

Hancock County Health Department

Meeting Minutes
Thursday, July 28, 2016

Opening

The regular meeting of the Hancock County Health Department was called to order at 5:39 pm on Thursday, July 28, 2016, in Carthage II. by Denise Yuskis.

Present:

Karen Andrews

Karen Beeler

Dale Quimby

Jeanne Schell

L. Joe Smith

Mark Strope

Denise Yuskis

Absent:

Andy Bastert Monica Crim Nancy Krekel Edward Owen

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

Approval of Minutes:

Board Minutes for the

April, 2016 meeting were read. A motion to approve the minutes was made by J. Schell with M. Strope seconding. Motion was carried.

Reports:

Fiscal and Administration Report-Hancock County Health Department

Reports Provided: Cash Flow Statement, Aged Payable and Checks Written

Summary:

1. We are continuing to look for ways to cut our costs
2. Home Health is struggling to bring in enough income to cover their expenses. We are looking into making changes to help produce more income and become more efficient. We have opted out of some services that we were losing money on and we are currently looking at raising certain fees.
3. Cash Flow Report – For the month of June shows more of decrease in cash due to a higher amount in Aged Payables than previously and a more significant lack of income coming in.
4. Aged Payables – The aged payables have increased due to lack of income.

5. Checks Written – Information report to make sure the Board has knowledge of all checks written.

6. Income Statement – For the month of May, we had more revenue than expenses. For the month of June, we had more expenses than revenue. The extra revenue in May is from the State paying money due for the Grants for services we had been providing without pay and we also borrowed another \$50,000 from the County bringing our total to \$100,000. In June there were more expenses than income.

Financially the Health Department is still not as stable as we would prefer. I think we have made necessary changes to help improve the bottom line but unfortunately we are still struggling. We have had the extra expenses still of the vacation payout for retiring employees. We continue to move forward and look for any other avenues for revenue and anything else that can be cut from our everyday operations.

Administration

- I am looking into finding either online or in person fiscal training for the Home Health Department
- Jana and Janet are now CPR instructors.
- We are looking at being able to have Environmental Health staff to become instructors for food service managers' classes and a bartending instructional class.
- No update on the state budget.
- The state is requiring information and documentation for GATA.
- Looking at additional grant opportunities. We just submitted a grant to the ADA for dental.

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: None.

New Business:

(a) Updates for the Annual Personnel Handbooks were presented to the Board members.

These included: Background checks; Hours of operation;

Flex time; Attendance and Punctuality and Clothing Updates.

Policy changes included: Paid time off and Holidays and vacation paid time adjustments. These changes would go into effect on August 1, 2016.

After reviewing these updates, M. Strope made a motion to accept the changes. J. Schell seconded and the motion carried.

(b) The audit by Grey Stein was reviewed and discussed.

(c) The FY 2017 Budget was presented to the Board. After the discussion a motion was made by M. Strope with a second by J. Schell to accept the 2017 Budget. The motion carried.

(d) A. McCallister Requested to borrow \$315,000 from the County. A motion was made by M. Strope to accept this with a second by Karen Beeler. Motion was carried.

Public Comment: There was no public comment

Closed Session: No Closed Session

Adjournment:

A motion to adjourn the meeting at 6:39 pm was made by K.Beeler and seconded by D. Quimby. Motion carried.

Next Scheduled Meeting: Oct. 27, 2016 at 5:30 pm.



Nancy Krekel, Board of Health President