

**BOARD OF HEALTH MINUTES
HANCOCK COUNTY HEALTH DEPARTMENT
May 10, 2012
5:30 p.m.**

Board Members Present: Edward J. Owen L. Joe Smith, MD
 Deb Althide Andy Bastert
 Dale C. Quimby, DDS Denise Yuskis
 Stanley L. Tucker, Atty

Board Members Absent: Esther Sellars Nancy Krekel
 Thomas J. Scheetz

Others Present: Teresa Beeler, Administrator
 Karen Gronewold, Administrative Assistant
 Shannon McElroy, Finance Director
 Jeany Siegfried, Accounting Clerk

The Board Meeting was called to order at 5:32 p.m. by E. Owen, Board President.

Minutes & Reports: The minutes of the February 9, 2012, Board Meeting were approved by all members present. S. Tucker made the motion for approval; D. Althide seconded; motion carried. D. Yuskis made the motion for approval of the Administrator’s report and Finance report; A. Bastert seconded; motion carried.

Finance: The Auditors have not finalized the Audit at this time. It will most likely be June or July. It seems the Health Department Audit is bigger than they had first thought. A Board meeting will be scheduled for the Audit presentation. Tom Arnold, our current Auditor, has suggested using Jeff McPherson, who is the County Auditor, in the future. Pros and cons were discussed, one being saving money. Audits and fiscal years were discussed, as the HCHD fiscal year is different from the County’s fiscal year.

Peachtree Software: T. Beeler reported that data has been transferred to Peachtree with minimal difficulty, and payroll has gone well. The Board is aware of the County’s request for centralized payroll to be done by the County Treasurer. S. McElroy explained the mechanics of doing payroll. S. Tucker made the motion to defer the County’s request until we are further ‘enlightened’; A. Bastert seconded; motion carried.

Board Appointments: At this time, it has been recommended to make a new appointment to our Board at the time that term is scheduled to expire. This would mean we would have one opening at the end of our current fiscal year. E. Owen read the letter of resignation effective May 7, 2012, from Esther Sellars stating health reasons. This was accepted with regret and appreciation for her loyalty of twelve years.

Vital Record Fees: The HCHD has been notified of a fee increase of \$2.00 per death certificate to be paid to the State of Illinois effective July 1, 2012. At this time, we charge \$10.00 for the first certified copy and \$4.00 for each additional certified copy. S. Tucker made the motion to

increase our charge by \$2.00 effective July 1, 2012, making it \$12.00 for the first certified copy and \$6.00 for each additional certified copy; A. Bastert seconded; motion carried.

Cell Phone Policy: The Board received the draft copy of the Cell Phone Policy in their mail packet and was agreeable as to how it was written. S. Tucker made the motion for approval of the policy; A. Bastert seconded; motion carried.

Dallas City Clinic: T. Beeler gave an update of the Dallas City Clinic. Dr. Rahman is moving from this area, and phone calls at the Clinic have increased regarding services. In addition, she informed the Board of the Physician Assistant, who is at the Clinic 2 days/week, waiting for a possible new placement, and the Nurse Practitioner resigning and taking a new position in Quincy (which is where she lives). These staff changes will affect the Dallas City Clinic and our Wellness Clinic here at the Health Department.

Executive Session: At 6:35 p.m., E. Owen requested Executive Session for the purpose of discussing personnel issues and Hospice. D. Althide made the motion to enter Executive Session; A. Bastert seconded; motion carried.

Adjournment: At 7:15 p.m., S. Tucker made the motion to adjourn Executive Session and return to Regular Session; D. Quimby seconded; motion carried.

Executive Session Follow-up: J. Smith abstained from participating in the following motions due to conflict of interest. D. Quimby made the motion to give T. Beeler the authority to collaborate with Blessing Hospital regarding Hospice; D. Yuskis seconded; motion carried. A. Bastert made the motion to close the Hancock County Health Department Medical Clinic within a reasonable time frame; D. Quimby seconded; motion carried. A 30-Day Notice of the Nurse Practitioner leaving will be issued to clients. Dr. Eddingfield will continue in his present position.

**NEXT BOARD MEETING:
To Be Determined**

Adjournment: There being no further business, J. Smith made the motion to adjourn at 7:45 p.m.; D. Althide seconded; motion carried.

Edward J. Owen, President

Date