

**Proceedings of The Regular Meeting
Clark County Board of Health
November 14, 2005**

The CCBH met on Monday, November 14, 2005, 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 Darlene Hildebrand, Barbara Kannmacher, Dr. Steven Macke, Sandi Ramsay, and Norman Yeley. Dr. David Davis, Greg Hosch and Ted Perillo were not present. The secretary declared a quorum present. Cathy Hayden, CCBH Administrator and Richard Clapp, Indiana University student and intern were also present.

Motion by Kannmacher and second by Macke to "approve the September 12 minutes as presented." The President put the question and on a voice vote all the members answered "aye." The motion was declared passed.

Reviewed the Administrator's reports for October and November. Hayden presented the annual budget for 2005 income and expenditures and discussed the budget for 2006. A question was presented on the payment of insurance premiums when an employee is on unpaid leave. The Personnel Policies define the responsibility for the employee's share to be paid by the employee during periods of approved leave without pay. Discussed, at length, what was acceptable payment for an employee who is currently on extended maternity leave and did not fully understand her obligations for payment of her health insurance. It was decided that she be allowed to pay half of the premiums owed and arrange for the remainder to be deducted from her pay when she returns to work which Hayden anticipates to be the first of January.

Hayden reported that a grant is available for diabetes case management WIC clients. There is \$5,000.00 available for assistance referral, not direct services. If the program is successful there could be as much as \$10,000.00 available next fiscal year.

Administrative Policy #112, National Incident Management System (NIMS) was presented for consideration. This policy is necessary to assure receipt of future funding for costs expended during and after a declared national emergency or disaster and for training and preparation for such disasters or emergencies. Hayden explained that a policy is required for all agencies to accept the policies and procedures associated with NIMS in order to be reimbursed for

services.

Hayden also presented Administrative Policy #111*, Donation Request Policy to address entities soliciting the Health Department for contributions. This policy defines CCHD as an entity supported by tax dollars and disallows charitable contributions to other agencies.

Motion by Kannmacher and second by Macke to "adopt proposed policies #112 and #113 as official Administrative Policies of the Clark County Health Department." The President put the question and all the members answered "aye." The motion was declared passed and Hayden instructed to implement the policies as written.

The October and November 2005 claims lists were presented for discussion and approval. Hayden fielded the members questions after a motion by Macke and second by Kannmacher to approve the October claims list as adjusted and November list as presented.". The President put the questions and all the members answered "aye." The motion was declared passed and the November claims list signed.

Heard an update on the flu vaccination program and the status of the IDPH grant for dental services. Hayden reported that the Tri-County Dental committee is making a wish list for equipment to be purchased and will be doing school screenings and an evaluation for sealants. Board member Darlene Hildebrand serves on the Oral Health Assessment Committee.

Hayden reported that intern Richard Clapp assisted with the drive-up flu clinic, visited the Clark County jail with Jane and will participate in a table top disaster discussion to be held November 15.

Discussed annual increases, the status of the budget to support same and heard Hayden report a conversation with the County Clerk's office to determine how increases would be handled for other County employees. Carrie Downey told Hayden that each department head was to fund their own department's increases.

Motion by Ramsay and second by Kannmacher to "authorize a 3% salary increase for all eligible Health Department employees, to be effective December 1, 2005." After continuing discussion of the budget and the amount that had been anticipated for annual increases the President put the question. On a roll call vote each member answered "aye." The motion was declared passed. Ramsay was instructed to provide the Administrator with a letter to support the motion and

Hayden was requested to coordinate the increases with the County Clerk's office.

Hayden reported that a Christmas dinner was being planned for December 15 at Richards Farm Restaurant for the employees, with the Board members as guests. It was noted that this is the first time the Department has funded a dinner, in the past the Board members contributed personally for employee Christmas dinners and they would support Hayden's suggestion.

Yeley appointed Darlene Hildebrand to the Personnel Committee to replace Dr. Sam Deahl and told the group the Administrator's evaluation had not been done. There was not a quorum to hold the Personnel Committee meeting scheduled for 6:00 p.m. this evening. It will be rescheduled for 6:00 p.m. on January 9, 2006.

Motion by Hildebrand 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 7:55 p.m.

*Corrected from 113 to 111 at January 9, 2006, meeting.