

**BOARD OF HEALTH MEETING
MINUTES SUMMARY
August 23, 2018
VIENNA MASONIC LODGE - VIENNA, ILLINOIS**

COUNTY	NAME	ATTENDED	DID NOT ATTEND
ALEXANDER	VACANT		X
	Jason Tubbs	X	
	Rebecca Glodo		X
	VACANT		
HARDIN	Larry Steward		X
	Wesley Atkinson		X
	Sherry L. Barnard		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 Burriss, 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)
Management Staff:	Nancy Holt, Executive Director/Public Health Administrator Angie Messmer, Early Childhood Administrator Terri Stewart, Human Resources Administrator J.P. Champion, Assistant Fiscal Officer
Staff Attending	Rhonda Schmidt, Director of Nursing Tracy Walker, Environmental Health/Emergency Preparedness Dir.
Recorder of Minutes	Joanne Allen, Executive Secretary
Call to Order	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.
Review of Open Session Minutes	The Board reviewed and approved the Open session minutes from June 28, 2018 with no questions, comments, or corrections noted.
Administrators' Reports	
Nancy Holt, Executive Director No Action Items	
Public Health Division Update	Nancy updated the Board on the status of the passage of the new Food Ordinance at the county boards.
Leases and Contracts	The Board reviewed and approved renewal leases with Egyptian Community School District #5, Hardin County Community Unit School District #1, Dongola School District #66, and Pope County Community Unit School District #1.
Public Health & Community Health Education No action items	
Rhonda Schmidt, Director of Nursing	
Angie Messmer, Early Childhood Administrator 6 Action Items	
Policy Council Crossover Member Report	Sharon Burris, PhD, Policy Council Crossover Member reported that the Policy Council met on July 18 with a quorum present. All routine and new business was discussed and approved as needed.
Enrollment/Attendance Report	Angie distributed and reviewed the Early Head Start/Head Start Enrollment Report dated August 22, 2018. The Board approved the report as presented.
Metropolis Building Update	Angie updated the Board on the status of the Metropolis Building renovations. A date for the Open House will be determined soon.

<p>Hood Suppression System Lease</p>	<p>Angie discussed with the Board the potential for having to lease an upgraded Hood Suppression System for the Community Kitchen located at the Metropolis Head Start site. The Board authorized administrative staff to move forward with negotiations on an upgraded Hood Suppression System lease.</p>
<p>CY 2019 EHS/HS Continuation Grant</p>	<p>Angie reviewed contents of the CY 2019 EHS/HS Continuation Grant application. The Board voted unanimously to approve submission of the grant.</p>
<p>2018-19 Head Start School Calendar</p>	<p>Copies of the 2018-19 Head Start School Calendar (Activity Calendar) were circulated for Board review and input. The Board voted unanimously to approve the 2018-19 Head Start School Calendar (Activity Calendar).</p>
<p>Board of Health Trainings and Board of Health Administrative Plan</p>	<p>Copies of the 2018-2019 list of Board Trainings and 2018-2019 Board of Health Administrative Plan were distributed for Board review. Angie explained that these documents are utilized to ensure that trainings are conducted and items requiring Board approval are completed on a timely basis. The Board voted unanimously to approve the 2018-2019 list of Board Trainings and 2018-2019 Board of Health Administrative Plan.</p>
<p>Head Start Assessments and Screenings</p>	<p>Angie reviewed the list of assessments and screening tools used throughout the year to assess and screen our Early Head Start/Head Start children. We are required to review these with the Board annually. The Board voted unanimously to approve the list of assessments and screening tools used to assess and screen the Early Head Start/Head Start children.</p>
<p>Terri Stewart, Human Resources Administrator 1 Action Item</p>	
<p>Personnel Action Report</p>	<p>Terri reviewed the Personnel Action Report for the period June 13, 2018, through August 8, 2018. The Board voted unanimously to approve the Personnel Action Report as presented.</p>
<p>Fiscal Officer Evaluation</p>	<p>Terri distributed copies of an evaluation form for the Fiscal Officer to Board members eligible to complete one. Completed evaluations should be returned to Dr. Zinn by Friday, September 14th.</p>

J.P. Champion, Fiscal Officer		4 Action Items
Financial Statements	<p>The Public Health Financial Statements, Early Childhood financial statements, and Non-Federal Share/In-kind report for the period ended June 30, 2018, were reviewed and approved by the Board by unanimous vote.</p> <p>The Credit Card reports for the months of May and June 2018 were reviewed and approved by the Board by unanimous vote.</p>	
CY 2019 EHS/HS Preliminary Budget	<p>J.P. distributed and reviewed a copy of the CY 2019 EHS/HS Preliminary Budget, which will accompany the Continuation Grant application. The Board voted unanimously to approve the budget.</p>	
USDA Statement of Budget Income and Equity	<p>J.P. reviewed the Statement of Budget Income and Equity, which we are required to submit to USDA annually. The Board voted unanimously to approve the USDA Statement of Budget Income and Equity.</p> <p>J.P reviewed the FY 2019 Flu and Pneumonia Vaccine Fee Schedule, which was included with his written Board report. Fees for only a couple of vaccines were increased this year, with most seeing no change at all. The Board voted unanimously to approve the FY 2019 Flu and Pneumonia Vaccine Fee Schedule.</p>	
Tracy Walker, Environmental Health Director		No Action Items
	<p>Tracy reported that Environmental Health is in the final phase of implementing the Food Program update and staff continue to be busy with requests in the Sewage and Water Programs.</p>	
President - Dr. Gene Zinn		1 Action Item
Early Childhood Administrator Evaluation	<p>Copies of the results of the Early Childhood Administrator's Board evaluation were distributed.</p>	
Executive Director/Public Health Administrator	<p>The Executive Committee recommended and the Board voted unanimously to approve the hiring of Rhonda Andrews-Ray as the new Executive Director/Public Health Administrator.</p>	

New Business	
	None.
Announcements	
	None.
Next Meeting Date	
	Next Meeting Date - Thursday, October 25, 2018
Adjournment	
	With all business concluded, the Board voted to adjourn the meeting at 7:33 p.m.
Signatures	
	Minutes signed by: Sharon Edwards, Board Secretary Joanne Allen, Executive Secretary Board Recorder/Transcriber