

**Proceedings of The Regular Meeting
Clark County Board of Health
January 8, 2007**

The CCBH met on Monday, January 8, at 6:35 p.m. in the Health Department building at Martinsville. Dr. Steven Macke, Vice-President, called the meeting to order and requested the secretary call the roll. Attending were Dr. Darlene Hildebrand, Greg Hosch, Barbara Kannmacher, Ted Perillo, and Sandi Ramsay. Dr. Davis and Norman Yeley were absent. The secretary declared a quorum present. Cathy Hayden, CCHD Administrator and Pam Sims, CCHD were present.

Motion by Perillo and second by Hildebrand to “approve the minutes of the November 13, 2006, meeting as with a correction of “vote voice,” to read “voice vote” in paragraph seven”. The Vice-President put the question and on a voice vote all the members answered “aye.” The motion was declared passed.

Cathy Hayden, Administrator gave her report for December and January. She informed the Board that she would be preparing her written report on a bi-monthly basis rather than monthly. Hayden reported that the County Clerk had requested and was given a statement of employee’s accrued benefit time. Heard the budget had been amended to reflect \$100,000.00 in building expenditures.

Hayden reported that the federal mileage reimbursement was now \$.485 effective January 1, 2007, an increase of \$.04 @ mile. These costs will affect the mosquito abatement costs. Hayden is contacting the cities for data to determine if spraying is justified for summer. She has ordered adulticide and was able to save \$1,500.00 over normal costs. Working with Pam Sims they are simplifying the Department’s accounting system. Pam has created several spreadsheet reports that have saved staff time and effort.

Ramsay reported on the Personnel Committee meeting held at 6:10 p.m., prior to the Board meeting. The Committee met for Hayden’s third annual evaluation. It was noted that Hayden had met all the Committee’s expectations and all members were pleased with her overall performance. No deficiencies were noted. Hayden commended the expertise and professionalism of the Department’s staff for the success of their programs.

The Financial Statement was presented and several expenditure and income items were discussed. Hayden stated that she and Pam were in the process of reconciling the Department’s monthly financial balances with the County Treasurer. It was noted that a reconciliation had been done on a monthly basis the first year the Department was organized. Hayden and Sims will contact the Treasurer and coordinate our expenditure and income lines with hers.

The December and January claims were presented for payment. Motion by Hosch and second by Perillo to accept the claims as presented.” Hayden presented all the invoices for December and January then Sims and Hayden answered questions on several expenditures. The Vice-President put the question and on a voice vote all the members

answered “aye.” The motion was declared passed.

Hayden reported on the flu vaccination program. Members heard that we currently have about 250 doses on hand and Hayden is considering a free clinic in January to deplete the balance.

Heard that all employee reviews had been completed and cross training of employee positions is underway. Pam is currently filling the WIC Clerk position one day a month to learn the position and assist the clerk.

Hayden was asked about the drive drainage project on the north side of the building and she said it was on hold until spring when the ground has settled.

Heard Sims and Hayden report on findings from a recent IRS compliance audit of the County. AFLAC insurance premiums had been withheld from employee checks but not reported as non-taxable income. Corrected W-2s will be issued by the County Clerk’s and the employees may file corrected 1040s. This only affected one CCHD employee. The second finding of interest related to taxing personal use of County provided cell phones. Any use outside of official County business constitutes a taxable fringe benefit. Hayden will research the County Clerk’s method to appropriately tax employees should we have a similar situation. The third issue that could impact the Department is not having the mosquito abatement truck properly identified as a County vehicle. Hayden will obtain magnetic signs that will be placed on the truck.

Motion by Perillo and second by Kannmacher “to adjourn.” The President put the question and on a voice vote all the members answered “aye.” The motion was declared passed and the meeting adjourned at 7:20 p.m.