

**Proceedings of The Regular Meeting
Clark County Board of Health
March 12, 2007**

The CCBH met on Monday, March 12, 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. Darlene Hildebrand, Greg Hosch, Barbara Kannmacher, Ted Perillo, Norman Yeley and Sandi Ramsay. Dr. Davis was absent. The secretary declared a quorum present. Cathy Hayden, CCHD Administrator and Pam Sims, CCHD were present.

Motion by Perillo and second by Kannmacher to "approve the minutes of the January 8, 2007, meeting as presented." 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 bi-monthly report which included an update on work with the County's auditor to upgrade our accounting system. The new system is capable of printing our expense checks if this would ease the burden on the County Treasurer. Pam and Cathy have been working with the Treasurer to balance accounts on a monthly basis and suggested that we discontinue doing two separate accumulated fiscal year accountings. We currently do one using the State's fiscal year of July – June and one with the County's fiscal year of December – November. There was no objection to omitting a separate reporting for the State's fiscal year.

Hayden reported that they are doing inventory, working on the new employee handbook and rewriting staff job descriptions. There has been a cataloging of Department keys and a central location established for securing all keys. The Department is working with the computer consultant to standardize all the computers.

Heard that it is time to file a new Illinois Project for Local Assessment of Needs (IPLAN) with the State Public Health Department. The assessment is to be updated every five years by utilizing a committee of concerned citizens and health professionals to do a health needs assessment for the county and create a community health plan. Cathy asked if the Board wished to sub-contract this project as we had in the past.

Motion by Macke and second by Perillo "to authorize Hayden to request bids and employ a sub-contractor to facilitate the committee

meetings, prepare the State required IPLAN and submit the plan on our behalf." After further explanation of the requirement and discussion on the best use of Ms. Hayden's time, the President put the question. On a voice vote all the members answered "aye." The motion was declared passed.

Hayden read a resolution for a smoke free Illinois received from the American Lung Association, which was discussed at length.

Heard that Hayden was working on a computer use policy to address some of the concerns Board members have voiced in the past. She hopes to have the policy ready for consideration at the May meeting.

The Financial Statement was presented and Pam Sims and Cathy answered the Board's questions. Hayden said she and Pam have had a request from the Treasurer to present copies of the invoices for the Treasurer to review. There were several concerns expressed about increases workload and expense in this process

The February and March claims were presented for payment. Motion by Perillo and second by Hosch to accept the claims as presented." Hayden noted that all the invoices for February and March were in the center of the table. Hayden answered the member's questions on several expenditures. The President put the question and on a voice vote all the members answered "aye." The motion was declared passed.

Heard a final report on the flu vaccine program and Hayden inform the Board that cross training of the staff has gone well and all staff members now have back-up, including the nurse who does toe nails.

Hayden reported on the cell phone usage and she is waiting for the County Board to complete their policy. Perillo said the States Attorney, Dennis Simonton, is preparing such a policy and the preliminary review was either all income (value of the phone service) will be reported or employees will maintain their own personal service and bill the County for business calls. Cathy has scheduled four interviews to fill the part-time nurse position and still has two to complete.

Jim Roberts, of Westfield has been hired as the mosquito abatement applicator. Cathy said she had been contacted by Shelby Biggs, Superintendent of Utilities in Casey, to let her know a check is in process for the back billing due us and requesting that Casey be

sprayed on a monthly basis this year. Last year they had elected to have bi-monthly spraying. Cathy is preparing agreements for Marshall, Martinsville and Casey for the abatement program. Westfield will continue to fund their spraying.

Hayden informed the Board that Barb Reedy had undergone carpal tunnel surgery and is doing quite good. She reported a conversation with former Administrator, Mike Henry, and relayed that he is doing fine, as well.

Motion by Perillo 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 7:45 p.m.