

**Ford County Board of Health Meeting**  
**Gibson Area Hospital and Health Services Education Room**  
**July 19, 2022, at 6:00 PM**

The Ford County Public Health Department Board of Health met in the Gibson Area Hospital Health Services Education Room on July 19, 2022. The meeting was called to order at 6:00pm by Ford County Board of Health President, Mike Short. Those members present were Suzie Shell, Mike Short, Dr. Kevin Brucker, Robert Lindgren, Dr. Austman, Laurelyn Cropek and Dr. Mark Spangler. Lana Sample, Administrator and Morgan Behrens, Financial Coordinator were also present. Not present was Debbie Smith.

**Approve payment of current bills.**

Spangler made the motion to approve payment of current bills. Austman seconded the motion. Motion carried unanimously.

**Approval of previous minutes**

Minutes reviewed and no changes made. Minutes for April 19, 2022, stand approved as presented.

**Finance Report**

Shell made the motion to approve the finance report. Lindgren seconded the motion. Motion carried unanimously.

**Visitors**

None

**Administrator's Report**

Sample informed the Board that the Senior Service Specialist position is still open, and that Page Eads has submitted her resignation. Eads has agreed to stay on PRN for a short period of time to help with the transition of duties.

Sample also discussed with the Board the need to have monthly staff meetings and closing the office for approximately one hour during that time. The Board agreed that this was a reasonable action, and that Sample should attempt to have a PRN staff person cover during the time of the staff meeting. The Board suggested that the regularly scheduled meeting day/time be posted to informed residents of the regular closure.

Sample presented the FY23 SIS and Caregiver budget for review. No changes will be made.

**Old Business**

***Health Department Building***

Sample informed the Board that the construction of the State St building is moving along, and that flooring is being delivered this week. Sample also stated that the contractor stated that the building needs a new roof, but Sample has not done anything further with the information/quote.

**New Business**

***Policies and Procedures***

Austman made a motion to approve the Hybrid Work Policy, Hybrid Work Agreement Form and the In-Office Work Schedules and Attendance with the following changes to the later policy: A. 5<sup>th</sup> line should read—The lunch period should not be used for compensatory time or as a substitute for tardiness. and adding Exempt and Non-Exempt defined as the Ford County Handbook. Cropek seconded the motion. Motion carried unanimously.

***FY22 Budget***

Austman made the motion to approve the revised FY22 Budget as presented. Brucker seconded the motion. Motion carried unanimously.

***FY23 Budget***

Sample made the FY23 Budget available for review in its tentative state.

**Other**

None

**Adjourn**

Cropek made the motion to adjourn the meeting at 6:32 pm. Austman seconded the motion. Motion carried unanimously.

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Dr. Mark Spangler, Secretary

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Date

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