

**BOARD OF HEALTH MINUTES
HANCOCK COUNTY HEALTH DEPARTMENT**

December 13, 2012

5:30 p.m.

Board Members Present:	Edward J. Owen Nancy Krekel Jeanne Schell Debbie Althide	Dr. Mark Strobe Denise Yuskis Susie Eddington
Board Members Absent:	Andy Bastert L. Joe Smith, MD	Karen Andrews, Atty Dale C. Quimby, DDS
Others Present:	Teresa Beeler, Administrator Jeany Siegfried	

The Board Meeting was called to order at 5:30 p.m. by E. Owen, Board President.

New Board Member Introduction: Dr. Mark Strobe was present.

Minutes & Reports: The minutes of the November 8, 2012 Board Meeting were approved by all members present. N. Krekel made the motion for approval; D. Yuskis seconded; motion carried. It was also noted that we have rescinded the offer to receive the Tax Anticipation Warrant due to receiving other monies. T. Beeler reported, as of today, the States owes the Health Department \$236,900 since July. T. Beeler went over the Board Analysis and Deviation Report. An equipment grant of \$17,000 was received and must be spent by the end of June. Vital Records (birth/death certificates) will be moving to the County Clerk's office on December, 16, 2012. Payroll will be transferring to the Treasurer's Office on January 1, 2013. The County Health insurance premium is up 15.14% for the employee and county portion. The Health Department has contracted with Warren County for LEHP services on a temporary basis. Discussion was held regarding food inspections and the usage of Warren County's LEHP. T. Beeler will be providing a job description on all positions. A motion was made by D. Yuskis to approve the reports; M. Strobe seconded; motion carried. Roll Call Vote was held: 6 yea; 0 nay; 4 absent.

Bylaws Committee: The Bylaws Committee met on December 4, 2012 to discuss proposed changes to the Bylaws, which will be voted on during the February 2013 meeting. This will need a 2/3 vote to pass (8 members). D. Yuskis presented the recommendations of the committee:

- i. Article II 2.00 Remove the last sentence
- ii. Article II 2.01 Change to Term of Office shall be elected annually
- iii. Article II 2.03 Change July 1st to December 1st
- iv. Article IV 4.02 Add electronic/online voting language
- v. Article VI 6.00 Change July 1 to June 30 to December 1 to November 30
- vi. Article IX 9.00 Change the second Thursday in July to the end of the fiscal year
- vii. Article XI 11.01 Remove at meetings of the Board of Health

Personnel Committee: The Personnel Committee met on December 4, 2012 to discuss proposed changes to the Personnel Handbook. E. Owen and T. Beeler presented the proposed changes:

- i. Add Other Employment language
- ii. Add Phone Usage
- iii. Position Opening – remove “for three days”
- iv. Criminal Background Check – remove Registered Nurses/and any other licensed personnel. Remove “Licensed personnel are hired conditionally pending the results of the CBC.”
- v. Smoke-Free workplace – remove section A. Rename section B to A and C to B

A motion was made by D. Althide to approve the changes to the Personnel Handbook; N. Krekel seconded; motion carried. Roll Call vote taken: 6 yea; 0 nay; 4 absent.

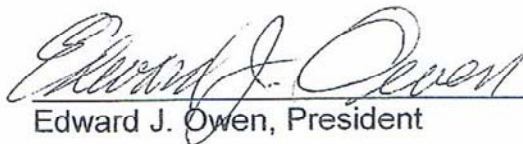
New Business: T. Beeler discussed Tail End Insurance and the cost involved for coverage of potential claims. T. Beeler will talk to the State’s Attorney about the insurance before the Board makes a decision. T. Beeler will check to see if there is a recommendation for coverage from her contacts on other associations. She will follow up with the Board members.

2013 Board Meeting Dates: A list of the dates for the 2013 Board of Health Meetings was passed out. D. Althide made a motion to approve the meeting dates; M. Strobe seconded; motion carried.

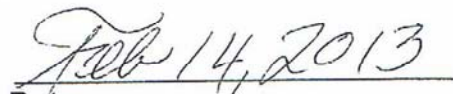
Board Training: E. Owen reminded the Board of the requirement to complete the on-line training for both the Open Meetings Act and the Freedom of Information act. When completed, the Board members are to mail or bring their certificate of completion to the Health Department.

**NEXT BOARD MEETING:
February 14, 2013 at 5:30 p.m.**

Adjournment: There being no further business, D. Yuskis made the motion to adjourn at 6:38 p.m.; M. Strobe seconded; motion carried.



Edward J. Owen, President



Date