

**Proceedings of The Regular Meeting
Clark County Board of Health
January 10, 2005**

The CCBH met on Monday, January 10, 2005 at 6:30 p.m. in the Health Department building at Martinsville. Norman Yeley, President, called the meeting to order and requested the secretary call the roll. Attending were Dr. Sam Deahl, Greg Hosch, Dr. Steven Macke, Jim Niksch, Sandi Ramsay, and Norman Yeley. Ted Perillo and Dr. Sally Salmons were absent. The secretary declared a quorum present. Cathy Hayden, CCBH Administrator was present and Debbie Sowers from the Casey Reporter/Marshall Independent.

Motion by Deahl and second by Niksch "to approve the minutes of the November 8 meeting." The President put the question and all the members answered "aye." The motion was declared passed.

Ramsay reported on communication to Hayden for employee increases approved at the November Board meeting to be effective December 4, 2004.

Ramsay asked Hayden who had the Open Meeting notification responsibility for the newly formed Local Emergency Planning Committee, of which Hayden is Secretary. Hayden stated that the notification responsibility belonged to the State since the committee is not under the County or our Department. Hayden went on to say that she understands we have compliance responsibility for any committee formed by the Department

Yeley asked Hayden about the evening hours with the Department and heard that the office is now open three nights a week until 6 p.m. and plans are to expand evening hours to include two nights a month until 7 p.m. She also indicated that the new clerical employee, Sara Richardson, has a degree in communications and has been a valuable addition to the staff.

A recent article published in the Casey Reporter, authored by State Senator Rutherford, regarding health inspections for potluck dinners has generated several phone calls to the Department and Hayden indicated she prepared a Letter to the Editor to clarify the Department's position. Dr. Macke explained how the concern had come from a Chicago area incident involving a large fund raising event.

Deahl asked for an explanation of home visits, under the Family

Case Management Grant. Hayden explained it is an assessment to look at the environment, home safety and hazards. There is a visit done during a client's pregnancy and then again after the child is born. Ramsay asked about the diabetes screening and heard that it is a finger-stick, usually in conjunction with a cholesterol check.

Heard that there are approximately 40 flu shots left and the criteria has been lowered to age 50 from over 65 and individuals who are at risk medically.

The Personnel Committee reported on a 6:00 p.m. meeting to evaluate the Administrator. Ramsay reported for the committee and related that Hayden had received an excellent overall rating. They also noted that Hayden was a very valuable addition to the Department and are hopeful of a continued relationship.

Hayden reported that the annual report was complete and plans to present it to the County Board at their February meeting. Several questions were asked, one being a clarification of the term "Sewer Consultations."

The January claims list was presented for review and questions. Ramsay asked how the new copy machine was working out and Hayden said they are now storing the copy paper in closed containers to reduce the moisture that seems to effect the machines operation. Hosch asked for an update on the Tobacco Grant.

Motion by Hosch and second by Macke to "approve the January claims as presented and authorize payment of same." The President put the question and all the members answered "aye." The motion was declared passed and the claims list was signed.

Discussed a pickup truck donated to the Department two years ago. The truck was surplus equipment from Jack Ward, County Road Superintendent to be used for mosquito abatement across the County. Ward has requested payment for the truck. The Department has funded routine maintenance on the vehicle. Members discussed a decision, at the Department's inception, not to own vehicles. Hayden noted that she has begun to use the truck for in County travel to avoid mileage expenditures. Hayden was asked to gather more information on Ward's request.

Hayden reported that they are having regular staff meetings and she has been covering the Department's responsibility in the Bio-

Terrorism plan. The grant is \$35,621.00 and Hayden explained the areas to be covered under the grant and the training being given to our staff on procedures we are required to follow. Hayden provided an in-depth report on expenditures allowed under the grant and required grant reporting. This grant also pays for 25% of Hayden's salary.

Hosch asked about the lag time in Medicaid reimbursement and heard that the payments are currently running three months behind since the Department had just received a reimbursement. Macke stated that his office reimbursement is currently running six months in arrears.

A question was asked about the Department's policy on petty cash. Hayden reported that there was no formal policy to her knowledge and she was asked to develop an internal policy for the handling of expenditures and reimbursement of the fund, plus designate a responsible person.

Motion by Niksch and second by Hosch "to adjourn the meeting." The President put the question and all the members answered "aye." The meeting was adjourned at 7:35 p.m.