

**Hancock County Health Department**

**Board Meeting Minutes**

**September 19, 2013**

**5:30 p.m.**

**Board Members Present:** Deb Althide                      Edward Owen                      Karen Andrews  
Andy Bastert                      Jeanne Schell                      Nancy Krekel  
Mark Strope, MD                      Dale Quimby, DDS

**Board Members Absent:** L. Joe Smith, MD                      Denise Yuskis

**Others Present:**        Maureen Crawford, Interim Administrator  
Amy McCallister, Administrator  
Mokihana Jensen, Financial Director

Board President, Ed Owen called the meeting to order at 5:40pm.

**Minutes and Reports:** Board minutes from the August 8 Special Board Meeting and the August 22 regular scheduled board meeting were read and approved. A motion for approval of the August 8 meeting was made by A. Bastert with J. Schell seconding. Motion carried. A motion for approval of the August 22 regular scheduled board meeting was made by M. Strope with K. Andrews seconding. Motion carried.

**Financial Report:** Mokihana Jensen presented to the Board the financial report showing current revenues of \$692,159.46 and expenses of \$598,471.30 from 6/1/2013 to the present. Other issues were discussed by Mokihana concerning some HR problems that had been brought to her attention. Because HCHD does not have a Human Resource person, these problems were brought to her. It was decided that an updating of the personnel handbook is needed. Also some problems had surfaced from grievance forms not being followed. Mokihana again expressed the need for organizational charts. A meeting of the Finance committee and Mokihana has been tentatively set for September 26, 2013, at 4:30. A motion to approve the financial report was made by M. Strope with K. Andrews seconding. Motion carried.

**Administrative Report:** Interim administrator, Maureen Crawford gave the administrator report.

*Staff Updates:* Amy McCallister is here Fridays (except (9/27) through Oct. 4. She will begin full time Administrator work on Oct. 9. Approval from IDPH has been received.

*Home Health:* Ellen Abernathy, RN, Clinical Director of Home Health, has resigned. She will remain as Director of Record (seeing 1 patient, tying up loose ends) while selection of a replacement is made. This position is being advertised in the Quincy Herald Whig.

*Janitor Services:* Amy Rampley, cleaning person, has resigned effective Oct. 4 due to a major

increase in her other job obligations. Maureen will review applications already on hand and hopes to hire soon.

*Employees on Leave:* Bonnie Mayes, CAN, is on medical leave of undetermined duration. Jessica Croy, EP, IBCCP, BCBS is on maternity leave from Oct. 3 thru Dec. 31, 2013.

*Bookkeeping/Audit Preparation/Audit:* Auditors from ABNG plan to be here sometime between Nov. 15-Dec. 2. The final audit is tentatively scheduled for the week of Dec. 9, 2013, with Gray, Hunter, Stenn.

*IPC Grant:* Federal training for this grant is 20 hours and was not allocated in the budget. Amy McCallister and Maureen Crawford will do this federal training on their own time, so there is sufficient grant funding to pay subcontractors from Memorial Hospital and Mental Health Centers of Western Illinois.

*Grant Applications:*

The grants that are pending are:

1. Building Better Bones(IDPH Office of Women's Health) \$8,264 Osteoporosis.
2. Keokuk Area Community Foundation \$6,324 for Equipment in Wellness & Dental.

Upcoming Grants:

1. MRC(Volunteers for Emergency Preparedness) due Oct.
2. Komen Mammogram Fund due Oct.

*Coalition Business:* An annual report needs to be completed by the coalition.

A motion to approve the Administrative Report was made by K. Andrews with a second by M. Strope. Motion carried.

A motion to enter into Executive Session at 6:50pm was made by J. Schell with a second by M. Strope. Motion carried.


A motion to exit Executive Session at 7:15 was made by J. Schell with M. Strope seconding. Motion carried.

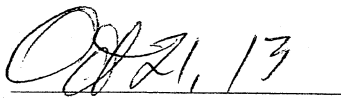
A motion to approve the Executive Session minutes from August 22, 2013, and September 5, 2013, was made by M. Strope with J. Schell seconding. Motion carried.

A copy of the revised By-laws, Affordable Care Act(ACA), and Open Meeting Act review were handed out to each Board member. Board members were reminded that each year they are to take the OMA training on line, print off certificates which are then to be given to Kerry Asbridge at the courthouse and a copy to HCHD.

A motion to adjourn was made at 7:20pm by J. Schell with K. Andrews seconding. Motion carried.

The next Health Department Board Meeting will be held October 17, 2013, at 5:30pm.

  
Edward J. Owen, President

  
Date