

**Proceedings of the Regular Meeting
Clark County Board of Health
September 8, 2008**

The Board of Health met in Regular Session at 6:35 p.m. in the Health Department building at Martinsville. President Yeley called the meeting to order and requested the secretary to call the roll. The secretary advised that Pam Sims will be calling roll and documenting minutes for this meeting. Sims called the roll. Present was Dr. Darlene Hildebrand, Dr. Amy James, Barbara Kannmacher, Lisa Lowery, Dr. Stephen Macke, Sean Medsker, Butch Yeley, and Sandi Ramsay. Greg Hosch and Ted Perillo were absent. The secretary declared a quorum present. Also attending was Cathy Hayden, CCHD Administrator, and Pam Sims, CCHD Business Manager.

Motion by Kannmacher and seconded by Dr. Hildebrand to “approve the minutes of July 21, 2008 Personnel and Regular meetings as presented.” The President called the question and on a voice vote all the members answered “aye.” The motion was declared passed.

Reviewed the Administrator’s report and heard updates from Hayden on the local restaurant that was given notice to stop operating due to health code violations. It is unclear if the restaurant continues to serve food and the board members offered suggestions on ways to handle. Hayden provided an update on the new signage at the Health Department entrance, and reported construction will begin within a couple of weeks. Hayden also reported to the board that a new refrigerator and freezer had been purchased for the Health Department’s vaccine. The freezer was a replacement of the original freezer that was destroyed during the security system installation. ADT has reimbursed the Health Department for the cost of the original freezer. The Health Department may be eligible for immunization grant money to pay towards the cost of the refrigerator.

The Staff Nurse Job Description recommendation from the Personnel Committee was entertained. Sandi Ramsay motioned that the updated Staff Nurse job description be adopted with the change to item #3e, page 2, that clarifies the passport is referring to a Health Care passport. She also motioned adoption of the reassignment of duties among nurses. The motion was seconded by Dr. James. The President put the question and on a voice vote all the members answered “aye.” The motion was passed.

August and September claims were reviewed by the Board. There was discussion about the items marked for Outreach, and questions concerning their use. Hayden provided information on the grant funds the Health Department receives specifically to perform Outreach activities, which includes providing the public with giveaway items, etc. The Board also discussed the expenses for the new sign and painting. Hayden provided information on the status of the new signage and also reported that most of the interior building with public access had recently been painted. A motion from Dr. Macke was made to approve the September claims. Dr. Amy James seconded the motion. The President put the question and on a voice vote all the members answered “aye.” The motion was declared passed and the September claims signed.

President Yeley moved the discussion to Unfinished Business. The first item discussed concerned the roof claim from CertainTeed. President Yeley reported that CertainTeed did find that we had defective shingles and has made a settlement proposal in the amount of \$1474. If the Board of Health accepts the settlement, the Health Department will no longer be eligible to be a part of the Class Action lawsuit. The Board agreed that it was best to take the settlement and forego the Class Action suit. Barbara Kannmacher made a motion to accept the settlement from CertainTeed. The motion was seconded by Dr. James. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

Hayden reported that Eskar's had been called concerning the leak in the basement and a follow-up call will be necessary.

Administrative policies were developed for Appropriation of Assets, Competitive Bid Requirements, Distribution of Free Merchandise, Contract/Lease Authority, Interest Earned on Grant Funds, and Restricted/Unallowable Grant Fund Uses. Additionally, an internal office policy was developed to provide guidelines for the dress code. The Board discussed each of the policies and made wording modifications to Policy #125 - Restricted/Unallowable Grant Fund Uses. Sandi Ramsay motioned that the administrative policies be adopted with the corrections to policy #125. The motion was seconded by Dr. Amy James. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

Administrator Hayden provided an update to the Lead subpoena. Hayden reported that most local health departments and Illinois Department of Public Health (IDPH) were served with a subpoena requesting lead screening documents dating back to 1995. These documents were to be submitted at the end of July 2008. The Illinois State Appellate Prosecutor's office filed a motion to Quash the subpoena on behalf of all local health departments and IDPH. The subpoena date was extended to August 15, 2008 and by agreement with defense counsel has been extended beyond August 15th to a future date to be determined.

The original FY2009 Budget was revised due to State grant cuts. There was a 4% reduction in the Family Case Management grant, a 6.5% cut in the Bioterrorism grant, and a 3% cut in the Tobacco grant. Hayden asked that the revised budget be approved for submission to the county board. Dr. Stephen Macke motioned that the revised budget be adopted. Barbara Kannmacher seconded the motion. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

Motion by Hildebrand and seconded by James to adjourn to Executive Session to discuss pending litigation under (5 ILCS 120/2c(11)). The President put the question and on a roll call vote each member answered "aye". The regular session was adjourned at 7:25 p.m.

The Regular Meeting was reconvened at 7:34 p.m.

The board moved to discussion on New Business. The board reviewed the updated Fee Schedule proposed by Hayden. Hayden was proposing a decrease in the Flu Immunization fee to \$25.00. The pneumonia immunization fee will remain at the Medicare reimbursement rate. Dr. Amy James made a motion to adopt the fee schedule. Dr. Stephen Macke seconded the motion. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

Sandi Ramsay reported from the Personnel Committee Meeting held just prior to the Regular Meeting. Ramsay motioned that the board adopt a 3% minimum increase across the board for all employees with 90+ days on the payroll. Dr. Darlene Hildebrand seconded the motion. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

The need for election of new officers was discussed by the board.

A motion was made by Dr. Amy James and seconded by Barbara Kannmacher, nominating Dr. Steven Macke for the position of President, replacing Butch Yeley. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

A motion was made by Dr. Steven Macke and seconded by Barbara Kannmacher, nominating Dr. Amy James for the position of Vice President, replacing Dr. Steven Macke. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

A motion was made by Barbara Kannmacher and seconded by Sean Medsker, nominating Dr. Darlene Hildebrand for the position of Secretary, replacing Sandi Ramsay. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed.

As the newly elected Board of Health President, Dr. Steven Macke assigned board members to various committees. The Service Committee members shall be: Barbara Kannmacher and Dr. Amy James. Sean Medsker will replace Sandi Ramsay on the Personnel Committee.

Former President, Butch Yeley, passed the official Board of Health "gavel" to the newly elected President, Dr. Steven Macke.

The Financial Statements were reviewed by the Board.

A motion to adjourn the Regular meeting was made by Dr. Amy James and seconded by Sean Medsker. The President put the question and on a voice vote all the members answered "aye." The motion was declared and passed. The Regular Meeting was adjourned at 8 p.m.