

Hancock County Health Department

Meeting Minutes

Thursday, December 17, 2015

Opening

The regular meeting of the Hancock County Health Department was called to order at 5:33 pm on Thursday, DEC.19, in Carthage II by Nancy Krekel, Board President.

Present:

Karen Andrews	Dale Quimby
Andy Bastert	Jeanne Schell
Karen Beeler	Mark A. Strope
Monica Crim	Denise A Yuskis
Nancy Krekel	

Absent:

Edward J. Owen	L. Joe Smith
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Others Present: Amy McCallister, Administrator and Tasha Speer, Director of Finance

Approval of Minutes:

Board Minutes for the Thursday, November 19, meeting were read. After a correction, changing J. Schell to M. Crim as the board member who seconded the motion to enter into executive session at the Nov. meeting, a motion to approve the minutes was made by M. Strope with M. Crim seconding. Motion was carried.

Reports:

Fiscal Report:

-We have received \$4745.00 for the 2016 food permits. We are waiting for over another \$4,000.00 from additional food permits.

-2014-2015 recap-This budget doesn't take into consideration all of our grants. We did list the amount that the WIC grant went over. However, we still haven't received money for the LHPG, Prostate grant, or the Tobacco Grant. As you can see each department was in the black as a whole for the department but the line items were over and under.

Administrator's Report:

-I completed my annual Open Meetings Act Training on December 8, 2015.

-The county's audit is currently schedule for January of 2016. We are gathering information for the auditors.

-We have received the Ticket For The Cure Grant again. The timeframe of the grant has changed to calendar year instead of the state's fiscal year. The total amount for the grant is \$30,000. Out of the \$30,000 we will be using over \$22,000 on personnel costs.

-FDA \$3,000- AFDO (Association of Food and Drug Officials) and FDA (Food and Drug Administration) worked jointly to offer grant funding to encourage health departments to further their work on compliance with the Voluntary National Retail Food Regulatory Program Standards.

There are 9 standards. We are in compliance with Standard 3.

The applications recently submitted and granted were 1) \$3000 to pay for staff time to develop a Policies/Procedures/Quality Assurance Manual and for printing an inspection form that will indicate whether an establishment is IN or OUT of compliance for each risk factor included in an inspection. This manual will help to provide consistency when more than one person completes inspections, and will be useful to any new hires or (qualified) individuals providing coverage in the event of extended absence of a staff member, and 2) \$1618 to cover costs of sending Food Safety program staff (Jessica Croy and Melita Finney) to the Illinois Food Safety Symposium in Bloomington in mid-September (3 days, 2 nights); as well as the cost of sending LEHP Jeff Bennett to the FDA Regional Retail Food Protection Seminar in Milwaukee Aug 31-Sept 2.

The \$3000 should finance all work required to prepare HCHD for a Verification Audit for Standard 4, Uniform Inspection Program. The \$1618 will finance training that will benefit the program as a whole, and will help meet the extensive requirements of Standard 2, Trained Regulatory Staff.

-Tasha and I went to the Bond County Health Department on Tuesday and met with one of their Home Health Billers. Bond County uses Allscripts as well. We both feel that the trip was beneficial and we have some items to think about before tackling the AR for Home Health. Also, we need access to a couple of systems before we can proceed.

-Jason has given us the approval to now use a collection agency to collect on our past due accounts.

-The County Board has decided to offer health insurance coverage to the county employees, spouses, and children. The health insurance carrier will be Coventry until the end of the year. As of January 1, 2016 they have decided to then switch to BCBS. The County Board decided that they will pay 75% of the employee's health insurance cost or 50% of either employee plus spouse, employee plus dependents, or family. However, we don't know what the premiums will be and when open enrollment will be for the county health insurance.

New Business:

In the Dental Department, Dr. Moon will be working 3 days a week while the rest of the staff will continue working 4 days a week.

A copy of the meeting dates for the 2016 year was given to the board members.

2016 Board of Health Meeting Dates at 5:15pm

Quarter 1- January 28, 2016. Quarter 2 –April 28, 2016. Quarter 3-July 28, 2016.

Quarter 4- October 27, 2016.

Public Comment: There was no public comment

Closed Session;

Adjournment:

A motion to adjourn the meeting at 5:55 pm was made by M. Strobe with a second by J. Schell. Motion carried.

Next Scheduled Meeting: Jan 28, 2016 at 5:30 pm.



Nancy Krekel Board of Health President