

**Ford County Board of Health Meeting
Gibson Area Hospital and Health Services Board Room
July 21, 2020 at 6:00 PM**

The Ford County Public Health Department Board of Health met via virtual GoToMeeting on July 21, 2020. The meeting was called to order at 6:02pm by President, Mike Short. Those members present were Laurelyn Cropek, Suzie Shell, Mike Short, Robert Lindgren and Dr. Mark Spangler. Those absent were Dr. Austman and Dr. Brucker. Lana Sample, Administrator and Page Eads were also present.

Approve payment of current bills.

Laurelyn Cropek made the motion to approve payment of current bills. Dr. Mark Spangler seconded the motion. Motion carried unanimously.

Approval of previous minutes

Previous meeting minutes were approved as written.

Finance Report

Dr. Spangler made the motion to approve the finance report. Suzie Shell seconded the motion. Motion carried unanimously.

Administrator's Report

FY '21 budgets are in the process of being written. There are a few significant changes due to COVID-19 and receiving grants to help assist.

Administrator has been working with a few county departments heads to complete the County Employee Handbook. Just a few more items to be reviewed and then will be submitted to the County Personnel Committee.

Agency has had a few programs reviews since last board meeting.

Well/septic review went good with no issues. Food review has been done but no information back from state yet.

APS review went well.

Community Care program is complete, and a corrective action plan is being completed. Administrator is putting into place policies for these plans.

DHS Admin audit completed. Corrective action plan being completed.

In office/work from home schedule updated frequently. Staff has done a good job throughout this situation.

Administrator presented FY '21 SIS and Caregiver budget to the board. Board reviewed the proposed budget with no changes needing to be made.

Agency has been awarded a Contact Tracing grant and that is currently being worked on for submission.

Lana is assisting County with a corrective action plan on the Audit findings that has been submitted to GATA.

New Business

By-Laws

Suzie Shell made the motion to approve the By Laws as presented with the two corrections. Dr. Mark Spangler seconded the motion. Motion carried unanimously.

Policy and Procedure

Laurelyn Cropek made the motion to approve the following policies as written; Auto Use, Background Check, Cash Receipts, Credit Card Use, Depreciation, Personal Recruitment Selection and Retention, Property, Public Participation, Record Retention and Destruction, Severe Weather Plan, Petty Cash and Cash Disbursement. Dr. Spangler seconded the motion. Motion carried unanimously.

Account Authorization

Mike Short made the motion to authorize the Administrator and Financial to be authorized signers for the Tuberculosis Account. Dr. Spangler seconded the motion. Motion carried unanimously.

Annual Report

Laurelyn Cropek made the motion to approve the Annual Report as presented. Dr. Spangler seconded the motion. Motion carried unanimously.

Board Replacement

Marcia Peznowski has resigned a Board of Health member. Mike Short made the motion to appoint Suzie Shell as the new Vice President to replace Marcia's seat. Laurelyn Cropek seconded the motion. Motion carried unanimously.

Board asked to suggest possible replacements to next board meeting.

Other

A medical student with Dr. Brewer participated in the meeting.

Adjourn

Laurelyn Cropek made the motion to adjourn the meeting at 6:46 pm. Suzie Shell seconded the motion. Motion carried unanimously.

Dr. Mark Spangler, Secretary

Date

DRAFT