

**Ford County Board of Health Meeting  
Gibson Area Hospital and Health Services Board Room  
December 16, 2014 at 6:00 PM**

The Ford County Public Health Department Board of Health met at the Gibson Area Hospital and Health Services board room on December 16, 2014. The meeting was called to order at 6:04 PM by President, Mike Short. Those members present were Randy Berger, Dr. Katherine Austman, Tina Biggs, Dr. Mark Spangler, Laurelyn Cropek, and Mike Short. Dr. Kevin Brucker and Valerie Cox were absent. Lana Sample, Administrator, and Page Marcott, recording secretary, were also present.

**Approve payment of current bills.**

Randy Berger made the motion to approve payment of current bills. Laurelyn Cropek seconded the motion. Motion carried unanimously.

**Approval of previous minutes**

Dr. Katherine Austman made the motion to approve the previous meeting minutes. Dr. Spangler seconded the motion. Motion carried unanimously.

**Administrators Report**

*MCH Report*

WIC caseload is down 11 clients. They are at 262 for the month which is 85% of caseload. FCM is up 2 clients and are at 98 which is 62% of caseload. Kristin is still working with the State to try and straighten out the reports on Cornerstone. The staff is doing a lot of outreach and they are working on getting a Gibson location open.

*Agency Update*

The health department has started getting payments in from ECIAAA. Trying to make a time to get them to come to the office to go over the reports and budgets to make sure everyone knows exactly what is to be done.

*Senior Services programs:*

There are 7 Caregiver clients. Marcia has had 3 new APS cases which gave her a caseload of 10 for November. Cayla attended Phase I APS training. CCU caseload was down for the month to 60. There were 9 pre-screens done in November.

*Community Health*

Susan served 31 clients in Kempton. 14 VFC vaccines, 14 lead and 22 flu were given. Susan did 433 vision and 562 hearing screenings.

*Environmental*

Nancy did 22 food inspections. Nancy's application is in the review process so she can get her test scheduled. The application was on back log, but Lana and Nancy are making sure to call regularly to get a status of the application.

**Finance Report**

Dr. Katherine Austman made the motion to approve the budget report. Dr. Spangler seconded the motion. Motion carried unanimously.

**Policy and Procedure Update**

The policy and procedure committee made changes to a few policies and are still working on the remaining policies. Randy Berger made the motion to approve the policies presented. Laurelyn Cropek seconded the motion. Motion carried unanimously.

**Home Kitchen Ordinance**

Lana presented information to the board about the Home Kitchen Ordinance. The states recommends not passing an ordinance. Discussion was made about the wording of the ordinance, so Lana is going to look into it more and find out more details on whether or not we need to pass an ordinance. The discussion was tabled until next board meeting.

**Food Sanitation Ordinance Food Inspection Notice Placards**

Lana presented to the board the food permit/placard for 2015. She informed the board that on the bottom of the permit the wording would state "Inspected on \_\_\_\_\_" instead of "Expires On." A board member suggested looking into an official seal so there isn't any issues with tampering of the permit. Another suggestion was to add, punishable by law for tampering with permit, to the ordinance. Dr. Katherine Austman made the motion to make the necessary changes and present at the next board meeting. Randy Berger seconded the motion. Motion carried unanimously.

**Grant Project Manager**

The grant Sheila is writing needs a grant manager. It was decided Laurelyn Cropek would be the best fit for this title. Dr. Katherine Austman made the motion to appoint Laurelyn Cropek as grant project manager. Randy Berger seconded the motion. Motion carried unanimously.

**Other**

ECIAAA has finished the FY 14 closeout. There will be some payback for FIPHD.

**Adjourn**

Laurelyn Cropek made the motion to adjourn the meeting at 7:00 p.m. Tina Biggs seconded the motion. Motion carried unanimously.

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Dr. Mark Spangler, Secretary

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Date