

## Board of Health Meeting Minutes

The regular meeting of the Fulton County Board of Health was held on Tuesday, October 20, 2015, at 7:00 PM at 700 East Oak Street, Canton.

Members present were Barry Beck, Karla Leffler, Dr. Stinauer, Judy Brown, Dr. Phillips and Nancy Schell. Vickie Hoke and Dr. Gowda were absent.

Staff attending were Damon Roberson, Theresa Bankert, Katie Lynn, Louise Hiatt, Robin Henry, Amy Rose and Jo Campbell.

Dr. Phillips called the meeting to order at 7:00 PM asking if anyone had any corrections or additions to the minutes of the August meeting. There were none. Nancy Schell motioned to approve the minutes of the August 18, 2015 meeting with Barry Beck seconding the motion. All ayes, motion passed.

Damon Roberson gave the financial report for the month of August. There were no questions. He then gave the September report. He explained we have been receiving funds for WIC, WIC Breastfeeding and IBCCP grants. Nancy Schell motioned to approve the financial reports with Barry Beck seconding the motion. All ayes, motion passed, reports placed on file.

New Business- Isolation and Quarantine Plan was discussed. This was brought by the Ebola outbreak. Damon told the board this would the State's Attorney would be the one to tell us to use this. Students from WIU wrote this plan for us. They are currently working on another plan for emergency preparedness. Judy Brown motioned to table this until the November meeting with Nancy Schell seconding the motion.

Contingency Plan- Damon reported to the board the senior staff is still meeting on a weekly basis to go over where we are at this time. We are putting off purchases that can wait. We have some changes in employment, Theresa Bankert last day will be on Friday, Robin Henry's last day will be on November 20, 2015, the TB nurse also retired, and a nurse who is a Programs Manager going part time the first of November. Louise will be taking Theresa's spot and we will not be replacing Louise. We have done some restructuring in the administration office. Amy will be doing the business part of Robin's job. We will not be replacing our FTEs. The Board of the Grant Keime Trust are going to increase our funding to hire another part time nurse for the Cuba Sub-office. Damon believes within the next couple of months our expenditures will exceed our revenues. We are still actively pursuing a plan that we can implement if things do not straighten out. There is a board meeting in November, no meeting in December and we will schedule one for January. If there is no progress with a budget by the January meeting Damon we will have a course of action at that meeting.

Theresa reported that we will be advertising for a part time TB nurse, a part time nurse has been hired for the Cuba Sub-office. The annual WIC and Family Case Management will be in November. There was a 3 year audit for IBCCP today. We have been doing flu clinics.

Katie reported the staff was happy Spoon River Drive was over for another year. The total number of permits was down this year. There were 146 temporary permits with 26 registrations only. The staff have been doing their second round of inspections for the high risk facilities. Katie also

reported the IDPH lab will no longer testing for nitrates as of January 1, 2016. We are going to need to find another lab to contract with.

Robin reported the month of September has been slow in the dental clinic. The dentist who is normally here on Fridays has not been here for 6 weeks. We had Head Start scheduled to be here one day and they did not show up. Our full time dentist and hygienist both attended a 3 day conference in Bloomington. We had a part time office person resign because they did not want full time employment, a one of the dental assistants who has been working part time is now full time working both in the office and assisting.

Damon reported our computer network main server will need to be replaced soon as it is going to be out of warranty. Thad Chaney our tech person for the County and for the Health Department has found a replacement at a cost of \$6,136. The County will be purchasing 3, they will keep one and we will be buying the other one. Damon explained there was no threshold in the By-Laws for approved spending except for capital expenditures of \$10,000. Damon thinks we should have an amount for expenditures be approved by the board. We brought in bids for the new phone system when it was purchased, it was significantly more money. Nancy Schell ask what amount Damon felt should be approved. If \$5,000 would be an amount to consider. The budget is approved by the Board which would approve expenditures within that amount. Barry Beck motioned to approve purchasing the new server with Judy Brown seconding the motion. All ayes, motion passed. It was decided to put in the By-Laws that any purchase over \$5,000 to have board approval prior to the purchase.

Damon also explained to the board the revised I-PLAN was passed out tonight. This will also be on the November agenda as it is not due until April of 2016. This is the document that we prepared and submitted initial draft, there were corrections to be made and they suggested we request an extension. Katie submitted the changes to the intern. Those changes have been approved.

We got a report today that Logan County is now going to shut down every Friday afternoon. Damon doesn't know how many employees they have or how much that will save them. Damon hasn't heard of any other health department shutting down.

President's Report- Dr. Phillips told the group it's time for Damon's evaluation. He ask for volunteers for the committee. The committee members will be Nancy Schell, Barry Beck, and Judy Brown. The committee will meet ½ hour prior to the November meeting.

Nancy Schell motioned to adjourn the meeting with Barry Beck seconding the motion.

Respectfully submitted,

  
R. U. Gowda, MD, Secretary

Recorded by,

  
Jo Campbell