

**HANCOCK COUNTY HEALTH DEPARTMENT
BOARD MEETING MINUTES
OCTOBER 17, 2013
6:00 pm**

Board Members Present: Deb Althide Jeanne Schell
 Karen Andrews L. Joe Smith, MD
 Andy Bastert Denise Yuskis
 Nancy Krekel Mark Strobe, MD
 Edward Owen

Board Members Absent: Dale Quimby, DDS

Others Present: Amy McCallister, Administrator
 Maureen Crawford, Grants Administrator
 Mokihana Jensen, Financial Director
 Shannon McElroy, Home Health Business Director
 Becky Roskamp, Home Health Administrative Assistant

Board President Ed Owen called the meeting to order at 6:00pm.

Board Minutes: Board minutes from the September 19, 2013, meeting were read. A correction on page #2 was made from CAN to C.N.A. A motion to approve the minutes was made by J. Schell with K. Andrews seconding. Motion carried.

Financial Report: Mokihana Jensen presented the financial report to the Board showing current revenues of \$812,631.93 and expenses of \$545,703.60 for a net income of \$266,928.33 for the period of June 1 through today (Oct. 17). Mokihana also told the Board that by the next board meeting she will be done making all entries into the Peachtree Program used for finances. This will simplify getting reports for any department within the Health Department and also making the annual audit much simpler and cheaper in the long run. A motion to approve the financial report was made by D. Yuskis with M. Strobe seconding. Motion carried.

Administrative Report: Administrator Amy McCallister gave the administrator report.

Updates: The Federal government reopened and will remain open until January 15 and the debt ceiling/Treasury borrowing until February 7, 2014.

IAPHA Meeting Updates: WIC went to one month issuance as of Wednesday of this week but returns to three month issuance tomorrow.

Staff Updates: Jessica Croy is on maternity leave until December 31, 2013.

Amy McCallister attended a portion of the department director's meeting at Memorial Hospital on October 15, 2013. Maureen Crawford, Ada Blair, and Amy met and discussed their community health needs assessment and our IPLAN. Currently our IPLAN must be submitted every 5 years, and the hospital's assessment must be submitted every 3 years. Our IPLAN is due on September 2, 2014. They discussed

working together on the two assessments so they can be done at one time with involvement from the community. A meeting to discuss the details of this process will happen within two weeks. After the meeting, a press release will be sent out to invite participants to join in the process.

Carolyn Hansen who is the billing/coder will be leaving October 28, 2013. This position will be advertised immediately.

Prior to leaving McDonough County, Amy was asked to be part of the planning committee for the Integrated Public Health and Preparedness Summit at the IPHA 's 73rd Annual Meeting. Amy will be working on the Information Track of this conference. The planning committee consists of individuals from IDPH, other local health departments, and other organizations. The entire committee will meet once a month, which can be done either face-to-face or via a conference call. The conference is July 8-10, 2014.

IPC Grant: Amy and Maureen met with individuals from the 9th Judicial District in Macomb yesterday to begin discussions to see if it is possible to enroll incarcerated individuals. Research needs to be done on both sides about how and when to enroll these individuals.

Amy is through with all of the training for the IPC grant. Only one person has called that would like assistance with signing up through the Marketplace. Amy will be in contact with the individual and will meet with her in the next week. A motion to approve the administrator's report was made by K. Andrews with J. Schell seconding. Motion carried.

Old Business:

OMA & FOIA: Amy has not been able to locate the certificates that were completed last year for this on-line class. Board members can go back on-line and use the same password they had set up when they took this class and print off another copy. It is thought that only one class needs to be completed for each term of a board member. This will be looked into further.

New Business:

Bank Account Signatures: A motion to have Amy McCallister, Ed Owen, Andy Bastert, and Karen Gronewold's signatures on the bank account signature card was made by M. Strope with a second by D. Yuskis. Motion carried.

Flu Shots for County Employees: Flu shots have always been given without charge to County Employees. Each flu shot costs \$11.00 and there are 66 county employees. Most of these employees have health insurance, so it was decided to change the policy of not charging for flu shots and to bill insurances for them. A motion to bill insurances for the flu shots for County Employees was made by D. Yuskis with M. Strope seconding. Roll call was held: 8 Yea; 0 Nay; 1 Absent. Motion carried.

Board of Health Meeting Dates: Board meeting dates will be posted for the remainder of the year, with those dates being November 21 and December 19, 2013. The next year's board meetings will take place on the 3rd Thursday of each month, with the dates being posted at the appropriate times. In January and April the Advisory

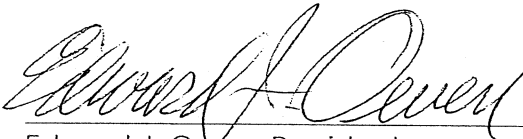
Committee for Home Health will meet prior to the regular scheduled board meetings. A motion was made by A. Bastert and seconded by D. Yuskis to post the dates of November 21 and December 19, 2013, as the dates of board meetings for the remainder of the year. Motion carried.

Closed Session: A motion to enter executive session at 7:05pm was made by N. Krekel with a second by M. Strobe. Motion carried.

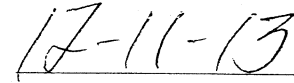
A motion to exit executive session at 7:30pm was made by J. Schell with M. Strobe seconding. Motion carried.

The motion to adjourn at 7:35pm was made by D. Althide with a second by M. Strobe. Motion carried.

The next Health Department Board Meeting will be held **November 21, 2013, at 5:30 pm.**



Edward J. Owen, President



Date