

**Ford County Board of Health Meeting
Gibson Area Hospital and Health Services East Board Room**

July 15, 2014 6:00 PM

The Ford County Public Health Department Board of Health met at the Gibson Area Hospital and Health Services board room on July 15, 2014. The meeting was called to order at 6:03 PM by President Ford County Board of Health, Mike Short. Those members in attendance were Laurelyn Cropek, Dr. Mark Spangler, Mike Short, Dr. Katherine Austman, Randy Berger and Kevin Brucker. Valerie Cox and Tina Biggs were absent.

Approval of Current Bills

Randy Berger stated the health department would pay all bills pertaining to Ford County Public Health Department. The original plan was for Ford County to pay all administrative bills, but the Finance Committee has decided for the Health Department to pay all bills to keep things more organized and to keep a better control of the budget. Ford County Board has paid several bills for software and equipment purchases to MCS for the start-up network for the new health department. Dr. Spangler made the motion to approve payment of current bills. Dr. Brucker seconded. Motion carried unanimously.

Approval of minutes

Laurelyn Cropek made the motion to approve the minutes for the June 17, 2014 board of health meeting. Dr. Spangler seconded. Motion carried unanimously.

Administrator's Report

WIC Report

The staff is doing great. There was a hiccup at the start of the first week with internet service being down but everything is up and going.

Open House

Open House will be from 2-6 PM on August 1, 2014. The board members are invited to come. There will be tours of the facility throughout the evening. Each department will have their program brochures to hand out and any additional information about their program. Dr. Austman would like to see the health department do more advertising rather than have an open house. She stated that there are several community members who don't know the health department is open and there needs to be staff going through to physician's offices etc. to inform. Randy Berger suggested contacting Patty from the Gibson City Courier and inviting her, possibly have her put something in the paper.

Budget

Working on a budget for the upcoming year and she will present it to the finance committee next week. This is a work in process and will be completed very soon.

Program updates

Senior Services

There have been 5 abuse reports in the last few weeks. Currently have about 64 clients in the community care program. The staff is trying to get the clientele up to around 70.

Environmental

The environmental department inspection sheets and plaques were presented to the board. They would like to see the letter grade be larger. Lana will inform Nancy about the changes.

Finance Report

A preliminary report was given to the board members on the assets and liabilities for the health department. The first disbursement from FIPHD will be on July 31st.

Old Business

Policy and Procedure

Randy handed out the policies with the P & P committee. They are going to go through policies in small sections and present them to the board as they go over them.

Website Development

Lana sent an email to board members with a template of the website. The website is a work in progress and there are still some changes that need to be made. Mike sent an email to Bernie with a few changes to the site.

Accounting Software

The health department has decided to go with Quickbooks online for the accounting software. Page and Ed are working to get all the budget numbers loaded into the program. The employees will use ADP online to track their time in each program and each month we will pull reports from ADP to bill the grants for the time in those programs. It is very user friendly and will be very beneficial to have for employee tracking.

By-Laws

Laurelyn Cropek suggested to remove Article V, Section 4. Board decided Section 4 needs to be deleted. Dr. Austman made the motion to approve the by-laws with the deletion of Article V, section 4 and changing Article II, section 1. To state "The officers to the Board of Health shall be a President, a President-Elect and Secretary and shall be elected annually by the Board of Health. The roll of treasurer shall be assumed by the Public Health Administrator." Dr. Spangler seconded. Motion carried unanimously

Resolution Authorizing Online Banking

Dr. Austman motioned to approve the online banking resolution. Dr. Spangler seconded. Motion carried unanimously.

Closed Session

Motion to go into closed session made by Randy Berger. Kevin Brucker seconded. Motion carried unanimously. Closed session began at 7:12 p.m.

Motion to exist closed by Randy Berger. Seconded by Dr. Brucker. Motion carried at 7:58 p.m.

Action taken after closed session

There was no action taken. The Board gave Administrator Lana Sample direction on contract with Steve Williams and hiring process for the open environmental position.

Adjournment

Motion to adjourn made by Randy Berger. Seconded by Kevin Brucker. Motion carried unanimously. Meeting adjourned at 8:02 p.m

Dr. Mark Spangler, Secretary

Date