## BOARD OF HEALTH MINUTES HANCOCK COUNTY HEALTH DEPARTMENT June 10, 2010

Board Members Present: Edward J. Owen Esther Sellars

Donna Bruenger Max A. Rodeffer, DM Stanley Tucker, ATTY Debbie Limkemann

Board Members Absent: L. Joe Smith, MD Dennis Coventon, DO

Thomas J. Scheetz Deb Althide

Andy Bastert

Others Present: Teresa Beeler, Administrator

Karen Gronewold, Administrative Assistant

The Board Meeting was called to order at 6:35 p.m. by E. Owen, Board President.

**Minutes & Reports:** The minutes of the April 8, 2010, Board Meeting and the monthly reports were approved by all members present. S. Tucker made the motion for approval of the minutes and Dr. Rodeffer seconded; motion carried. Dr. Rodeffer made the motion for approval of the Administrator's report and S. Tucker seconded; motion carried. Dr. Rodeffer made the motion for approval of the Financial reports and D. Limkemann seconded; motion carried.

**Personnel Committee:** The Personnel Committee met and discussed pay raises. The State has not approved their budget at this time. Employee raises will be contingent on the level of funding in the future. D. Bruenger presented the following motion to the full Board: As there were no raises last year and until we understand what the funding will be, it was determined to present a one-time stipend in appreciation of the past fiscal year's extra effort put forth by staff members. This will be prorated for time worked (3% of gross for the entire year, with less than one year's employment to be determined accordingly). Base pay will remain the same, and the stipend will be paid by June 30<sup>th</sup> the end of our current fiscal year; Dr. Rodeffer seconded; motion carried by all present.

**Finance Committee:** The Finance Committee met and T. Beeler presented the FY11 budget. Discussion followed and the findings from the Personnel Committee meeting were relayed in regard to employee raises. E. Sellars made the motion to approve the FY11 budget as presented; S. Tucker seconded; motion carried by all present.

**Red Flag Rule Policy:** After reviewing the Red Flag Rule Policy, D. Bruenger made the motion to change the date of June 1, 2010, to 'effective date', as June 1 is past; Dr. Rodeffer seconded; motion carried. D. Bruenger made the motion to adopt the Red Flag Rule Policy with the date change; Dr. Rodeffer seconded; motion carried.

**Personnel Handbook:** S. Tucker, Atty., reviewed our Personnel Handbook and suggested the paragraph below be added following "Hancock County Health Department is an "At-Will" employer". The Board read page 3 in question and agreed to insert the suggested addition:

"This manual does not constitute a contract with any employee and should not be construed as such. Compliance with this manual is merely a preferred practice method of dealing with employees. Any reference to employee "rights" in this manual is merely a reference to preferred procedures and does not create any "rights" in any employee. All employees are "at-will" employees unless they have a written contract. The Administrator and administration staff and supervisors of the Department may elect not to follow the procedures provided for termination that are set forth in this manual and impose an immediate termination."

In addition to the above, it was decided to remove 'Physical Well Being' from the guideline qualifications for selection. Dr. Rodeffer made the motion approve the removal and add the paragraph as suggested; D. Limkemann seconded; motion carried.

**IBCCP Lead Agency:** The reason for Adams County rescinding their leadership in the IBCCP Program was questioned. T. Beeler stated they had used their administrative dollars, and even though they had clinic dollars left, they were unable to continue. We will take over for them and join their consortium in the leadership role. This will mean gaining eight times our current grant dollars. Some of these dollars will be paid directly to medical providers. We will need to hire one staff person to help oversee this program and to shift around some in-house positions.

**Telephone Update:** E. Owen questioned the telephone system. T. Beeler stated the system is much better since updating. The work has been completed, and we have not had the complaints as before. The Emergency Response Grant paid for the update.

**Electronic Recycling:** The County Electronic Recycling at the Highway Garage is free to individuals, with a \$5.00 charge per item to businesses. D. Walker is asking the Health Department for a \$1,200 payment to this project, which we gave once before in 2008. The City of Carthage contributes \$1,000 and the County \$4,000. S. Tucker made the motion to pay the \$1,200; Dr. Rodeffer seconded; motion carried.

## NEXT BOARD MEETING: Thursday, August 12, 2010 5:30 p.m.

<b>Adjournment:</b>	There being no further business, Dr. Rodeffer made the motion to adjourn a
8:15 p.m., S. Tu	cker seconded; motion carried.

Edward J. Owen, President	Date
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