

# Hancock County Health Department

Meeting Minutes

Thursday, July 27, 2017

## Opening

The regular meeting of the Hancock County Health Department was called to order at 5:35 pm on Thursday, July 27, 2017 in Carthage IL. by Nancy Krekel.

## Present:

Karen Andrews

Karen Beeler

Jan Fleming

Dale Quimby

Mark A. Strobe

Nancy Krekel

Edward Owen

L. Joe Smith

## Absent:

Andy Bastert

Monica Crim

Denise Yuskis

**Others Present:** Amy McCallister, Administrator, Tasha Speer, Director of Finance, Jana West, Director of Dental and Donna Tobias, Receptionist

## Approval of Minutes:

Board Minutes for the April 27, 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 that we have opened an account with UPS so that we can ship packages from our location instead of having to drop them off in Quincy. Blessing Hospice terminated their lease effective August 31, 2017. She participated in a phone call held by IPHA that discussed the state's budget. Amy recommended that both the Personnel Committee meet to discuss the annual changes to the Personnel Handbook and the By-Laws Committee meet to discuss rules/guidelines for public comment for the Board of Health meetings.

T. Speer reported that the adjusting journal entries from the audit had been entered. She informed the board members that we are finally able to accept benefit cards from patients through our GovPayNet payment system. Tasha also discussed what funds we have received from the FY '16-17 tax levy and what remaining funds we should expect to see.

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

**Unfinished Business:** None

**New Business:**

Travel Reimbursement Forms were discussed. A motion was made to approve this by M. Strobe with a second by K. Andrews. Motion carried. Roll call votes were needed on Maureen Crawford's travel on July 20 and 25, 2017, Tasha Speer's travel on June 7, 2017 Avenlee Hagler's travel on August 9-12, 2017, and Jessica Croy and Melita Finney's travel on August 8-9, 2017-5 ayes and 3 absent.

Health Department closure for the Staff Appreciation Event scheduled for August 1, 2017 from 2:00-4:00 pm was discussed. M. Strobe with D. Quimby seconding. Motion was carried.

Cost Allocation Policy was discussed. A motion was made to approve this by M. Strobe with a second by K. Andrews. Motion carried.

The FY '16 audit was presented to the Board of Health and was discussed. The newspaper article in the Journal Pilot regarding the county's audit was discussed in regards to the statement about the health department "The report cited improvements in the fiscal stability of the Hancock County Health Department, in oversight of the collector's funds, and eligibility determination for WIC." Amy discussed with Kamryn of Grey Hunter and Stenn the comment regarding the oversight of the collector's funds. That comment was not made in reference to the health department.

Four Day Work Week was discussed at length. Amy shared with the board members the staff survey results and the four day work week discussions that started with the Finance Committee. The board allowed the Director of the Dental Center discussed the dental center operations as it pertains to four days per week. President asked the dental center director one staff members that were in attendance at the meeting their opinions and perceptions of the four day work week. The four day work week could be revisited at a future board meeting if it isn't working. The board asked what the Administrator's recommendation was regarding the four day work week. Amy's recommendation was to go to a four day work week. A motion was made to approve this by J. Fleming with a second by K. Andrews. Motion carried. A roll call vote was taken for this motion with 3 members being absent and 8 members voting yes.

Multiple FY 2017-2018 HCHD budgets were discussed at because of the four day work week, staying at a five day work week, pay equalization, differences in 37.5 hours vs. 34 hours, and a quarter raise for staff. A motion was made to approve a budget that had no tax levy increase, the Blessing Hospice Rent to be removed, and to make the budget at least be a balanced budget. A motion was made to approve this by J. Fleming with a second by K. Andrews. Motion carried.

FY 2017-2018 Tax Levy Request for the County Board was discussed. A motion was made to approve this by J. Fleming with a second by K. Andrews. Motion carried.

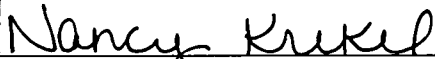
Calendar year 2018 holidays for HCHD was discussed at length. A motion was made to table this discussion until the October 26, 2017 BOH meeting by J. Fleming with a second by K. Andrews. Motion carried. The board then asked the Director of the Dental Center her opinion regarding the 2018 holidays. She discussed her thoughts on given her staff a raise and then taking two holidays from them after giving a raise. It was also discussed continuing to work on Monday thru Thursday and just pay them for the Friday holidays. Scenarios will be brought to the October 26, 2017 meeting to be discussed.

**Review of Closed Session Minutes:** None

**Adjournment:**

J. Fleming made a motion to adjourn at 7:30 p.m. with a second by K. Andrews. Motion carried

**Next Scheduled Meeting:** October 26, 2017 at 5:30 pm.



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**Nancy Krekel, Board of Health President**