

BOARD OF HEALTH – MEETING MINUTES

June 22, 2021

Meeting held via ZOOM due to COVID-19 Pandemic

COUNTY	NAME	ATTENDED
Alexander	VACANT	
	Rebecca Glodo	X
	Joe Griggs	
	VACANT	
Hardin	Larry Steward	
	Wesley Atkinson	
	Loni Jo Banks	X
	Rita Warren	
Johnson	Gary Brumley	
	Sharon Edwards	
	Trisha Meyer	
	Phil Stewart	
Massac	Terry Heisner	X
	Jayson Farmer	
	Sharon Burris	X
	VACANT	
Pope	Karla Cunningham	X
	Carl Henson	
	Lindzey Barger	X
	Dr. Gene Zinn	
Pulaski	Allison Reichert	X
	Mike Sharp	
	Debbie Brown	X
	VACANT	
Union	Cindy Flamm	X
	Dr. Kathy Swafford	
	Dale Foster	
	VACANT	

Staff Present: Rhonda Andrews-Ray, Executive Director/Public Health Administrator
J.P. Champion, Financial Administrator
Jennifer Parks, Early Childhood Administrator
Emily Boyd, Human Resources Administrator
Miranda Adams, Environmental Health Director
Teresa Wilburn, Director of Nursing
Natalie Sawyer, Health Education Director

Staff Absent: None

Minutes recorded and transcribed by Amanda Shoemaker, Executive Secretary

I. Call to Order/Quorum Check/Open Meetings Compliance

Vice President, Terry Heisner called the meeting to order at 6:45 p.m. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions/Roll Call

III. Review and Approval of Regular Meeting Minutes

Debbie Brown moved to approve the regular meeting minutes from April 22, 2021. Sharon Burris seconded. All in favor. Motion carried.

IV. Administrator's and Director's Report

a. Executive Director, Rhonda Andrews-Ray

i. Grants & Funding

Rhonda discussed the IPLAN, the priority health problems of the region and the preliminary plans of the agency to combat those problems. The plans include establishing a Chronic Disease department, expanding services in Pope (Clinic/Early Head Start) and Union County (Head Start), and writing for various grants.

ii. Contracts & Leases

1. Authority to accept the lowest responsible bids for construction projects in Pope and Union County

Rhonda requested the authority to accept the lowest responsible bids for constructions projects at the new Golconda Clinic/Early Head Start facility and the new Anna Head Start facility.

Cindy Flamm moved to approve granting the authority accept bids. Debbie Brown seconded. All in favor. Motion carried.

2. Lease Renewal with Shawnee Community College

Rhonda requested approval to the renewal of the lease between S7HD and SCC for the use of the Rustic Campus buildings (Administrative Office, Business Office, Environmental Health Office, Pulaski County Clinic, and the old Rustic Head Start building).

Loni Banks moved to approve the lease as presented. Allison Reichert seconded. All in favor. Motion carried.

iii. Other Updates

None.

b. Financial Administrator, J.P. Champion

i. Public Health Financial Statements

J.P. presented the Public Health Financial Statements from July 1, 2020 through April 30, 2021.

Cindy Flamm moved to approve the Public Health Financial Statements as presented for the period ended April 30, 2021. Debbie Brown seconded. All in favor. Motion carried.

ii. Head Start Financial Statements

J.P. presented the Head Start Financial Statements from January 1st, 2021 to April 30, 2021 and the USDA report from October 1, 2020 to April 30, 2021.

Cindy Flamm moved to approve the Head Start Financial Statements and USDA report as presented for the period ended April 30, 2021. Rebecca Glodo seconded. All in favor. Motion carried.

iii. Head Start In-Kind Report

J.P. presented the Head Start In-Kind Report for the months of January through April 2021.

Sharon Burris moved to approve the Head Start In-Kind Report as presented for the months of January through April 2021. Cindy Flamm seconded. All in favor. Motion carried.

iv. Credit Card Reports

J.P. presented the Credit Card Expenses for the months of March and April 2021.

Loni Banks moved to approve the Credit Card Reports for the months of March and April 2021. Rebecca Glodo seconded. All in favor. Motion carried.

v. Tax Anticipation Warrants

J.P. requested authorization of the issuance of Tax Anticipation Warrants in anticipation of taxes levied for 2020 collected in 2021.

Karla Cunningham moved to approve the Tax Anticipation Warrants as presented. Sharon Burris seconded. All in favor. Motion carried.

vi. FY22 Preliminary Budget

J.P. presented the FY22 Preliminary Budget and requested approval.

Rebecca Glodo moved to approve the FY22 Preliminary Budget as presented. Cindy Flamm seconded. All in favor. Motion carried.

vii. FY21 Final Budget

J.P. presented the FY21 Final Budget and requested approval.

Karla Cunningham moved to approve the FY21 Final Budget as presented. Cindy Flamm seconded. All in favor. Motion carried.

c. Human Resources Administrator, Emily Boyd

i. Personnel Action Report

Emily presented the Personnel Action Report for the dates of April 22, 2021 through June 11, 2021.

Debbie Brown moved to approve the Personnel Action Report as presented. Loni Banks seconded. All in favor. Motion carried.

ii. Health Insurance Renewal

Emily shared an update regarding Health Insurance renewal with Blue Cross Blue Shield.

iii. Handbook Review

Emily presented and reviewed changes to the Equal Employment Opportunity and Affirmative Action policy.

Loni Banks moved to approve changes to the Equal Employment Opportunity Affirmative Action policy as presented. Karla Cunningham seconded. All in favor. Motion carried.

Emily presented and reviewed changes to the Employment at Will policy.

Debbie Brown moved to approve changes to the Employment at Will policy as presented. Cindy Flamm seconded. All in favor. Motion carried.

Emily presented and reviewed changes to the Dress Code policy.

Rebecca Glodo moved to approve changes to the Dress Code policy as presented. Cindy Flamm seconded. All in favor. Motion carried.

Emily presented and reviewed a new Head Start procedure titled “Variations in Programming during Daycare Hours”.

Sharon Burris moved to approve the HS/EHS procedure: Variations in Programming during Daycare Hours as presented. Karla Cunningham seconded. All in favor. Motion carried.

Emily requested approval to observe the new state holiday, Juneteenth (June 19th) as a paid floating holiday for calendar year 2021 and to add Juneteenth to the agencies paid holidays beginning in 2022.

Karla Cunningham moved to approve observing Juneteenth as a paid floating holiday for calendar year 2021 and to add Juneteenth to the agencies paid holiday’s calendar beginning in 2022. Rebecca Glodo seconded. All in favor. Motion carried.

Emily requested approval to observe Election Day as a paid holiday for calendar year 2022.

Rebecca Glodo moved to approve Election Day as a paid holiday for calendar year 2022. Debbie Brown seconded. All in favor. Motion carried.

iv. Human Resources Administrator Evaluation

Emily shared that evaluation forms were mailed to Board members that have attended at least 3 of the last 6 meetings. The evaluation forms should be completed and mailed to Dr. Zinn, President of the Board no later than Friday, July 16, 2021.

d. Early Childhood Administrator, Jennifer Parks

i. Policy Council Crossover Member Report, Sharon Burris

Sharon Burris, PhD, Policy Council Crossover Member provided the Policy Council Crossover Member Report.

Cindy Flamm moved to approve the Policy Council Crossover Member Report as presented. Loni Banks seconded. All in favor. Motion carried.

ii. Enrollment/Attendance/Recruitment Updates

Jennifer presented and discussed the Enrollment and Attendance reports and discussed Recruitment efforts.

Karla Cunningham moved to approve the Enrollment and Attendance reports as presented. Cindy Flamm seconded. All in favor. Motion carried.

iii. Grant Updates

Jennifer shared an update regarding COLA.

Jennifer shared an update regarding additional COVID funding.

iv. Program Options

Jennifer shared that the renovations at the new Anna ELC facility are not expected to be complete until January 2022. Jennifer reviewed three program options to serve children enrolled at Anna ELC for the beginning of the 2021-2022 school year.

Sharon Burris moved to grant the Administrative staff permission to choose the program option that best suits the needs of the program. Karla Cunningham seconded. All in favor. Motion carried.

Jennifer requested a motion of approval to increase Early Head Start teachers to a 40 hour work week and children to a 7 hour day to accommodate the requirements for the Early Head Start program.

Sharon Burris moved to approve the increases as presented. Karla Cunningham seconded. All in favor. Motion carried.

v. Outcomes Report

Due to COVID-19 and switching to a new reporting process, Child Outcome Reports are incomplete. They will be presented and reviewed at the August meeting.

vi. Transportation Waiver

Jennifer requested approval of the transportation waiver that enables the agency to not provide bus monitors on the School District buses for children in Pope and Hardin County.

Loni Banks moved to approve the transportation waiver as presented. Debbie Brown seconded. All in favor. Motion carried.

e. Director of Nursing, Teresa Wilburn

i. COVID-19 Response

Teresa discussed the status of COVID-19 in the region and the agencies vaccination efforts.

ii. Communicable Disease Report

Teresa reviewed the Communicable Disease report July 1, 2020 through May 31, 2021.

f. Health Education Director, Natalie Sawyer

i. Submission of 2021-2025 IPLAN/Community Health Plan

Natalie shared an update regarding the submission of the 2020-2025 IPLAN (Community Health Assessment & Health Plan) and requested approval to officially submit the document.

Sharon Burris moved to approve the submission of the IPLAN as presented.

Debbie Brown seconded. All in favor. Motion carried.

ii. Virtual COVID-19 Town Hall Meeting

Natalie discussed the results of the Virtual Town Hall meeting that was held on Tuesday, May 25, 2021. A recorded copy of the meeting can be viewed on the agency YouTube page.

iii. Program Updates

Natalie discussed the Health Education Program updates and shared information about the 6th Annual 5K that will be held in Pope County on Saturday, September 18, 2021.

g. Environmental Health Director, Miranda Adams

i. Program Updates

Miranda reviewed with the Board the Environmental Health report.

ii. June 2021 Electronics Recycling Event

Miranda discussed the upcoming Electronics Recycling event to be held at Job Corp in Golconda on Saturday, June 26, 2021.

V. Board President, Dr. Gene Zinn

No Report

VI. Next Meeting Date – Thursday, August 26, 2021 | TO BE HELD IN PERSON

VII. Adjournment

Sharon Burris moved to adjourn at 8:03 p.m. Karla Cunningham seconded. All in favor. Motion carried.

Amanda Shoemaker, Recorder

Trisha Meyer, Secretary