

**Ford County Board of Health Meeting
Gibson Area Hospital and Health Services Board Room
January 15, 2019 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 January 15, 2019. The meeting was called to order at 6:02pm by President, Mike Short. Those members present were Dr. Austman, Suzie Shell, Laurelyn Cropek, Dr. Brucker, Dr. Spangler and Mike Short. Marcia Peznowski was absent. Lana Sample, Administrator, was also present.

Approve payment of current bills.

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

Approval of previous minutes

Dr. Austman made the motion to approve previous meeting minutes. Suzie Shell seconded the motion. Motion carried unanimously.

Administrator's Report

Sample reported that on January 1, 2019, Ford County officially began using the 2017 Food Code and new inspection report form. FCPHD was planning on utilizing USA Food Safety; however, IDPH ran into an issue with the company allowing new agencies to sign onto the program. IDPH provided very late notification that this was approved to allow FCPHD to add onto IDPH's account, but it will not happen until May or June. FCPHD is currently using paper forms for inspections.

Sample informed the Board that just before Christmas, FCPHD experienced a catastrophic server failure. MCS attempted to recover information but were unsuccessful. The drives are currently with a company in California, \$300 Data Recovery. Discussion held on the impacts of this failure and mitigation strategies going forward to avoid another failure and loss of data.

Finance Report

Dr. Spangler made the motion to approve the finance report. Laurelyn Cropek seconded the motion. Motion carried unanimously.

New Business

Bank Accounts

The Administrator presented documents from The Frederick Community Bank to update account information. After discussion, the Board recommended that the Administrator work with the Bank to ensure completion is done according to the initial set-up of the accounts.

Fee Schedule

An updated fee schedule was presented and discussed. Dr. Austman made the motion to approve the environmental health fee schedule with the addition of Non-Alcoholic Beverages and Ice Only for \$50.

Laurelyn Cropek seconded. Motion carried unanimously.

Discussion was held on the immunization fee schedule. Several questions were presented, and clarifications requested. The fee schedule will be updated and re-presented at the next meeting. Dr. Austman made the motion to continue using the current fee schedule until a new one is approved in April. Dr. Spangler seconded. Motion carried 5-1.

Appointment of Vice President

Discussion held. Dr. Spangler made the motion to nominate Marcia Peznowski for Vice President. Dr. Austman seconded the motion. Motion carried unanimously.

Adjourn

Laurelyn Cropek made the motion to adjourn the meeting at 7:10 pm. Dr. Spangler seconded the motion. Motion carried unanimously.

Dr. Mark Spangler, Secretary

Date