

Hancock County Health Department

Meeting Minutes

Thursday, October 26, 2017

Opening

The regular meeting of the Hancock County Health Department was called to order at 5:30pm on Thursday, October 26, in Carthage II. by Nancy Krekel.

Present:

Karen Andrews	Andy Bastert
Karen Beeler	Nancy Krekel
Jan Fleming	
Dale Quimby	
Mark A. Strobe	Denise Yuskis

Absent:

Monica Crimm	Edward Owen
L. Joe Smith	

Others Present: Amy McCallister, Administrator and Tasha Speers, Director of Finance

Approval of Minutes:

Board Minutes for the July, 2017 meeting were read. A motion to approve the minutes was made by M. Strobe with K. Andrews seconding. Motion was carried.

Fiscal and Administration Report:

Amy reported on Vendor Warrant payments for Grants.

Tasha reported that for the first time in a long spell there were no aged payables on the books and the HCHD was in the black.

The motion was made by M. Strobe and seconded by K. Andrews to accept the reports. Motion carried.

Unfinished Business:

After reviewing the report from A. McCallister on how other Counties handled the holiday scheduling and pay, a discussion concerning schedule and pay was opened up. A motion was made by A. Bastert to pay employees on the 6 Major Holidays when they land on a Friday, Saturday or Sunday. The other holidays would not be paid if they land on a Friday since employees already have the day off. The motion was seconded by M. Strobe. Motion carried.

New Business:

a. 2018 BOH Meeting Dates

2018 Board of Health meeting dates were suggested to continue quarterly on the 4^t Thursday of the month at 5:30pm. Dates being: January25, April26, July 26 and October25. A motion to accept these dates was made by M. Strope and seconded by A. Bastert. Motion carried.

b. 2018 BOH Officer Election

A motion was made by A. Bastert to have all officers keep their present positions. A second was made by M. Strope. Motion carried.

c. Four Day Work Week Starting November 26, 2017

A motion was made to accept the 4-day work week by M. Strope and seconded by A. Bastert. Motion carried.

d. 2017 Fourth Quarter Employee Vacation Award

Currently, vacation is awarded quarterly based on 7.5 hours for staff. A. Mc Callister asked that we increase the employee's vacation award for the different levels in the handbook so that when they are having to take 8.5 hours of vacation instead of 7.5 hours in December that will help to equal out the awards for that month. A. Bastert made a motion to approve with a second by K. Andrews. Motion carried.

e. Employee Handbook Updates

Updates for Employee handbooks were reviewed. A motion to accept updates was made by M. Strope with a second by A. Bastert. Motion carried.

f. Amy's Hours for 2017-2018

The Board discussed what Amy's hours should be and a motion was made by K. Andrews to accept a 40hour work week. There was a second by M. Strope. Motion carried.

g. BOH By-Laws

Amy discussed the meeting of the By-Laws Committee on Oct.23, 2017. The committee decided to move public comments to the beginning of the meeting agenda and add public comment guidelines stating that comments are limited to 3 minutes per individual and 5 for a representative. Amy has the right to silence a speaker who goes beyond that time.

h. Travel Reimbursements

Reviewed and a motion to accept was made by M. Strobe and seconded by D. Quimby. Motion carried.

i. Closed Meeting Minutes Review

Minutes were reviewed and a motion to accept was made by M. Strobe and seconded by K. Andrews. Motion carried.

Review of Closed Session Minutes: None

Adjournment:

M. Strobe made a motion to adjourn at 6:35 p.m. with a second by K. Andrews. Motion carried.

Next Scheduled Meeting: January 25, 2018 at 5:30 pm.

Nancy Krekel
Nancy Krekel, Board of Health President

1-25-18