

# HANCOCK COUNTY HEALTH DEPARTMENT

## Meeting Minutes

Thursday October 25, 2018

### Opening:

The regular meeting of the Hancock County Health Department was called to order at 5:30 pm on Thursday, Oct 25, in Carthage II. by President, Nancy Krekel

### Present:

Karen Andrews  
Andy Bastert  
Karen Beeler

Nancy Krekel  
Mark Strobe  
Denise Yuskis

### Absent:

Monica Crim  
Edward Owen  
Dale Quimby

Dilbert Kreps  
L. Joe Smith

### Others Present:

Amy McCallister, Administrator, Tasha Speers, Director of Finance

### Approval of Minutes:

Board Minutes for the July 2018 meeting were read and a motion to approve the minutes was made by M. Strobe with a second by K. Beeler. Motion was carried.

### Public Comment: None

### Fiscal and Administration Reports:

Amy reported that there are possibly 2 new Public Health interns coming in January out of WIU with the possibility of a third.

Also, one Emergency Management Intern is on bard to be shared with Jack Curfman (ESDA) and Memorial Hospital.

At this time, there are 3 staff members out on FMLA leaving the department shorthanded.

Amy is doing septic tank, real estate and geo thermal inspections, with assistance from other employees and MCDH.

Tasha presented the financial reports.

A suggestion was made to email the Administrative and Financial reports to the Board Members in advance of the meetings for review.

Andy Bastert suggested streamlining the reports to get them presented to the board in an updated, accurate and timely manner.

A motion to accept the Administrative and Fiscal report was made by M. Strobe with a second from k. Andrews. The motion was carried.

### **Unfinished Business:**

The new 2019 Holiday schedule was presented and approved with a motion from M. Strobe and a second from A. Bastert.

### **New Business:**

1. A review of Travel Reimbursement Forms was conducted. A motion to approve was made by M. Strobe with a second by K. Andrews. Motion was carried.
2. A motion to keep the 2019 Board of Health Meeting Days on the 4<sup>th</sup> Thursday of January, April, July and October, was made by K. Andrews with a second by A. Bastert. The motion was carried.
3. 2019 Officer Elections was discussed and a motion was made by A. Bastert to keep the same officers. K. Andrews seconded the motion. The motion was carried.
4. The IPLAN/Community Health Needs Assessment Review was discussed and a motion to accept the Review was made M. Strobe and seconded by K. Andrews. The motion was carried.
5. The Home Health Annual Reported was reviewed and discussed by the Board members. A motion to accept the reports was made by M. Strobe with a second by K. Andrews. The motion carried.
6. The Board of Health Committees were reviewed, and after a discussion of changing the committees, a motion was made by A. Bastert to keep them as they are for the present. M. Strobe seconded the motion. The motion was carried.
7. The Administrator's Contract was reviewed. After a discussion a motion to accept the contract was made by A. Bastert and seconded by M. Strobe. The motion was carried.
8. The closed Meeting Minutes from the July meeting were reviewed. A motion to accept the minutes was made by A. Bastert with a second from M. Strobe. The motion was carried.
9. Employee Handbook changes were discussed.
  - a. More detailed receipts for food purchases
  - b. Salaried individuals are opposed to comp time. It was suggested to increase hours and do away with comp time altogether for salaried employees. A decision was made to use the next three months to review the comp time issues with employees.A motion was made by M. Strobe to move to Executive Session. Motion was seconded by K. Andrews. The motion was carried.

Nancy Krekel 2-28-19  
Nancy Krekel, President      Date