

Hancock County Health Department

Meeting Minutes

Thursday, January 25, 2018

Opening

The regular meeting of the Hancock County Health Department was called to order at 5:32 pm on Thursday, January 25, 2018, in Carthage II. by Nancy Kregel.

Present:

Karen Andrews

Karen Beeler

Andy Bastert

Nancy Kregel

Edward Owen

Dale C Quimby

Jan Fleming

Monica Crim

Mark. A Strope

Denise Yuskis

Absent: L. Joe Smith

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

Approval of Minutes:

Board Minutes for the October 2017 meeting were read and a motion to approve the minutes was made by M. Strope with a second by K. Andrews. Motion was carried.

Public Comment: None

Fiscal and Administration Report-Hancock County Health Department

A. McCallister reported that 2 staff members were on FMLA leaving the department shorthanded. Some staff members stepped up to fill the void left by the absent employees. She also reported on the Community Health Needs Assessment. Memorial Hospital is doing their CHNA so the Health Department will be partnering with them to complete our IPLAN at this time.

A. McCallister also reported that she is attempting to complete the application process for all 5 of the managed care organizations.

The four-day work week is going well with the exception of a complaint that 3.5 hours are not enough time to get things done. It was suggested that they will evaluate how productively the employees are using the time allotted.

A. McCallister also reported that some of the staff members are unhappy with 11 holidays instead of 13.

A. McCallister would like to look into trainings for directors and staff.

T. Speer reported that the Health department was still not getting all of the State payments for the IBCCP grants, but all other grants have been paid.

The Fiscal reports were reviewed and discussed.

A motion was made by M. Strobe to approve the Fiscal and Administrative reports with a second from K. Andrews. Motion was carried.

Unfinished Business:

The BOH By- Laws were reviewed and discussed. A motion was made by M. Strobe to accept the By-Laws with a second by D. Yuskis. Motion carried.

New Business:

Employee Handbook Updates:

A. McCallister reviewed updates to the Employee Handbook, which included changing FMLA Leave to "up to 12 weeks" during a 12 month period and removing the phrase "birth of baby".

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

Travel Reimbursements

The reimbursements for January were reviewed and accepted by a role call. The upcoming reimbursements were reviewed and accepted with a role call vote. It was also noted that mileage payments had increased from \$0.535 to \$0.545 per mile.

2017 Annual Report

The Annual Report for 2017 was reviewed and discussed by Board Members. A motion to approve was made by M. Strobe and seconded by K. Andrews. Motion carried.

Home Health

The new Conditions of Participation were reviewed and discussed. It was suggested that members of the board meet to see if conditions are up to standard and then bring those to the full board. M. Strobe that we accept this plan and M. Crim seconded it. The motion passed.

Policies and Procedures were reviewed and accepted with a motion from M Strobe and a second from K. Andrews. Motion carried.

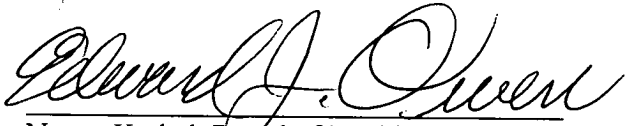
Closed Session:

At 6:21 pm, a motion was made by M. Strobe to enter into Closed Session, with a second by K. Andrews. Motion carried. At 6:57 the board left Closed Session.

Adjournment:

A motion to adjourn the meeting at 6:58 pm was made by M. Strobe and seconded by K. Andrews. Motion carried.

Next Scheduled Meeting: April 26, 2018 at 5:30 pm.

A handwritten signature in cursive script, appearing to read "Nancy J. Krekel".

Nancy Krekel, Board of Health President