

# BOARD OF HEALTH – MEETING MINUTES

February 25, 2021

*Meeting held via ZOOM due to COVID-19 Pandemic*

COUNTY	NAME	ATTENDED
Alexander	VACANT	
	Rebecca Glodo	
	Joe Griggs	X
	VACANT	
Hardin	Larry Steward	
	Wesley Atkinson	
	Loni Jo Banks	X
	Rita Warren	
Johnson	Gary Brumley	X
	Sharon Edwards	X
	Trisha Meyer	X
	Phil Stewart	X
Massac	Terry Heisner	X
	Jayson Farmer	
	Sharon Burris	X
	VACANT	
Pope	Karla Cunningham	
	Carl Henson	
	Lindzey Barger	
	Dr. Gene Zinn	X
Pulaski	Allison Reichert	X
	Mike Sharp	X
	Debbie Brown	X
	VACANT	
Union	Cindy Flamm	X
	Dr. Kathy Swafford	
	Dale Foster	
	VACANT	

Staff Present: Rhonda Andrews-Ray, Executive Director/Public Health Administrator  
J.P. Champion, Financial Administrator  
Jennifer Parks, Early Childhood Administrator  
Emily Boyd, Human Resources Administrator  
Miranda Adams, Environmental Health Director  
Teresa Wilburn, Director of Nursing  
Natalie Sawyer, Health Education Director

Staff Absent: None

Minutes recorded and transcribed by Amanda Shoemaker, Executive Secretary

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

President, Dr. Zinn called the meeting to order at 6:36 p.m. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

**II. Introductions/Roll Call**

**III. Review and Approval of Regular Meeting Minutes**

Sharon Burris moved to approve the regular meeting minutes from December 3, 2020. Loni Banks seconded. All in favor. Motion carried.

**IV. Administrator's and Director's Report**

**a. Executive Director, Rhonda Andrews-Ray**

**i. Grants & Funding**

Rhonda discussed the following funding opportunities with the Board: 1. Opioid Substance Use & Abuse Grant that covers all S7 counties with an emphasis on Hardin and Pope Counties, 2. R3 (Restore, Reinvest, and Renew). She also discussed the collaborations with Hopelight & the Center for Asian Health to provide FIT kits to those in the S7 region and the Perinatal Grant for Hepatitis B. Rhonda discussed the Mass Vaccination Grant and EMTrack funding. Rhonda discussed the Contact Tracing grant.

**ii. Contracts & Leases**

No report.

**iii. Other Updates**

Rhonda discussed the IPlan. Natalie will discuss it further.

Rhonda shared a brief update regarding vaccination efforts and the National Guard. Teresa will discuss it further.

**b. Financial Administrator, J.P. Champion**

J.P. shared with the Board that the Audit fee is expected to increase next year and that the annual Administrator Training has been scheduled for this year. J.P., Jenn and Emily are planning to attend and will need approval from the Board.

**i. Public Health Financial Statements**

J.P. presented the Public Health Financial Statements from July 1, 2020 through November 30, 2020.

*Joe Griggs moved to approve the Public Health Financial Statements as presented for the period ended November 30, 2020. Mike Sharp seconded. All in favor. Motion carried.*

**ii. Head Start Financial Statements**

J.P. presented the Head Start Financial Statements from January 1<sup>st</sup>, 2020 to November 30, 2020 and the USDA report from October 1, 2020 to November 30, 2020.

*Gary Brumley moved to approve the Head Start Financial Statements and USDA report as presented for the period ended November 30, 2020. Joe Griggs seconded. All in favor. Motion carried.*

**iii. Head Start In-Kind Report**

J.P. presented the Head Start In-Kind Report for the months of January through November 2020.

*Sharon Burris moved to approve the Head Start In-Kind Report as presented for the months of January through November 2020. Debbie Brown seconded. All in favor. Motion carried.*

**iv. Credit Card Reports**

J.P. presented the Credit Card Expenses for the months of October through November 2020.

*Mike Sharp moved to approve the Credit Card Reports for the months of October through November 2020. Gary Brumley seconded. All in favor. Motion carried.*

**c. Human Resources Administrator, Emily Boyd**

**i. Personnel Action Report**

Emily presented the Personnel Action Report for the dates of November 16, 2020 to February 13, 2021.

*Trisha Meyer moved to approve the Personnel Action Report as presented. Gary Brumley seconded. All in favor. Motion carried.*

**ii. Organizational Charts**

Emily discussed the updated agency Organization Charts and requested approval.

*Joe Griggs made a motion to approve the Organizational Charts as presented. Debbie Brown seconded. All in favor. Motion carried.*

**iii. Personnel Policy Manual Rev./Union Contract Language**

Emily presented and discussed changes made to the contract effective January 1, 2021. Those changes include revisions to the following:

- Article IV, Union Rights (Union Orientation)
- Article XIII, Grievance Procedure (Grievance Steps)
- Article XVII, Hours of Work/Overtime (Overtime)
- Article XXV, Miscellaneous Economic Issues (Mileage, Cell Phone)
- Article XXVI, Wages (General Wage Increases)

Emily proposed making the some of the same revisions to the Personnel Policy & Procedures Manual.

*Joe Griggs made a motion to approve the Union Contract and Personnel Policy Manual revisions as discussed. Phil Stewart seconded. All in favor. Motion carried.*

**iv. Economic Interest Statements**

Emily shared that Economic Interest Statements will soon be mailed to all. They are to be completed and returned to the Pulaski County Clerk in the provided, postage paid envelope.

**v. Confidentiality Statements**

Emily shared that Confidentiality Statements will soon be mailed to all. They are to be completed and returned to S7HD in the provided, postage paid envelope.

**vi. Onboarding for New Employees**

Emily presented and discussed the Onboarding Process for New Employees.

*Mike Sharp moved to approve the Onboarding Process as presented. Joe Griggs seconded. All in favor. Motion carried.*

**vii. Proposed Per Diem Increase**

Emily opened the floor for discussion of a proposed increase to the current Per-Diem rate.

*Phil Stewart moved to approve implementing the US Standard Per-Diem Rate. Joe Griggs seconded. All in favor. Motion carried.*

**d. Early Childhood Administrator, Jennifer Parks**

**i. Policy Council Crossover Member Report, Sharon Burris**

Sharon Burris, PhD, Policy Council Crossover Member provided the Policy Council Crossover Member Report.

*Joe Griggs moved to approve the Policy Council Crossover Member Report as presented. Phil Stewart seconded. All in favor. Motion carried.*

**ii. Enrollment/Attendance/Recruitment Updates**

Jennifer presented and discussed the Enrollment Report.

*Mike Sharp moved to approve the Enrollment Reports as presented. Gary Brumley seconded. All in favor. Motion carried.*

Jennifer presented and discussed changes to the Selection Criteria for Enrollment for the upcoming school year.

*Mike Sharp moved to approve the changes to Selection Criteria as discussed. Joe Griggs seconded. All in favor. Motion carried.*

Jennifer shared an Attendance and Recruitment Update.

**iii. Outcomes Report**

No report due to COVID.

**iv. COLA**

Jennifer presented and discussed the proposed COLA (Cost of Living Adjustment) for Head Start Employees. Jennifer requested approval to write for the 1.22% COLA and to round it up to 2%.

*Joe Griggs moved to give permission to write for the 1.22% COLA and round it up to 2%. Sharon Burris seconded. All in favor. Motion carried.*

**v. COVID-19 Funding**

Jennifer discussed the Supplemental and Quality Improvement funds that are intended to help in response to the COVID-19 Pandemic.

**vi. Board Governance Training**

Jennifer presented and discussed the Head Start Program Governance training with the Board.

**vii. Non Federal Share Waiver for 2021 (Update)**

Jennifer shared that the Non Federal Share Waiver for 2021 has been approved – the Non Federal Share Waiver for 2020 has not yet been approved.

**viii. Locations for 2021-22 School Year**

Jennifer discussed possible locations in Pope/Hardin County for the Head Start center. She also shared that the agency is looking for a new location for the Anna Head Start center and discussed a temporary location.

**e. Director of Nursing, Teresa Wilburn**

**i. COVID-19 Response**

Teresa provided updates regarding COVID-19 Response including Contact Tracing and Vaccination.

**ii. Communicable Disease Report**

The Communicable Disease Report was not quite ready at the time of the meeting. It will be included at the next meeting.

**f. Health Education Director, Natalie Sawyer**

**i. Program Updates**

Natalie reviewed with the Board the Health Education program updates.

**ii. IPlan**

**1. Organizational Capacity Assessment**

Natalie requested approval from the Board to submit the agency's Strategic Plan in lieu of the Organizational Capacity Self-Assessment. Dr. Zinn will need to sign a letter stating this that can be submitted with the IPlan.

*Sharon Burris moved to grant approval to submit the agency's Strategic Plan in lieu of the Organizational Capacity Self-Assessment. Joe Griggs seconded. All in favor. Motion carried.*

**g. Environmental Health Director, Miranda Adams**

**i. Program Updates**

Miranda reviewed with the Board the Environmental Health report.

Miranda discussed the upcoming Electronics Recycling Event that will be held in Anna at Anna-Jonesboro High School on Saturday, April 10<sup>th</sup>. Future event locations include Pope County in June 2021 and Massac County in September 2021.

**V. Board President, Dr. Gene Zinn**

**VI. Next Meeting Date – April 22, 2021**

**VII. Adjournment**

*Sharon Burris moved to adjourn at 8:21 p.m. Joe Griggs seconded. All in favor. Motion carried.*

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Amanda Shoemaker, Recorder

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Trisha Meyer, Secretary