

**Ford County Board of Health Meeting  
Gibson Area Hospital and Health Services Board Room  
September 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 September 16, 2014. The meeting was called to order at 6:03 PM by President, Mike Short. Those members present were Dr. Katherine Austman, Randy Berger, Valerie Cox, Laurelyn Cropek, Dr. Kevin Brucker, Tina Biggs and Mike Short. Lana Sample, Administrator, and Page Marcott, recording secretary, were also present.

**Approve payment of current bills.**

Dr. Katherine Austman made the motion to approve the bills. Laurelyn Cropek seconded the motion. Motion carried unanimously.

**Approval of previous minutes**

Dr. Katherine Austman made the motion to approve the minutes. Laurelyn Cropek seconded the motion. Motion carried unanimously.

**Administrators Report**

*MCH Report*

WIC caseload was up to 241 which is an increase from July numbers. FCM caseload remained the same but the staff is doing outreach for the program.

*Agency Update*

The Caregiver program had 10 contacts in August and APS had one new case. There were 31 VFC immunizations given, 10 TB skin test and 20 lead screenings. Nancy completed 23 food inspections, 2 well inspections and 1 septic inspection. The Associate Sanitarian started September 8<sup>th</sup>. She is doing great in her position so far. The Health Department received their Medicaid approval, so Brandi has been busy billing. Medicare and Health Alliance applications have been submitted. Lana informed the board that FCPHD would be joining the IPHA for 2015. She explained to the board the benefits of becoming members, such as discounts on trainings and seminars. Lana also told the board that we would be getting a contract with UPP Technology. UPP Technology will get FCPHD credentialed and contracted with all the insurance companies in Illinois which will allow for the health department to bill these insurance companies for services provided by the health department. Ford County Board passed our updated Ordinance as well as the IPHMAS agreement. There was a time crunch on both of these documents therefore they were presented to the County Board for approval before the Board of Health approval in order to get them active before October. There was discussion about the terms in the food policy about what organizations should have to pay the permit fees and who was exempt. After much conversation Dr. Austman suggested that Lana look at the definitions of the exempt verse nonexempt organizations to clarify what we are charging is correct.

Valerie Cox explained to the board about a conversation that she had with Mr. John Shure. He stated to her that since she is now the administrator of the Church's Food Pantry that she can't sit on the Board of Health because it is a conflict of interest. Mike Short contacted Ford County State's Attorney asking for clarification on the legality of this happening. He responded to Mr. Short stating that as long as the board of health members were aware of her position at the Food Pantry then there is no conflict of interest. He suggested that if there was any type of voting or conversation about the Food Panty that Ms. Cox detain from voting, otherwise she is legally able to serve both positions.

### **Finance Report**

Dr. Katherine Austman made the motion to approve the budget as presented. Tina Biggs seconded the motion. Motion carried unanimously.

*\*Dr. Mark Spangler arrived at 6:34 PM*

### **Policy and Procedure Update**

Randy Berger informed the board that the committee has met and gone through a few policies. They are planning to meet again in the next week or two. Mr. Berger asked the board how they would like for the updated policies to be presented to the board. Board agreed they would like to see the old policy with a red line through the changes with the changes written to the side and for any additions to be highlighted.

### **Approval of BoardPaq**

Randy Berger made the motion to approve the purchase of BoardPaq. Dr. Brucker seconded the motion. Motion carried unanimously.

### **Grant Writing Contract**

Board discussed contract with Sheila Lawson. Stated she would be contracted to write up to four grants. There was conversation on whether the payment would be from FCPHD or the Ford County Board. Mr. Short spoke with Ms. Lawson earlier in the week about the benefits of applying for the grant and Ms. Lawson expressed her opinion stating she thinks this is of extreme interest to her and definitely feels as if Ford County meets the guidelines. Dr. Katherine Austman made the motion to approve the contract. Randy Berger seconded the motion. Motion carried unanimously.

### **Adjourn**

Randy Berger made the motion to adjourn at 7:02 p.m. Laurelyn Cropek seconded the motion. Motion carried unanimously.

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Dr. Mark Spangler, Secretary

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Date