

**Proceedings of The Regular Meeting
Clark County Board of Health
July 9, 2007**

The CCBH met on Monday, July 9, at 6:40 p.m. in the Health Department building at Martinsville. Norman Yeley, President, called the meeting to order and began by recognizing Dr. Amy James and Greg Hosch, approved as directors by the County Board, for three-year terms. Ted Perillo will continue as the County Board's representative director. Yeley then declared the directors as seated and asked the secretary to call the roll. Attending were Dr. Darlene Hildebrand, Greg Hosch, Dr. Amy James, Barbara Kannmacher, Norman Yeley and Sandi Ramsay. Dr. Macke and Ted Perillo were absent. The secretary declared a quorum present. Cathy Hayden, CCHD Administrator was also present.

Ms. Hayden was asked to conduct the election of the Board President. Greg Hosch nominated Butch Yeley, followed by a motion from Ramsay and second by Kannmacher to "close the nominations and declare Norman Yeley elected by acclamation." Ms. Hayden asked for a roll call vote. All the members voted "aye" except Yeley, who abstained. Hayden declared Yeley as elected and resumed the meeting.

Dr. Steve Macke was elected to serve as Vice-President after being nominated by Hosch and motion by Kannmacher, second by Hosch to "close the nominations and declare Dr. Macke elected by acclamation." The President put the question and all the members answered "aye."

Ramsay was elected to serve as Secretary after Kannmacher's nomination and a motion by Yeley, second by Hosch to "close the nominations and declare Sandi Ramsay elected by acclamation." The President put the question and all the members answered "aye," except Ramsay who abstained.

Yeley appointed committees to serve until June 30, 2008. The Finance Committee shall be James, Kannmacher and Perillo, Personnel Committee is Hildebrand, Hosch and Ramsay and the Service Committee members are Macke and Ramsay.

Yeley noted there had not been a quorum present on May 14 to convene the scheduled meeting. He presented minutes from previous meetings for approval. Motion by Kannmacher and second by Hosch to "approve the minutes of the March 12 Board meeting and the April 9 Finance Committee meeting as presented." The President put the question and all the members answered "aye." The motion was declared passed.

Cathy Hayden, Administrator gave her bi-monthly report and the results of a survey from Family Case Management clients. The survey gathered basic information on the clients and gave clients an opportunity to make comments, both positive and negative on the services they receive through the WIC and FCM programs. It was interesting to learn that 70% of the participants work or attend school, 22% of all clients are referred to

the Department by their physicians and 35% by friends. Every participant had only positive response to the helpfulness of our staff and all felt they were treated with respect. The few negative comments were singular and included not having veggies and fruits provided in place of juice, not offering baby food, driving to Martinsville is inconvenient, didn't need food counseling, too much paperwork to fill out and one didn't like the surveys.

Hayden gave an overview of the I-PLAN requirements for Dr. James and explained how the Department had developed the plan that was now ready to submit to the State. We contracted Rhonda Andrews to conduct the public meetings, identify the top three health priorities for our Department and write the report. Hayden expressed her satisfaction with Andrews' work.

The claims lists for April, May, June and July claims were presented for approval. Ramsay explained the process to pay the Department's bills in accordance with the State Statutes and meeting the requirements of the County Treasurer. James was told how and where the individual invoices and supporting documents are available for the directors to review and are brought to every meeting.

Hayden fielded the members' questions on various expenditures. Motion by Kannmacher and second by Ramsay to "approve the bills as presented." Hayden fielded members' questions on various expenditures. Explained expenditures to Rick Ellington who has been contracted to do the mosquito spraying. Kannmacher inquired if the Department had begun to print checks in-house for the Treasurer to sign. Hayden said the Treasurer's office would continue to print them until the County's supply of checks had been depleted. The President put the question and on a voice vote all the members answered "aye." The motion was declared passed and the claims list signed.

A policy for department cell phones has been developed and Hayden presented it for the Board's approval. The policy is required to meet IRS regulations. Motion by Ramsay and second by Hildebrand to "approve the cell phone use policy as presented." The President put the question and all the members answered "aye." The motion was declared passed.

Hayden presented a policy to regulate the Department's computers, regarding email and Internet access and use. The policy requires employee's to read, understand and sign-off agreeing to observe the policy, as they do with the personnel policies. Motion by Hosch and second by Kannmacher to "approve the computer use policy as presented." The President put the question and all the members answered "aye." The motion was declared passed.

Dr. James was given a history of the Mosquito Abatement program, how we contract with the communities to provide spraying and an update on this summer's program. Hayden has been pleased with Ellington's work, the way he communicates any problems to her and expressed concerns from a Marshall resident regarding the spraying. Noted that the Department would need to find storage over the winter months for two 55-

gallon drums of insecticide, anticipated to remain at the end of spraying. The location needs to be heated to prevent freezing. When the insecticide was ordered this spring Hayden used last years consumption figures and Casey reduced the number of applications. Members were asked if they knew of any location that would provide such storage and suggestions were made to look at a community or county building. Hayden expressed that the City of Martinsville had already declined her request.

Hayden updated the members on the revised FY08 budget that was presented to the County Board in July. Discussed when the tax statements would be mailed for property taxes, Hosch understands that they are anticipating August for the mailing. Yeley commented that Edgar County did not believe they would have theirs ready until September. He went on to say that we have a cash reserve to protect the Department in the event distributions are late. Ramsay informed James that the Health Department's funding from the County is only about 23% of our total budget.

Motion to "adjourn to Executive session to discuss pending litigation" made by Hosch and second by Kannmacher. The President requested a roll call vote and each member answered "aye." The motion was declared passed and the meeting closed at 7:35 p.m.

The regular meeting was reconvened at 7:42 p.m.

Yeley presented the I-PLAN report for approval. Motion by Ramsay and second by Hosch to "approve the I-PLAN report as presented." The President put the question and all the members answered "aye." The motion was declared passed and Yeley signed IPLAN submission letters, to the Illinois Department of Public Health.

Hayden presented a revised fee schedule for the members to consider increasing the cost of Adult TB testing from \$8.00 to \$12.00 and Water Well samples from \$15.00 to \$18.00. These increases are necessary to cover the Department's cost. Motion by Kannmacher and second by Hosch to "approve the Fees for Services as presented." Hayden answered several questions regarding the different fees and what they entailed. The President put the question and all the members answered "aye." The motion was declared passed and Hayden instructed to implement the new fee structure.

Hayden presented revisions to the Clark County Solid Waste Storage and Handling of Refuse and Nuisances Ordinance #99-5. There were many questions from the members and Hayden carefully explained how the ordinances are developed and that the Department only recommends changes to the ordinances. The Department is responsible for enforcing the ordinances, on behalf of the County Board, outside the corporate limits of each community. When we receive complaints inside a corporate limit we can investigate and write a report to the government unit but they are responsible for enforcing their own ordinances. Hayden said most complaints involve high weeds. Hayden has been working with the County Board and States Attorney on the revisions. She explained that all the County ordinances should be reviewed and updated on a regular basis.

Motion by Hildebrand and second by Kannmacher to “approve the revisions to the Clark County Solid Waste Storage and Handling of Refuse and Nuisances Ordinances.” The President put the question and all the members answered “aye.” The motion was declared passed and Hayden instructed to present the revised document to the County Board for their consideration and approval.

Hayden presented revisions and updates to the Organizational Capacity Assessment Plan, that is part of the I-PLAN report. She explained how the plan has addressed weaknesses of the Department that were in the original plan and identified areas to improve. Ramsay noted there were a few grammatical errors and redundant statements to clean up. Hayden and Ramsay will make corrections before the plan is submitted. It does not need the Board’s approval only their review.

Motion by Kannmacher and second by Hosch “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 8:05 p.m.