

**BOARD OF HEALTH - MEETING MINUTES**  
**October 25, 2018**  
**VIENNA MASONIC LODGE - VIENNA, ILLINOIS**

COUNTY	NAME	ATTENDED	DID NOT ATTEND
ALEXANDER	VACANT		
	Jason Tubbs	X	
	Rebecca Glodo		X
	VACANT		
HARDIN	Larry Steward		X
	Wesley Atkinson		X
	Loni Jo Banks	X	
	Rita Warren		X
JOHNSON	Gary Brumley	X	
	Sharon Edwards	X	
	Trisha Meyer	X	
	Phil Stewart	X	
MASSAC	Terry Heisner, DC	X	
	Jayson Farmer		X
	Sharon Burris, Ph.D.	X	
	VACANT		
POPE	Karla Cunningham	X	
	Carl Henson		X
	Tim Wallace		X
	Gene Zinn, DVM	X	
PULASKI	David Sharp		X
	Allison Reichert		X
	Robin Newcomb		X
	VACANT		
UNION	Cindy Flamm	X	
	Dr. Kathy Swafford		X
	Dale Foster		X
	VACANT		

Attorney: Rhett Barke - Not in attendance

Staff: Nancy Holt, Executive Director/Public Health Administrator  
Rhonda Andrews-Ray, Executive Director/Public Health Administrator  
Jennifer Parks, Early Childhood Administrator (Interim)  
Terri Stewart, Human Resources Administrator  
Rhonda Schmidt, Director of Nursing  
J.P. Champion, Fiscal Officer  
Tracy Walker, Environmental Health/Emergency Preparedness Director  
B.J. Newbury, Environmental Health/Emergency Preparedness Director

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

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

President Gene 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**

**III. Review and Approval of Past Open Session Minutes - 08/23/18**

Jason Tubbs moved to approve the open session minutes from August 23, 2018. Karla Cunningham seconded. All in favor. Motion carried.

**IV. Administrator's Reports**

**A) Executive Director - Nancy Holt**

**1) Public Health Division Update**

Nancy reported that the "bundled" Comprehensive Health Protection Grant was electronically submitted to IDPH on Monday, 10/22/18. The state was late getting the grant application out this year. S7HD normally receives the application in April or May.

## **2) Leases and Contracts**

Nancy presented the lease with Shawnee Community College for the buildings S7HD occupies on the Rustic Campus. The only change to the lease is that it is a multi-year lease that runs from September 1, 2018, through August 31, 2021 instead of being a single year lease. An addendum was added to the original lease that Shawnee signed containing language for a 90 out clause.

Jason Tubbs moved to approve the multi-year lease and lease addendum with Shawnee Community College for the buildings occupied by the agency on the Rustic Campus. Terry Heisner seconded. All in favor. Motion carried.

## **3) Retention of Board of Health Attorney**

At the last Executive Committee it was suggested that inquiries be made into a potential replacement for the health department's attorney. Administrative staff interviewed two attorneys. After much discussion, administrative staff recommended the retention of Courtney Cox as attorney for the Southern Seven Health Department.

Sharon Burris moved that Courtney Cox of Benton, IL. be retained as agency attorney on an as needed basis at the rate of \$280 per hour. Jason Tubbs seconded. All in favor. Motion carried.

## **B) Public Health & Community Health Education**

Rhonda Schmidt, Director of Nursing, reported a second active TB case. As with the other active case, S7HD is conducting case management through home visits and Directly Observed Therapy (DOT) to assure medication compliance.

**C) Head Start - Jennifer Parks**

**1) Policy Council Crossover Member Report (Sharon Burris)**

Sharon Burris, PhD, Policy Council Crossover Member reported that the Policy Council met twice since the August BOH meeting; September 19<sup>th</sup> and October 17<sup>th</sup>. A quorum was present at both meetings.

Dr. Burris reported that the following regular and routine items were presented for review and approval at both meetings: minutes of previous meetings; September & October Personnel Reports, Financial Reports (June, July and August), Attendance, Enrollment, and Recruitment reports, Health & Nutrition Reports, and Center Updates.

At the September meeting, the Policy Council conducted the annual review and approval of the agency job descriptions and personnel policy manuals. HR conducted interview training with interested Council members following the meeting. The Financial Director reviewed a CY 2019 EHS/Head Start Preliminary Budget, which the Council approved unanimously. In accordance with Head Start Performance Standards, the Council received Selection Criteria and Student Eligibility Training. The Community Assessment was reviewed and approved.

Dr. Burris stated that Program Changes for the year were discussed. The school year was extended one week, and the number of contact hours per student has been increased. These two changes were made to the program with no additional funding allotted. Changes have been made in the requirements for physicals, blood leads, and immunizations all in an effort to speed up the acceptance and enrollment process.

Policy Council Orientation was conducted for new members at the October meeting. The Head Start Annual Report was presented and approved. Election of Officers was held as follows: President, Pulaski County rep., Vice President Johnson County rep., and Treasurer, Massac/Johnson County rep.

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

## **2) Enrollment/Attendance/Recruitment Reports**

Nancy announced that Jennifer Parks, Early Childhood Director, was in attendance to give the Head Start Report, as Angie Messmer has resigned. Jennifer will be acting as Interim Early Childhood Administrator until a replacement has been selected.

Jennifer distributed and reviewed the Enrollment Report dated October 16, 2018.

Jennifer reviewed the Average Daily Attendance (ADA) Report for the month of September. Traditional Head Start had an ADA of 88.01%; and Early Head Start had an ADA of 88.94%. In accordance to the performance standards, the goal is to maintain an Average Daily Attendance (ADA) of 85%.

Jennifer stated that in regards to recruitment, we have been attending parades, festivals, fairs and other local events throughout the counties.

Jason Tubbs moved to approve the Enrollment, Attendance, and recruitment reports as presented. Gary Brumley seconded. All in favor. Motion carried.

## **3) Office of Head Start Correspondence and 4) Approval of Appeal Letter/Negotiation Process for Head Start Enrollment Reduction**

Jennifer distributed a letter dated October 5, 2018, received from the Office of Head Start informing S7HD that due to Chronic Under Enrollment in our Head Start (HS) program, our funded enrollment was being reduced. A letter of appeal will be submitted to the Office Head Start and a hearing will be requested. Jennifer requested Board approval to submit the letter to the Office of Head Start.

Jason Tubbs moved to submission of a letter to the Office of Head Start appealing the reduction in Head Start grant funds and requesting a hearing to provide more details. Sharon Burris seconded. All in favor. Motion carried.

Jennifer stated that the appeal letter also contains a paragraph indicating that we are proposing to apply for a conversion of Traditional Head Start.

**5) Focus Area 1 Review**

Jennifer distributed and reviewed information regarding a Focus Area 1 (FA1) Monitoring Review, which the Office of Head Start will be conducting during the week of December 3, 2018. The review will occur via telephone conference. President Zinn, Vice President Heisner, Sharon Burris, and Jason Tubbs were identified as Board members willing to participate in the Governing Board phone interview, but they requested that the call take place on Thursday, December 6<sup>th</sup>, which is the day the Executive Committee, Joint Policy Council/BOH Training, and Board of Health meeting.

**6) Annual Report**

Jennifer distributed copies of the Head Start Annual Report for the 2017-18 School Year. S7HD is required to compile this document annually, which is comprised of data specific to our Head Start program.

Sharon Burris moved to approve the Head Start Annual Report for the 2017-18 School Year as presented. Karla Cunningham seconded. All in favor. Motion carried.

**7) Joint Policy Council/Board of Health Training**

In accordance to the Performance Standards, a Joint Policy Council/Board of Health Training is required to be conducted annually and will be conducted in December.

**8) USDA/CACFP Training**

Jennifer distributed and reviewed the CACFP Training Guide, which outlines what the program is, our responsibilities to participate, and the requirements for participation. This reimburses for the meals served to the children in the Early Head Start/Head Start Program.

Jennifer stated that we recently submitted a renewal grant application for the CACFP program, which is due October 31<sup>st</sup>.

Jason Tubbs moved to approve the USDA/CACFP Training as presented. Gary Brumley seconded. All in favor. Motion carried.

**9) USDA/CACFP Review**

S7HD is having a CACFP Review November 7<sup>th</sup> - 9<sup>th</sup>. The reviewers will be observing a meal service at our Goreville and Anna Head Start sites. Participation records, menus, recipes, and other data will be examined during the review.

**10) Self-Assessment**

Jennifer distributed and reviewed copies of the 2017-2018 EHS/Head Start Self-Assessment.

Karla Cunningham moved to approve the 2017-2018 EHS/Head Start Self-Assessment. Trisha Meyer seconded. All in favor. Motion carried.

**D) Human Resource Administrator - Terri Stewart**

**1) Approval of Personnel Action Report**

Terri began by distributing an updated Personnel Action Report for the period August 9, 2018, through October 10, 2018, which replaces the one included in the Board packets. The back page of the report shows the current vacancies, which besides the Early Childhood Administrator and DCFS/HWI Coordinator positions, are mainly located at the Head Start site.

Jason Tubbs moved to approve the Personnel Action Report for the period August 9, 2018, through October 10, 2018. Karla Cunningham seconded. All in favor. Motion carried.

Candidates were interviewed for the vacant position as Early Childhood Administrator. The candidates were told that a decision would be made within two weeks.

**2) Approval of Job Descriptions and Personnel Policies Manual**

Terri stated that each year, S7HD is required to bring the Job Descriptions and Personnel Policies Manual to the Board for annual review and approval. Job descriptions are updated as needed and in the past couple of years, almost all of them have been revised.

Gary Brumley moved to approve the layout for agency Job Descriptions as presented. Phil Stewart seconded. All in favor. Motion carried.

Terri presented a copy of the Personnel Policies Manual (PPM) and its Table of Contents for Board members to review. Revisions to the PPM are made on an as needed basis, and after being approved by the Board are distributed to staff with a signature sheet.

Phil Stewart moved to approve the annual review of the Personnel Policies Manual. Gary Brumley seconded. All in favor. Motion carried.

### **3) Human Resources Administrator Evaluation**

Terri stated that earlier tonight, she distributed copies of her annual Board evaluation form to Board members eligible to complete one. Completed evaluations should be returned to Dr. Zinn by Friday, November 9<sup>th</sup>, and the results will be compiled and presented at the December Board meeting.

Terri reminded the Board about the 4<sup>th</sup> Annual Tour de Seven 5k Run/Walk, which will be held Saturday, October 27, 2018, in Karnak (meet up downtown). S7HD has received nice donations to give away. Baskets have been set up at all of our locations to collect food for local food pantries in Pulaski County.

### **E) Fiscal Division - J.P. Champion**

#### **1) Financial Statements - 08/31/18**

J.P. discusses a correction to the June Balance Sheet on which he misstated a loss of \$-45,605 that should have been \$-44,605. J.P. requested Board approval of the amended June Balance Sheet.

Karla Cunningham moved to approve the amended June Balance Sheet with the above correction noted. Jason Tubbs seconded. All in favor. Motion carried

J.P. reviewed the Public Health Financial reports, Statement of Revenue and Expenditures, Fee for Service Funds, and Public Health Actual Expenses Reports which were included in his written report beginning with the Balance Sheet for the period ended August 31, 2018.



Terry Heisner moved to approve the Public Health Financial statements for the period ended August 31, 2018 as presented. Jason Tubbs seconded. All in favor. Motion carried.

## **2) Head Start Financial Statements**

J.P. presented the Head Start Budget Comparison Statement for the period January 1, 2018, through August 31, 2018. The statement shows total revenue and expenses to be the same. J.P. also presented a detailed report for Traditional Head Start, Early Head Start, and Training and Technical Assistance. The report also shows equal revenue and expenditures. The next report reviewed was the USDA Report for our Child and Adult Food Care Program (CACFP) for the period October 1, 2017, through August 31, 2018.

Jason Tubbs moved to approve the EHS/HS Financial Statements as presented for the period ended August 31, 2018. Karla Cunningham seconded. All in favor. Motion carried.

## **3) Head Start Non-Federal Share (In-Kind) Report**

J.P. distributed and reviewed the Non-Federal Share (In-Kind) Report for the period ended August 31, 2018.

Jason Tubbs moved to approve the EHS/HS Non-Federal Share (In-Kind) Report for the period ended August 31, 2018 as presented. Gary Brumley seconded. All in favor. Motion carried.

## **4) Credit Card Report**

J.P. reviewed the Credit Card reports for July and August 2018, which were attached to his written report. The Credit Card Report shows expenses for both the Public Health and Head Start Divisions.

Karla Cunningham moved to approve the Credit Card reports for July and August 2018 as presented. Terry Heisner seconded. All in favor. Motion carried.

## **5) Final CY 2019 EHS/HS Continuation Grant Preliminary Budget**

J.P. requested that review and approval of the Final CY 2019 EHS/HS Continuation Grant Budget be tabled at this time. The budget accompanied the grant application, which was due October 1<sup>st</sup>, and S7HD has already been notified of changes that have to be made. The budget will be revised and resubmitted with hopes of bringing a final version to present to you at the December meeting.

**6) Board Resolutions (Bank Accounts)**

J.P. stated that with Nancy Holt and Angie Messmer leaving and Rhonda Andrews-Ray coming on as the new Executive Director, new board resolutions would have to be presented to area banks authorizing the removal of the two outgoing staff members and the addition of Rhonda Andrews-Ray and Terri Stewart, Human Resources Administrator. Board Resolutions were prepared for the following banks:

Anna Jonesboro National Bank in Anna; Banterra Banks (Rosiclare and Vienna branches), City National Bank in Metropolis, Grand Rivers Community Bank in Grand Chain, and Southern Bank in Tamms. J.P. stated that Rhonda and Terri's names have to be on the accounts so they are able to sign agency checks.

Jason Tubbs moved to approve Board Resolutions to the above named area banks authorizing the removal of Nancy Holt and Angie Messmer as employees and signors on agency accounts and the addition of Rhonda Andrews-Ray, Executive Director/Public Health Administrator and Terri Stewart, Human Resources Administrator. Terry Heisner seconded. All in favor. Motion carried.

**7) USDA/CACFP Application**

J.P. stated that S7HD is in the process of completing a renewal application for the USDA/CACFP, which is due October 31<sup>st</sup>.

**8) Audit Update**

J.P. stated the auditors were at the agency for eight days gathering and compiling information for the FY 18 Audit. As in the past, the auditors should be at the December meeting to present the final audit report.

**9) FY 19 Audit Firm Retention**

J.P. stated that S7HD has not received a retention letter yet. He would like to recommend that the Board retain the current auditing firm of Beussink, Hey, Roe and Stroder, LLC to conduct the agency's FY 19 Audit.

The cost of the audit for the past several years has not increased, and S7HD anticipates that it will remain the same for FY 19. J.P. stated that he will bring a retention letter for review and approval to the December meeting.

**F. Environmental Health Program - Tracy Walker/B.J. Newbury**

Tracy stated that in the past, the board talked about updating the fee schedule once the new food codes were in place and the new county food ordinance was passed. S7HD's fees haven't been updated since 2006. The new fee schedule was attached to the written report. The report has been greatly simplified.

Jason Tubbs moved to approve the revised Environmental Health Division Fee Schedule as presented. Loni Jo Banks seconded. All in favor. Motion carried.

Tracy thanked the Board for the opportunity to work with them and for them, as this would be his last meeting. He stated that he has enjoyed his experience at Southern Seven and feels the EH Division is in good hands with the new staff put in place.

**V. President - Dr. Gene Zinn**

**A. Fiscal Officer Evaluation**

President Zinn distributed copies of the results of J.P. Champion's annual Board evaluation and congratulated him on a very good review.

**VI. New Business**

None

**VII. Announcements**

President Zinn read a Thank You note to the Board from Nancy Holt for the generous gift they gave her honoring her retirement. President Zinn thanked Nancy for her dedicated service and the pleasure to work with her. Rhonda Andrews-Ray also thanked Nancy for making her transition into the role of new Executive Director a very smooth one. Nancy thanked the Board for all the support she's received from them over the years, and stated that she has no doubt that the agency will be in good hands with Rhonda. The Board made a good choice. Nancy stated that this means a lot to her as she feels she can leave in peace.

**VIII. Next Meeting Date - Thursday, December 6 or 13, 2018**

President Zinn stated that discussion was held earlier during the Executive Committee Meeting regarding the date of the December Board of Health meeting, and it is their recommendation that it be set for Thursday, December 6, 2018. The Executive Committee will meet at 4:00 p.m., Joint Policy Council/Board of Health Training will be held at 5:00 p.m., and the Board meeting take place at its usual time (6:30 p.m.).

Karla Cunningham moved that the December Board meeting be held on December 6, 2018 with the Executive Committee Meeting and Joint Policy Council/Board of Health Training preceding it. Jason Tubbs seconded. All in Favor. Motion carried.

**IX. Adjournment**

Sharon Burris moved to adjourn. Karla Cunningham seconded. All in favor. Motion carried. Meeting adjourned at 8:03 p.m.

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Sharon Edwards, Secretary

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Approved On

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Minutes recorded & Transcribed by Joanne Allen, Executive Secretary