

**Ford County Board of Health Meeting
Gibson Area Hospital and Health Services Board Room
October 21, 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 October 21, 2014. The meeting was called to order at 6:01 PM by President, Mike Short. Those members present were Randy Berger, Dr. Kevin Brucker, Valerie Cox, Laurelyn Cropek, and Mike Short. Lana Sample, Administrator, and Brandi Williams, substitute recording secretary, were also present.

Approve payment of current bills.

Randy Berger made the motion to approve the presented bills in addition to corrections to check number 1111 issued to Lee Enterprises for a Tobacco Ad and check number 1117 issued to Lana Sample for motel reimbursement. Valerie Cox seconded the motion. Motion carried unanimously.

Approval of previous minutes

Dr. Kevin Brucker made the motion to approve the minutes. Valerie Cox seconded the motion. Motion carried unanimously.

Administrators Report

MCH Report

WIC caseload was up to 266 which is an increase from August numbers. FCM caseload had a slight increase and is now at 104.

Agency Update

The Caregiver program had 12 contacts in September and APS had one new case. There were 93 Flu shots given, 1 Pneumonia shots given, 10 VFC immunizations given, 4 TB skin test, 1 pregnancy test, 1 paternity test, 6 STD cases, 4 CD investigations and 28 lead screenings.

Nancy completed 28 food inspections, 1 well inspection and 3 septic inspections.

Lana Sample informed the board that work is being done to get up to date information on the agency website.

Medicare application is still in processing stage.

Medicaid is being billed and has paid on a submitted billing.

Policies and Procedures continue to be reviewed and created.

Christy Wallace and Diane Tavenner assessed the Ford County emergency stockpile.

There are approximately 5 different items on stock (Tamiflu-Expired, Relenza-Expired, N95 Respirator Masks, Other masks).

Finance Report

Mike Short addressed Steve Williams' contract. His hours were over in August and under in September, but may be over again in October due to his work with Sheila

Lawson. Randy Berger made the motion to approve the finance report as presented. Laurelyn Cropek seconded the motion. Motion carried unanimously.

Policy and Procedure Update

Randy Berger informed the board that the committee is reviewing policies for updates. Changes will be identified for BOH review. Mr. Berger also suggests that a Whistleblower policy be created.

Credit Card Authorization

Randy Berger made the motion to approve a company credit card. Dr. Kevin Brucker seconded the motion. Motion carried unanimously.

Credit Card Policy

Randy Berger recommended removing the following in bullet point 1: “and will authorize which staff may also have an office credit card issued to them”. Randy Berger made a motion to approve the credit card policy with removal of above sentence. Dr. Kevin Brucker seconded the motion. Motion carried unanimously.

Medical Director Salary

Lana Sample informed the board members that the Medical Director Salary cannot exceed \$2000 per contract and \$4000 per fiscal year. Dr. Kevin Brucker recommended discussing payment options with Dr. Austman.

Memorandum of Understanding

Laurelyn Cropek made the motion to join the East Central Illinois Rural Health Care Consortium MOU. Valerie Cox seconded the motion. Motion carried unanimously.

Adjourn

Randy Berger made the motion to adjourn at 6:50 p.m. Dr. Kevin Brucker seconded the motion. Motion carried unanimously.

Dr. Mark Spangler, Secretary

Date