



Southern Seven Health Department

Administrative Office

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Board of Health Meeting
Vienna Masonic Lodge, 1615 Old Route 146 Loop - Vienna, Illinois
Thursday, March 7, 2019 @6:30 p.m.

AGENDA

- I. Call to Order, Open Meetings Compliance, and Quorum Check
- II. Introductions
- III. Review and Approval of Regular Meeting Minutes from 12/06/2018
- IV. Administrator's Reports
 - a. Executive Director – Rhonda Andrews-Ray
 - i. Leases and Contracts
 - ii. Property
 - iii. OSHA Consultation Visit
 - iv. Insurance
 - v. 40th Anniversary
 - vi. Marketing Team
 - vii. Annual Report – Motion to Approve
 - b. Director of Nursing – Rhonda Schmidt
 - c. Early Childhood Administrator – Jennifer Parks
 - i. Policy Council Crossover Member Report – Sharon Burris
 - ii. Enrollment, Attendance, Recruitment Update
 - iii. Health and Safety Screener
 - iv. Governance, Leadership, and Oversight Capacity Screener
 - v. Head Start Expansion Grant
 - vi. Head Start Conversion Grant
 - vii. Eligibility Training
 - d. Human Resources Administrator – Terri Stewart
 - i. Economic Interest Statements
 - ii. Confidentiality Statement
 - iii. Organization Chart – Motion to Approve
 - iv. Personnel Action Report – Motion to Approve
 - v. Personnel Policy Manual Revision – Motion to Approve
 - vi. Seven County Staffing
 - e. Financial Administrator – J.P. Champion
 - i. Safety Deposit Box – Motion to Approve
 - ii. Checking Account Closeouts – Motion to Approve
 - iii. PH Financial Statements - Motion to Approve
 - iv. Head Start Financial Statements - Motion to Approve
 - v. Head Start In-Kind Report – Motion to Approve
 - vi. Credit Card Reports – Motion to Approve
 - f. Environmental Health Director – B.J. Newbury

- i. Food Permits
 - ii. Sewage Contractor's Meeting
 - iii. Private Sewage Ordinance
- g. Community Health Education Director – Natalie Sawyer
- V. Board President – Dr. Gene Zinn
- VI. New Business
- VII. Announcements
- VIII. Next Meeting Date – Thursday, April 25, 2019
- IX. Adjournment