

**Proceedings of The Regular Meeting
Clark County Board of Health
November 13, 2006**

The CCBH met on Monday, November 13, at 6:40 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, Sandi Ramsay, and Norman Yeley. Dr. Davis and Dr. Macke were absent. The secretary declared a quorum present. Cathy Hayden, CCBH Administrator was present.

Motion by Perillo and second by Yeley to "approve the minutes of the September 11, 2006, meetings as presented." The 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 October and November. She related that a question had been raised about giving flu vaccine to employees of Eastern Illinois University. It was determined that EIU employees are covered under the agreement with the State of Illinois and CCHD does provide flu vaccines to state employees.

Hayden reported approximately 500 flu vaccines have been administered, including 150 done through the drive-up clinic (which served approximately 300 last year). Only about one-half of the original flu vaccine order was delivered, the remainder was "lost." Hayden cancelled the order balance and borrowed enough from the Pharmacie Shoppe to supply the Health Department until a new supplier got a shipment to us. Hayden expressed her thanks for the Pharmacie Shoppe's assistance and noted that the borrowed vaccine had been replaced.

Heard that the pandemic flu clinic exercise was very good. Hayden reported that a full-scale drill was done. They used e-mail to get press releases approved by authorities, including Butch Yeley, Clark County police chiefs and the County Board President.

Hayden answered questions about items in her written report and noted that the cross training of clerical positions is going very well. Ramsay suggested contacting the original installer of the accounting software to look at any upgrades, etc. which will enhance our reporting. Ramsay will confer with the company for a pre-estimate, if

upgrades and training are available.

Motion by Perillo and second by Kannmacher to approve the October and November bills. There was discussion that followed and Hayden fielded questions on several items. The President put the question and on a vote voice (where Yeley abstained) all the members answered "aye." The motion was declared passed and the claims list signed.

Heard a report on the drive repaving progress. It has not yet been done and Jack Ward, County Road Department, has suggested that bringing in large rock and paving is not solve the drainage problem caused by the deep ruts from garbage trucks. Ward recommends installing a drainage system and estimated the cost of material at approximately \$3,000.00.

Motion by Perillo and second by Hosch "to authorize Cathy to proceed with Ward's fixing the drive drainage." Discussed the costs that would be incurred and Perillo noted that the County usually only charges for the actual materials used. The President put the question and on a voice vote all the members answered "aye." The motion was declared passed.

Hayden reported that annual employee reviews would be scheduled soon. She chose to wait until the flu clinics were done. One of the nurse's has requested a reduction of work hours to 30 per week; Cathy would like to grant the request but would need to cover the hours with a part-time nurse. There was discussion about hiring a full-time nurse since Hayden continues to cover the vacant Director of Nursing position. Hayden will continue to cover the position and does not feel a full-time position could be properly utilized, unless the caseload continues to increase.

Motion by Perillo and second by Hildebrand to "authorize Hayden to hire a part-time nurse." After further discussion, Hayden felt that a nurse for three days a week or 22 1/2 hours would be all the Department would require. The President called the question and on a voice vote all the members answered "aye." The motion was declared passed.

It was noted that Hayden's annual evaluation would at a Personnel Committee meeting, prior to the regular board meeting, on January 8th. Perillo was asked about the annual increases being approved for other County employees. He reported that elected office holders will

receive 5% of their base and all other employees will be given 3% across-the-board. Discussion followed on the level of increases for Health Department employees. Hayden reported that 3% had been factored into the new budget for increases and presented some figures for review. She then asked to be excused from the salary discussion, at which time she left the meeting.

Motion by Kannmacher and second by Hosch to "authorize a 3% salary increase for all eligible Health Department hourly employees and a 5% salary increase for the Administrator. All increases to be effective December 1, 2006." Discussion was continued on the budgeted amount and the increases resulting from the different percentages. It was also noted that "eligible" meant all employees who have been employed a minimum of 90 days as of December 1, according to the definition in the Personnel Policies. The President called the question and on a roll call vote all the members answered "aye." The motion was declared passed and Ramsay asked to notify the County Clerk's office of the action.

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 7:32 p.m.