

**Hancock County Health Department
Board Meeting Minutes
May 23, 2013**

Board Members Present: Deb Althide Ed Owen
Karen Andrews Dale Quimby, D.D.S.
Andy Bastert Jeanne Schell
Nancy Krekel L. Joe Smith, M.D.
Mark Strobe, M.D.

Board Members Absent: Denise Yuskis

The board meeting was called to order at 5:55pm by E. Owen, Board President.

Minutes and Reports: The minutes from the April 25, 2013, regular scheduled board meeting and the minutes from the May 9, 2013, special board meeting were read. M. Strobe made a motion to approve with N. Krekel seconding. Motion carried.

Audit Report: Auditors Arnold, Behrens, Nesbit, Gray, P.C., were present and presented their report to the board. This was the second year they audited the Health Department. It was highly recommended to bring someone on board to oversee the accounting end of the Health Department's business. John Faulhaber was recommended, but in the event he isn't able to do this, then it was recommended to go back to Arnold, Behrens, Nesbit, Gray, P.C. for advice on this matter. Also software such as XBRL to help correlate multiple sources within the health department was also discussed.

Payroll: Kris Pilkington, County Treasurer, addressed the board and asked if it were possible to change the pay dates of the Health Department employees to match the County's pay dates, in order to streamline that process. It was decided to table this until after the hiring of a new administrator.

Lab Update: Judy Johnson, an employee of the Health Department, presented a schedule of lab fees that had been revised by Lab Corp since the April 25, 2013, meeting. The comparison of the new prices from Lab Corp, compared with Memorial Hospital quotes, were considerably less. It was decided to stay with Lab Corp for the Health Department's lab provider.

Interim Position: There was discussion of the applicants for the interim administrator position. There had been three applicants scheduled for interviews for this position, but by the time the interviews were to take place, only one applicant remained. That applicant was interviewed. The committee at that time decided to interview Maureen Crawford for the position. She had expressed interest in applying for the interim position at the May 9, 2013, special board meeting. After interviewing Maureen Crawford, it was the committee recommendation to hire her as interim administrator. The committee felt that hiring from within would make for a smoother transition. A motion to hire Maureen Crawford for Interim HCHD Administrator was made by A. Bastert with J. Schell seconding. Motion carried. Roll call vote was held: 8 Yea; 0 Nay; 1 Absent

Interim Administrator: A motion to set Maureen Crawford's salary at \$20.00 an hour for forty hours per week with the opportunity for overtime credit and for comp time up to one week vacation was made by K. Andrews with D. Quimby seconding. Motion carried. Roll call vote was held; 8 Yea: 0 Nay: 1 absent

Medi-Span: A motion to enter into a contract with Medi-Span was made by A. Bastert with J. Schell seconding. Motion carried. Roll call vote was held; 8 Yea: 0 Nay: 1 Absent

Environmental Health: Maureen Crawford, Interim Administrator, reported to the Health Board that the person who had been doing the L.E.H.P. licensing would be leaving the end of May. Maureen had been in contact with Gerald Walsh from the Adams County Health Department and made arrangements with him for a certified person from Adams County Health Department to fill in until this position can be filled here at Hancock Health Department. This person will be coming two days a week in June, with a minimum of eight days for eight hours a day and a salary of \$31.00 an hour.

Adjournment: A motion to adjourn at 7:10pm was made by A. Bastert with J. Schell seconding. Motion carried.

The next Hancock County board meeting will be held June 20, 2013, at 5:30pm.


Edward J. Owen, President


Date