we will be moving back there, we have contacted her and she has agreed to return with no loss of seniority or benefits. Other Personnel Changes include: (1) status change from regular full time to partial year full time; (1) status change to regular full time (5) promotions; (13) years of service increases; (15) supervision changes; (1) voluntary reduction; (6) lateral transfers; (2) contingency agreements comp. increases; (4) reclassifications; (1) hours and salary reduction; (1) Demotion; (2) hours reductions; (1) base office change; and (1) temporary increase in hours. Under vacancies, we have a Cook at Cairo Head Start; a Program Assistant at Cairo (filled, fingerprinting received); a Teacher's Aide at Cairo; a Teacher's Aide at Metropolis; a Parent Coordinator at Metropolis; a Teacher at Egyptian; an Assistant Site Supervisor/Parent Coordinator at Anna (waiting on fingerprints), and a Program Assistant at Cobden (filled, fingerprinting received). Terri asked if there were any questions or comments regarding the Personnel Action Report; there were none.

President Zinn asked for a motion to approve the Personnel Action Report for the period June 6, 2015 through August 17, 2015.

Terry Heisner moved to approve the Personnel Action Report for the period June 6, 2015 through August 17, 2015. Sharon Burris seconded. All in favor. Motion carried.

2) Cafeteria Plan Benefits

Terri stated that at the last meeting, authorization was granted for a committee to be formed to explore options that might be utilized for potentially rolling Cafeteria Plan funds into staff salaries. Terri stated that the committee met this evening, and those in attendance were her, Rhett Barke, Karla Cunningham, President Zinn, Nancy Holt, and J.P. Champion. At the last meeting, we discussed the potential of rolling the $150, which all staff receive, plus 3% of their salary into staff salaries so they would have more flexibility with how their money was spent and they could also use it to pay their portion of the health insurance premiums. However, we hadn't figured in the compounding, which meant year after year, it would have cost us more and more money.
Terri stated that the committee revisited it and decided to leave the $150 per month for all employees in the Cafeteria plan, but roll the 3% over into salaries. This would more than pay for health insurance premiums, and if they don’t have health insurance, they could invest it (tax free) into one of the options the agency provides through the Cafeteria plan, or just consider it to be additional wages. J.P. has been looking at numbers, and was asked to briefly explain what he came up with.

J.P. stated that in rolling the 3% over into salaries, he examined the figures for all full-time staff over the course of four years and compared it to the way it’s currently done, and it appears that in using the new method, it will only cost the agency an additional $207.77 to do so.

Terri stated that she feels this is a win-win for our employees, and she would like to recommend to the Board that we do this. She welcomed any input, comments or concerns; there were none.

President Zinn stated he would entertain a motion to approve the Cafeteria Plan Benefit change as presented above.

Carl Henson moved to approve the Cafeteria Plan Benefit Change as presented above. Faith Haney seconded. All in favor. Motion carried.

3) Personnel Policy Manual Revisions

Terri stated that when we make the change in the administration of the Cafeteria Plan Benefits, it will also have to be reflected in our Personnel policies, so she went ahead and prepared revisions for Board review and approval. Terri distributed a handout, which outlined the revisions to IV. Employee Benefits as follows:

Section IV.2c - and group health was added to the sentence “For the months not worked, partial year, full-time employees shall continue to receive group term life and group health insurance coverage at the expense of the Department. Also added to this section was S7HD will only be responsible for paying the agency’s portion of the group health insurance premium, and the employee will still be responsible for their portion of the premium (which means even while on layoff status). Voluntary dependent and/or supplemental life coverage will be at the employee’s expense, and will be deducted either from the employee’s last paycheck prior to layoff or from the employee’s first paycheck upon return from layoff.

Section IV.2d, item 2 - eligible for life insurance was added to the sentence Employees, who work less than thirty-five (35) hours per week, but twenty (20) or more hour per week, will be entitled to the Social Security Program, eligible for life insurance, and pro-rata eligibility for sick leave and holidays only.
Section IV.15 - Group Health Insurance - the following statement was added: **Group Health Insurance** is available for regular and partial year employees who work on the average at least 30 hours per week. A portion of the monthly premium is paid by the employee electing to enroll in this plan on the first day of the month following two (2) months of continuous employment. Employees do have the option of adding their spouse/domestic partner and/or dependents to the insurance, however, the cost of doing so is entirely at the employee’s expense.

Section IV.16 - Cafeteria Fringe Benefit - IRS Section 125 Plan and 457 Deferred Compensation Plans - language was revised regarding employer contribution to read as follows: As of January 1, 2016, the current monthly employer contribution is $150.00 effective on January 1 of each Plan Year (i.e. calendar year). Employees may voluntarily contribute additional dollars from their paycheck on a pre-tax basis. A Summary Plan Description is provided to all employees and is also available from the Human Resources office.

The sentence, **Employees who receive an increase in salary shall be eligible for an adjustment in contribution on January 1 of the next Plan year following the date of the salary increase**, was deleted from this section.

Paragraph five of this section describes the options available under the Section 125 Plan; new language was added and the paragraph now reads as follows: **The Section 125 options available under this program include: health flexible spending accounts, dependent care flexible spending account, and premium expense accounts. A 457 Deferred Compensation Plan is available outside the Section 125 Program. Benefit programs may be added or deleted from time to time for the benefit of employees and the Department.**

The final revision relates to how employees submit requests for reimbursements, and is contained in paragraph six. It now reads: During the course of the Plan year, employees may submit requests for reimbursements of qualifying expenses that have occurred. Forms are made available to employees. Specific details regarding limits, rollovers, etc. can be found in the Fringe Benefits Booklet, which is made available to all employees prior to Open Enrollment annually. The Fringe Benefits Booklet is also made available on the S7HD Portal Page. Any contributions that do not qualify for a rollover, which are unused for qualifying expenses under the Section 125 program are forfeited by the employee at the end of the 90th day of the new Plan Year for expenses incurred in the preceding year.

Terri asked if there were any questions, concerns, or comments regarding the Personnel Policy Manual revisions as presented; there were none.
President Zinn stated he would entertain a motion to approve the revisions to the Personnel Policy Manual as presented above.

Chalen Tatum moved to approve the revisions to the Personnel Policy Manual as presented above. Mike Burton seconded. All in favor. Motion carried.

Prior to moving on, Rhett Barke recommended that a motion be obtained authorizing communication with the Union to discuss modification of the current union agreement to reflect the Cafeteria Plan Benefit changes that were approved above.

President Zinn stated that he would entertain a motion to that effect.

Terry Heisner moved to authorize communication with the Union to approach them to modify the current union agreement to reflect the Cafeteria Plan Benefit changes that were approved above. Karla Cunningham seconded. All in favor. Motion carried.

4) Executive Director and Fiscal Officer Evaluations

Terri stated earlier tonight, she distributed copies of evaluation forms for the Executive Director and Fiscal Officer to those Board members who have attended at least half of all meetings held in the past twelve months. The completed evaluations should be returned to Dr. Zinn by September 15th. The results will be presented to you at the October Board meeting.

E) Fiscal Division - J.P. Champion

1-2) Financial Statements - 06/30/15

J.P. reviewed the Public Health Financial reports beginning with the Balance Sheet for the period ended June 30, 2015. The report shows Total Assets of $2,564,800; Total Liabilities of $855,163; Fund Balance of $1,734,085 for a Year-to-Date loss of $24,448.

The next page is our Statement of Revenue and Expenditures for the period ended June 30, 2015, and is a compilation of our State and Federal Grants and our Fee for Service Funds for our Public Health Division. The report shows total income in our State and Federal Grants and Fee for Service funds of $2,929,565 and total expenditures of $2,954,013 for expenditures over revenue of $24,448. This amount less our bank loans of $10,543 equals total expenditures over revenue of $34,991.

The next page is the breakdown of our Fee for Service Programs (TB, EH, Healthy Kids, and Local) for the period ended June 30, 2015. The report shows total income of $816,943; total expenditures of $787,631 for net revenue over expenditures of $29,312.
President Zinn asked for a motion to approve the Public Health Financial Statements as presented.

Chalen Tatum moved to approve the Public Health Financial statements for the period ended June 30, 2015 as presented. Richard Diefenbach seconded. All in favor. Motion carried.

J.P. reviewed the Early Childhood Division Financial Statements, which run on a calendar year for the period January 1, 2015 through June 30, 2015. The Budget Comparison shows total revenue received of $2,234,400 and expenditures of the same for excess revenue over expenditures of $0.

The next report reviewed shows the detail for the compilation report reviewed above. It shows revenue and expenses for Traditional Head Start, Early Head Start, and Training and Technical Assistance. The report shows total revenue for the period ended June 30, 2015, of $2,234,400, total expenditures of the same for excess revenue over expenditures of $0.

The next report reviewed was the USDA Report for our Child and Adult Food Care Program (CACFP) for the period October 1, 2014, through June 30, 2015. The report shows revenue reimbursement of $221,390 and expenses of $235,841 for excess expenditures over revenue of $14,451. The bottom of the report shows total meals (Breakfast, Lunch, and Snacks) served to the Head Start children during the month of June.

President Zinn asked for a motion to approve the Early Childhood Division Reports for the period January 1, 2015 through June 30, 2015.

Karla Cunningham moved to approve the Early Childhood Division Financial statements for the period January 1, 2015 through June 30, 2015. Carl Henson seconded. All in favor. Motion carried.

3) Head Start In-Kind Report - 06/30/15

J.P. reviewed the Head Start In-Kind Report for CY 2015 for the period January 1, 2015, through June 30, 2015. The report shows that we are undocumented by $146,989. J.P. explained that the number of dollars generated is usually down during the months of May, June, and July because center-based children are not in session.

President Zinn asked for a motion to approve the CY 2015 Head Start In-Kind Report for the period January 1, 2015, through June 30, 2015.

Karla Cunningham moved to approve the CY 2015 Head Start In-Kind Report for the period January 1, 2015, through June 30, 2015. Mike Burton seconded. All in favor. Motion carried.
4) **Credit Card Report**

J.P. reviewed the Credit Card reports for May and June 2015, which shows expenses for both Public Health and Head Start. The first page shows purchases made using credit cards issued through the First National Bank of Omaha. Listed on the report is the cardholder’s name, card limit, card number, the division they work in and a breakdown of the expenses. The May report shows expenses for the First National Bank of Omaha totaling $7,796.06; Wal-Mart expenses totaled $1,083.23; Lowes expenses totaled $31.07; Sam’s Club expenses totaled $19.92; and Kroger expenses totaled $72.73.

The June 2015 report shows expenses for First National Bank of Omaha expenses totaling $9,340.98; Wal-Mart expenses totaled $412.94; there were no expenses for Lowes, Sam’s and Kroger during the month of June, 2015.

President Zinn asked for a motion to approve the Credit Card reports for May and June 2015 as presented.

Karla Cunningham moved to approve the Credit Card reports for May and June 2015 as presented. Richard Defienbach seconded. All in favor. Motion carried.

5) **CY 2016 Early Head Start/Head Start Preliminary Budget**

J.P. distributed and reviewed the CY 2016 Early Head Start/Head Start Preliminary Budget. He stated that budgeted amounts for Early Head Start are displayed on one side of the budget and amounts for Traditional Head Start are on the other side. Total grant funds available for CY 2016 didn’t change from CY 2015, so the amount we are budgeting for is $3,753,124 in Traditional Head Start funds and $684,623 in Early Head Start funds. J.P. stated that there have been some adjustments in numbers for Traditional and Early due to increased Fringe Benefits, insurance and other line items.

J.P. stated that a Finance Committee has been identified that consists of Policy Council Members and he will be meeting with them to review this Preliminary Budget, which may result in revisions to some of the numbers contained with this budget. The final budget as submitted with the grant application will be brought back to the Board at its October meeting.

President Zinn asked for a motion to approve the CY 2016 Early Head Start/Head Start Preliminary Budget as presented above.

Chalen Tatum moved to approve the CY 2016 Early Head Start/Head Start Preliminary Budget as presented above. Karla Cunningham seconded. All in favor. Motion carried.
6) USDA Statement of Budget Income Equity

J.P. stated that the Statement of Budget Income and Equity is an income statement that is submitted annually to USDA because of the loan we have with them for the Anna Public Health Clinic. J.P. stated that proof of agency insurance must accompany the statement, a projected Cash Flow sheet, a current list of our Board of Health members, and a schedule of all regularly scheduled Board meetings for 2015.

Sharon Burris moved to approve the USDA Statement of Budget Income Equity. Terry Heisner seconded. All in favor. Motion carried


J.P. stated that going along with the new rules and regulations under Uniform Guidance, changes have been made to our Accounting Policies and Procedures Manual, which mainly include revised verbiage, changes in the procurement, and a major change in purchasing. It has been re-determined that a “micro-purchase” is anything under $3,000 as opposed to $5,000 and a “small purchase” is now anywhere from $3,000 to $25,000, which previously was from $5,000 to $25,000.

President Zinn asked for a motion to approve the revisions to the Accounting Policies and Procedures Manual.

Karla Cunningham moved to approve the revisions to the Accounting Policies and Procedures Manual as presented. Mike Burton seconded. All in favor. Motion carried.

8) FY 2016 Flu and Pneumonia Vaccine Fee Schedule

J.P. distributed copies of the FY 2016 Flu and Pneumonia Vaccine Fee Schedule. He stated that in looking at the costs of the vaccines for the upcoming year, we had to make adjustments to what we are proposing to charge to deliver those vaccines. The cost of Fluzone High Dose is now $31.98 per dose, we will be charging $35.00; Fluzone Interdermal cost is $20.71 per dose, we will be charging $22.00; the cost of Fluzone is $10.69 per dose, we will be charging $13.00; the cost of Fluzone Pediatric is $21.70, we will be charging $22.00; the cost of Pneumovax is $70.21, we will be charging $75.00 and the cost of Prevnar is $156.55, we will be charging $160.00. A $15.00 administration fee will be added to our charge for the vaccine, so total charges for each will be:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Fee</th>
<th>Vaccine</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluzone High Dose</td>
<td>$50.00</td>
<td>Fluzone Interdermal</td>
<td>$37.00</td>
</tr>
<tr>
<td>Fluzone</td>
<td>$28.00</td>
<td>Fluzone Pediatric</td>
<td>$37.00</td>
</tr>
<tr>
<td>Pneumovax</td>
<td>$90.00</td>
<td>Prevnar</td>
<td>$175.00</td>
</tr>
</tbody>
</table>
President Zinn asked for a motion to approve the FY 2016 Flu and Pneumonia Vaccine Fee Schedule as presented.

Richard Diefenbach moved to approve the FY 2016 Flu and Pneumonia Vaccine Fee Schedule as presented. Chalen Tatum seconded. All in favor. Motion carried.

F. Environmental Health Program – Tracy Walker

Tracy stated that he didn’t have a lot to add to his written report, but did reference a new section under the Food Program that he’s added to highlight new food service establishments that have or will be opening in our seven-county area.

Tracy reported that we have begun the process of permitting hotels and motels in our jurisdiction that we find are serving some form of breakfast, which in most cases is more than just some “pre-packaged” items. Because of this, it has now become necessary to start inspecting these establishments to make sure they are meeting the standards of the Illinois Food Service Sanitation Code. Tracy stated that the other part of this is that rural hotels and motels are not regulated very well and from time to time, we get complaints on them. Permitting these establishments on their continental breakfasts allows us the opportunity to get inside to look around a bit.

Tracy noted that in his report under Miscellaneous Projects, he reported that we are no longer conducting mortgage inspections on water wells and sewer systems because for one, we’re taking on too much liability by inspecting these systems when there are qualified professionals who can conduct more thorough inspections than we can. Tracy stated that as the enforcement authority over these systems, it presents a conflict of interest for us to do such an inspection and possibly get called out to look at that same system if and when a complaint is filed.

Tracy reported that we have had mosquitoes from three pools to test positive for West Nile Virus. Those mosquitoes were found in Johnson, Massac, and Union Counties. Tracy reported that EH Staff recently conducted two inspections of mobile tattoo units at Hogrock in Hardin County.

Tracy stated that Bobi Cavins is now assisting us in coordinating our Medical Reserve Corps and has been busy attending meetings and learning about the requirements of maintaining an MRC unit.

G. Community Health Education Director – Patricia Moehring

Trish stated that she wanted to share some good news with the Board regarding Teen Pregnancy rates in our counties. For the first since she began working for the agency in 1984, none of our seven counties appear in the top three in the state for having the highest
Teen Pregnancy rates. These are numbers are through 2012, which is the most current that IDPH has statistics for. This says a lot for our counties, and we hope our health educators have had an impact on these numbers.

Trish distributed a flyer regarding Southern Seven’s first 5K Run/Walk, which will be held on November 7th at the Fort Massac State Park in Metropolis, Illinois. Trish encouraged Board members to assist us in promoting the event, and stated that portions of the proceeds will go to the Massac County Relay for Life.

V. Board President - Dr. Gene Zinn

A. Early Childhood Administrator Evaluation

President Zinn shared the results of Angie Messmer’s evaluation with the Board, which he stated was once again a very good evaluation. Angie was commended for her dedication and hard work.

VI. New Business

None.

VII. Announcements

Mike Burton thanked the Board again on behalf of Hardin County for returning Head Start programming to that area.

VIII. Next Meeting Date - Thursday, October 22, 2015

The next Board of Health meeting will be held on Thursday, October 22, 2015.

IX. Adjournment

With all business concluded, President Zinn asked for a motion to adjourn.

Carl Henson moved to adjourn. Sharon Burris seconded. All in favor. Motion carried. Meeting adjourned at 8:04 p.m.

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Sharon Edwards, Secretary  Approved On

Minutes recorded & Transcribed by Joanne Allen, Executive Secretary