

**Proceedings of The Regular Meeting  
Clark County Board of Health  
November 8, 2004**

The CCBH met on Monday, November 8, 2004, 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 Greg Hosch, Dr. Steven Macke, Jim Nicksch, Ted Perillo, Sandi Ramsay, Dr. Sally Salmons and Norman Yeley. Dr. Sam Deahl was absent. The secretary declared a quorum present. Cathy Hayden, CCBH Administrator was present.

The minutes of the September 13 regular and executive sessions were presented and discussed. Ramsay pointed out that the motion to reduce Barbara Reedy's salary needed to reflect the effective date of the change. Hayden verified that it had been September 16, 2004. Motion by Nicksch and second by Perillo "to approve the minutes of the September 13 meetings as corrected." The President put the question and all the members answered "aye." The motion was declared passed.

As part of the officer's reports Yeley told the Board that the EEOC complaint file had been closed by the State.

Hayden discussed the Administrator's report for October/November and noted that the Medical Disaster walk through had been a success. There were over sixty applicants for the part-time clerical position and an offer has been made to one of the candidates. Heard that the annual employee evaluations are being completed and Hayden is pleased with the level of staff inter-relations.

The October and November claims lists were presented for review and questions.

Motion by Hosch and second by Perillo to "approve the October and November claims as presented and authorize payment of same." The President put the question and all the members answered "aye." The motion was declared passed and the claims list was signed.

The Personnel Committee reported on a 6:00 p.m. meeting to address position downgrading and upgrading. It was the consensus of the members that the Committee recommend the verbiage in (e) be changed to encompass the downgrading and/or upgrading of employee's by the following revisions:

In the second sentence that reads "The Administrator will evaluate these recommendations and, as needed, establish a salary level for hiring purposes." Revise the sentence to add , upgrading or downgrading after "hiring" and before "purposes."

The sentence would then read, "The Administrator will evaluate these recommendations and, as needed, establish a salary level for hiring, upgrading or downgrading purposes."

In the last sentence that reads "Within the first six months after the job is filled, an accurate job description will be prepared by the supervisor concerned and reevaluated by the Administrator to ensure that the tentative salary level is appropriate." Revise the sentence to delete "the job" and replace with "a new position".

The sentence would then read, "Within the first six months after a new position is filled, an accurate job description will be prepared by the supervisor concerned and reevaluated by the Administrator to ensure that the tentative salary level is appropriate."

Motion by Perillo and second by Macke to "approve the proposed revisions to 06.03 (e) as presented by the Personnel Committee." The President put the question and all the members answered "aye." The motion was declared passed and Ramsay instructed to revise the Personnel Policies to reflect the approved changes.

Hayden updated the Board on receiving half of our flu vaccine order and the schedule of clinics to provide Clark County residents with flu immunization. She will continue to monitor the availability of serum and attempt to secure the remainder of our original order. Priorities have been established to provide flu vaccines to persons over 65 and individuals who are at risk medically. Perillo reported that out of 1,200 doses he had ordered through his pharmacy only 110 had been received.

Hayden also reported on the Department's involvement with an arthritis program to educate the staff so they may help educate our communities about this serious health problem and provide referral resources. There is no funding associated with this public service.

Funding is available to do an oral health assessment in Clark County and a committee is being formed to meet soon. A representative from the IDPH will attend the first meeting of the committee. Hayden reported that Greg Hosch will be replaced by

LeRoy Ingrum and Marge Jackson to represent West Union. Dick Wheeler and Jerry Hackett will represent Westfield on the committee. Hayden plans to use this same committee to evaluate the Tobacco grant services and reported that we had received \$10,000.00 of that grant's funding. She is planning a tobacco cessation clinic for early 2005.

Discussion was initiated by the Personnel Committee to address salary increases for the fiscal year beginning on December 1. Several options were addressed and it was noted that 1) a flat hourly amount given each employee may eventually create internal inequities, by compressing the salary ranges and 2) the Board had budgeted a 3% across-the-board increase for 2005.

Motion by Perillo and second by Macke to "authorize a 3% salary increase for all eligible Health Department employees to be effective December 1, 2004." After continuing discussion the President put the question and on a roll call vote each member answered "aye." The motion was declared passed and Hayden was asked to notify the Treasurer's Office.

Hayden asked for discussion on a Christmas party with the CCHD staff. Some suggestions included contacting the other County offices to be included with the all County party, a carry-in luncheon at the Department or scheduling a dinner to be held in a local restaurant. Yeley asked Hayden to consult with the staff and decide what they wished to do.

Motion by Perillo and second by Hosch "to adjourn the meeting." The President put the question and all the members answered "aye". The motion was declared passed and the meeting adjourned at 7:30 p.m.