**BOARD OF HEALTH – MEETING MINUTES**  
**June 25, 2020**  
*Meeting held via Conference Call due to COVID-19 Pandemic*

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<tr>
<th>COUNTY</th>
<th>NAME</th>
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<tr>
<td>Alexander</td>
<td>Jason Tubbs</td>
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<td>Rebecca Glodo</td>
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<td>Joe Griggs</td>
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<td>Hardin</td>
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<td>Wesley Atkinson</td>
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<td>Loni Jo Banks</td>
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<td>Rita Warren</td>
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<td>Johnson</td>
<td>Gary Brumley</td>
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<td>Jayson Farmer</td>
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<td>Lindzey Barger</td>
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<td>Dr. Gene Zinn</td>
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<td>Pulaski</td>
<td>Allison Reichert</td>
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<td>Mike Sharp</td>
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<td>Debbie Brown</td>
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<td>Union</td>
<td>Cindy Flamm</td>
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<td>Dr. Kathy Swafford</td>
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I. Call to Order/Quorum Check/Open Meetings Compliance
   President, Dr. Zinn called the meeting to order at 6:31 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
   Jason Tubbs moved to approve the regular meeting minutes from April 23, 2020. Cindy Flamm seconded. All in favor. Motion carried.

IV. Administrator's and Director's Report
   a. Executive Director, Rhonda Andrews-Ray
      i. New Human Resources Administrator – Emily Boyd
         Rhonda introduced S7HD’s new Human Resources Administrator, Emily Boyd.
      ii. Contracts and Leases
         Rhonda shared that the lease with Dongola School District is up for renewal. The new lease term will be August 1, 2020 to July 31, 2021.
         Rhonda shared that the lease with Pope County School District is also up for renewal. The new lease term will be July 1, 2020 to June 30, 2021.
         Jason Tubbs moved to approve the leases with Dongola School District and Pope County School District. Mike Sharp seconded. All in favor. Motion carried.
      iii. Grants & Funding
         1. Hazard Pay
            Rhonda shared that the department was awarded the COVID-19 Contact Tracing grant that will allow the hiring of a Contact Tracing Team. This is a one year grant that ends on May 31, 2021.
            Rhonda shared that the last few months have been extremely busy due to the COVID-19 Pandemic and that staff have been under increased stress. Rhonda requested approval that 47 Public Health and Cost Pool employees who were working on June 10, 2020 receive Hazard Pay under the COVID-19 Contact Tracing grant contingent on grant approval.
June 25, 2020

Jason Tubbs moved to approve Hazard Pay in the amount of $2,000.00 for 47 Public Health and Cost Pool employees who were working on June 10, 2020. Cindy Flamm seconded. All in favor. Motion carried.

2. Other Grants & Funding

Rhonda shared that the department was awarded the Vaccines Save Lives grant, meant to improve vaccination rates in Massac County.
Rhonda shared that the Census grant funding period has been extended through October 31, 2020.
Rhonda shared that the department was awarded funding for Infectious Disease & Cancer Screenings in the Age of COVID-19.
Rhonda shared that she requested FEMA funding for COVID-19 expenses that cannot be written off on another grant. The request was approved and the funds are available if needed.
Rhonda shared that the department wrote for the Adolescent Health grant; it is pending approval.
Rhonda shared that she served on a work group that has been working with the General Assembly for additional funding in the statewide Local Health Protection grant.

iv. Strategic Planning

Rhonda discussed the Strategic Planning Booklets that were included in packets for review and requested approval for the 2020-2025 Strategic Plan.

Joe Griggs moved to approve the 2020-2025 Strategic Plan. Terry Heisner seconded. All in favor. Motion carried.

v. Updates

Rhonda shared that WIC EBT cards went live on Monday, June 22, 2020.
Rhonda shared that the realtor for the Jonesboro property received a verbal offer of $14,000.00. Rhonda requested authority from the board to accept the offer and proceed with the sale of the lot.

Terry Heisner moved to approve granting Rhonda Ray the authority to proceed with the sale of the Jonesboro property. Joe Griggs seconded. All in favor. Motion carried.

b. Financial Administrator, J.P. Champion

i. Public Health Financial Statements

J.P. presented the Public Health Financial Statements from July 1, 2019 through April 30, 2020.

Karla Cunningham moved to approve the Public Health Financial Statements as presented for the period ended April, 2020. Jason Tubbs seconded. All in favor. Motion carried.

ii. Head Start Financial Statements


Mike Sharp moved to approve the Head Start Financial Statements and USDA report as presented for the period ended April 30, 2020. Joe Griggs seconded. All in favor. Motion carried.
iii. **FY20 Final Budget**
   J.P. presented the FY20 Final Budget.
   *Gary Brumley moved to approve the FY20 Final Budget as presented. Sharon Burris seconded. All in favor. Motion carried.*

iv. **FY21 Preliminary Budget**
   J.P. presented the FY21 Preliminary Budget.
   *Jason Tubbs moved to approve the FY21 Preliminary Budget as presented. Karla Cunningham seconded. All in favor. Motion carried.*

v. **Head Start In-Kind Report**
   J.P. presented the Head Start In-Kind Report for the months of January through April 2020.
   *Mike Sharp moved to approve the Head Start In-Kind Report as presented for the months of January through April 2020. Rebecca Glodo seconded. All in favor. Motion carried.*

vi. **Credit Card Reports**
   J.P. presented the Credit Card Expenses for March through April, 2020.
   *Gary Brumley moved to approve the Credit Card Reports for March through April, 2020. Joe Griggs seconded. All in favor. Motion carried*

vii. **Tax Anticipation Warrants**
    J.P. discussed and requested approval to initiate Tax Anticipation Warrants if the agency sees fit that the funding is needed.
    *Joe Griggs moved to approve the Tax Anticipation Warrants. Debbie Brown seconded. All in favor. Motion carried.*

viii. **Checking Accounts**
    J.P. presented Board Resolutions to remove Terri Stewart from the Public Health Checking Accounts and to add Jennifer Parks, Early Childhood Administrator.
    *Jason Tubbs moved to approve the Board Resolutions. Gary Brumley seconded. All in favor. Motion carried.*

c. **Human Resources Administrator, Terri Stewart**
   i. **Personnel Action Report**
      *Terry Heisner moved to approve the Personnel Action Report as presented. Sharon Edwards seconded. All in favor. Motion carried.*

   ii. **Affirmative Action Plan**
       Terri reviewed Affirmative Action Plan.
       *Jason Tubbs moved to approve the Affirmative Action Plan as presented. Mike Sharp seconded. All in favor. Motion carried.*

   iii. **Personnel Policy Manual Revisions**
       Terri discussed a proposed revision to the “Temporary Employee Classification” existing policy. The revision will extend the length of “temporary employment” positions for a period of up to twelve months.
Sharon Burris moved to approve the revision to the “Temporary Employee Classification” policy. Joe Griggs seconded. All in favor. Motion carried.

Terri discussed a proposed revision to the “Dress Code” policy regarding hair color and styles.

Mike Sharp moved to approve the proposed revision to the Dress Code policy as presented. Jason Tubbs seconded. All in favor. Motion carried.

iv. Health Insurance Renewal

Terri shared an update regarding Health Insurance renewal with Blue Cross Blue Shield. Terri stated that at the last meeting she reported a 7% increase from last year and is happy to share that the rate increase ended up dropping to 4.07%.

v. Executive Director/Public Health Administrator Evaluation

Terri stated that evaluation forms were mailed to Board members that have attended at least 3 of the last 6 meetings. The evaluation forms should be completed and mailed to Dr. Zinn, President of the Board no later than July 17, 2020.

d. Director of Nursing, Teresa Wilburn

i. COVID-19 Response

Teresa provided an update regarding COVID-19 Response and Contact Tracing.

ii. Communicable Disease Report

Teresa reviewed the Nursing Report for July through April 2020.

e. 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.

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

ii. Program Updates/Reopening Policy

Jennifer explained that she does not have an Attendance or Recruitment update to share at this time and discussed the Enrollment Report including Enrollment Goals for the 2020-2021 school year. Jennifer shared that the Egyptian Head Start classroom will not be reopening.

Jennifer shared that the Cost of Living Grant and the Quality Improvement Grant have been submitted and are awaiting approval. She also shared that the agency decided not to write for the Supplemental Grant for the Summer Session; however, the agency was provided with additional funding to cover expenses related to COVID-19 for the Head Start program.

Jennifer shared that the Early Head Start classrooms are expected to reopen on July 6th. She also discussed the DCFS requirements for reopening and updates to policies and procedures.

iii. Hazard Pay

Jennifer discussed the possibility of extending Hazard Pay to eligible Head Start employees if the Office of Head Start will allow it. Jennifer requested approval
from the Board to extend $1,000.00 in Hazard Pay to eligible Head Start employees that are working on July 13th, 2020.

Jason Tubbs moved to approve Hazard Pay in the amount of $1,000.00 to those Head Start employees that were working on July 13th, 2020. Debbie Brown seconded. All in favor. Motion carried.

iv. Assessment Tool
Jennifer discussed a new assessment tool, Desired Results Developmental Profile (DRDP) and requested approval from the Board to begin using DRDP in place of the current assessment tool, Teaching Strategies Gold (TSG).

Mike Sharp moved to approve Desired Results Developmental Profile (DRDP) as the new assessment tool. Karla Cunningham seconded. All in favor. Motion carried.

f. Health Education Director, Natalie Sawyer
Natalie shared that her report was included in the packets that were mailed and discussed some of the updates. Natalie announced the newest member of the Health Education team, Clarissa Shepherd.

g. Environmental Health Director, Miranda Adams
Miranda discussed the Environmental Health report that was included in the mailed packets. Miranda also discussed future plans for electronics recycling events to be held in Union, Massac, and Pope County.

V. Board President, Dr. Gene Zinn

VI. Next Meeting Date – August 27, 2020

VII. Adjournment

Joe Griggs moved to adjourn. Gary Brunley seconded. All in favor. Motion carried.

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Amanda Shoemaker, Recorder                           Sharon Edwards, Secretary