

## Board of Health Meeting Minutes

The regular meeting of the Board of Health was held on Tuesday, November 18, 2014 at 700 East Oak Street, Canton.

Members present were Barry Beck, Nancy Schell, Sue Hoke, Judy Brown and Dr. Ben Phillips. Member Dr. Gowda was absent. Staff attending were Damon Roberson, Katie Lynn, Robin Henry, Theresa Bankert and Jo Campbell.

President Phillips called the meeting to order at 7:02 PM asking members if they had any corrections or additions to the minutes or a motion to approve. Hoke motioned to approve with Beck seconding the motion. All ayes, motion passed.

Damon gave the financial report for the month of October. He mentioned the energy assistance expenditures are usually high this time of year. He also noted receiving \$15,000 from real estate taxes which is almost 100% of what was levied. No questions, Schell motioned to approve the financial report with Beck seconding the motion. All ayes, motion passed and report placed on file.

Election of officers- Schell nominated Dr. Phillips for President. There were no other nominations for President. Schell moved to close the nominations for President, Hoke seconded the motion. All ayes, motion passed. Hoke nominated Schell for Vice President. Beck motioned nominations be closed. Dr. Phillips nominated Dr. Gowda for Secretary. Schell motioned that nominations be closed. All ayes, motion passed.

Personnel Policies- We sent our policies to the attorney for review, 8 weeks ago. The changes are as follows, name change for insurance contact at the County. The deletion of the words Class I and Class II and referencing Risk Management Policy instead. Under sick leave Grandparents are being added and clarifications for IMRF with Tier 1 and Tier 2 employees to comply with the new rules. A sentence stating this section is subject to change, any new IMRF rules and regulations will supersede. A breastfeeding policy was added along with Drug and Alcohol Use/Abuse Policy which was written by our attorneys. We requested a resolution be passed along with the policies to cover the smoke free campus for the tenants and visitors of this building. A motion was made to pass the policies upon receipt from the attorney if there are no other changes suggested by Hoke and seconded by Beck. Roll call vote with members Brown, Schell, Beck, Hoke and Phillips voting yes. Motion passed.

A motion to pass the resolution for a smoke free campus as read by Schell and seconded by Brown. All ayes, motion passed.

The 2015 meeting dates were approved as presented, those dates are February 17, April 21, June 16, August 18, October 20 and November 17. A motion to approve those dates was made by Brown and seconded by Schell. All ayes, motion passed.

Dr. Phillips shared a resignation letter from Myrlene Swinger with the board. Mrs. Swinger has been on the board since June of 1979. She will be missed. Damon will be contacting someone to replace her.

Old Business- None

Theresa reported receiving our flu vaccine and we have given about the same number as last year. We will be holding our last clinic tomorrow. Theresa has been working on The Grant Keime budget. It runs on a calendar year. They are currently at their max of clients for their programs. We will be having a family planning audit next week.

Katie reported the septic and well evaluations have dropped with the colder weather. The 2015 food renewals will be sent out soon. Katie recently wrote a bed bug policy for our agency. We did have a situation in our building recently where it was believed the bed bug was carried into the office by a worker on some paperwork. We called our pest control company to identify the bug and appropriate action was taken.

Robin reported that several adult clients have completed their treatment plans. We have been offering a free cleaning to those whom complete their plans and plan to continue this incentive as long as we can get funds to cover the service. Some of the clients need scaling prior to their cleanings. Some of these will require 5 visits at \$90.00 per visit. We will be seeking assistance to provide this service.

Damon update the board on the new phone system progress. We obtained 3 bids and with our insurance we believe the cost to us will only be \$5,000. There will be a meeting on Wednesday with the installer. We anticipate the new system being installed the second week in December.

A motion to go into executive session was made by Hoke and seconded by Schell at 7:45 PM. A motion to return to regular session was made by Hoke and Seconded by Schell at 7:50 PM.

A motion to keep the executive session minutes closed was made by Hoke and seconded by Brown. All ayes, motion passed.

Schell motioned to renew Damon's contract as written with a 2% increase, Beck seconded the motion. Roll call vote with members Schell, Beck, Hoke, Phillips and Brown voting yes. Motion passed.

Schell motioned to adjourn the meeting at 7:55 PM, with Brown seconding the motion.

Respectfully submitted,



R.U. Gowda, MD, Secretary

Recorded by,



Jo Campbell