

**Southern Seven Health Department  
Board of Health Meeting  
Vienna Masonic Lodge  
1615 Old Route 146 Loop - Vienna, Illinois  
Thursday, December 6, 2018  
6:30 p.m.**

**AGENDA**

- I. Call to Order / Open Meetings Compliance / Quorum Check
- II. Introductions
- III. Review & Approval of Past Open Session Minutes - 10/25/18
- IV. Audit Report Presentation - Beussink, Hey, Roe and Stroder, LLC
- V. Fiscal Division - J.P Champion
  - 1) PH Financial Statements - 09/30/18
  - 2) Head Start Financial Statements - 09/30/18
  - 3) Head Start In-Kind Report - 09/30/18
  - 4) Credit Card Reports
  - 5) FY 19 Audit Retention Letter
- VI. Administrator's Reports
  - A. Executive Director - Rhonda Andrews Ray
    - 1) Summary Report
    - 2) Approval for Jennifer Parks to be Early Childhood Administrator
    - 3) Leases and Contracts
    - 4) Car Lease
    - 5) Cairo Sealed Bid
    - 6) University of Illinois Kitchen
    - 6) Annual Report
  - B. Human Resources Administrator - Terri Stewart
    - 1) Approval of Personnel Action Report
    - 2) Workman's Comp Insurance
    - 3) Bargaining Unit Negotiations Update
    - 4) Wage Increase Recommendation
    - 5) Personnel Policy Discussion
  - C. Director of Nursing (Public Health) - Rhonda Schmidt
  - D. Community Health Education Director - Natalie Sawyer
  - E. Environmental Health Director - B.J. Newbury
  - F. Early Childhood Administrator - Jennifer Parks
    - 1) Policy Council Crossover Member (Sharon Burris) Report
    - 2) Enrollment/Attendance/Recruitment Update
    - 3) Focus Area One Review Update
    - 4) CACFP Review Update
    - 5) Health and Safety Screener
    - 6) Governance, Leadership, and Oversight Capacity Screener
    - 7) Early Head Start Expansion Grant
    - 8) Supplement to Increase Program Hours

9) COLA

VII. Board President - Dr. Gene Zinn

A. Human Resources Administrator Evaluation

B. 2019 Board of Health Meeting Schedule

VIII. Unfinished Business - none noted

IX. Next Meeting Date - Thursday, February 28, 2019

X. Adjournment