

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JANUARY 16, 2018

The Crawford County Board of Health met Tuesday, January 16, 2018 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Bonnie Finn
David Fulling
Shannon Goebel
Christa Inboden
David Rotman, M.D.
William Schaefer, DDS
Robert Walsh, D.O.

EXCUSED: Toni Earleywine

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Karen Free, R.N., FCM Coordinator
Jerica Robinson, Environmental Health Practitioner in Training/ERC
Jim Keller, County Board Representative
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:17 p.m. by Bonnie Finn, President.

Mrs. Tracy welcomed Mrs. Goebel to the Board of Health. She reported Mrs. Goebel has been appointed to fulfill Dr. Bedwell's term ending November 30, 2018. Mrs. Goebel acquainted herself with the Board.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Mrs. Finn, Mr. Fulling, Mrs. Goebel, Mrs. Inboden, Dr. Rotman, Dr. Schaefer, and Dr. Walsh present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

There were no additions, deletions, or corrections noted to the agenda.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Dr. Rotman and seconded by Mrs. Inboden to approve the November 21, 2017 minutes as written. Upon roll call, motion carried unanimously with Mrs. Goebel abstaining.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of November, 2017.

A motion was made by Mrs. Finn and seconded by Dr. Walsh to approve the November, 2017 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy noted according to an unaudited yearend cashflow report, the Department currently has a balance on hand of \$999,351.31; she noted this to be slightly over eleven months in operating expenses.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of December, 2017.

A motion was made by Dr. Rotman and seconded by Dr. Walsh to approve the December, 2017 financial reports as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES

Mrs. Tracy allowed time for Board members to review the Agency Objectives for the third and fourth quarters of 2017 as well as the objectives developed for Fiscal Year 2018; there were no questions. Mrs. Tracy asked members to let her know if there were additional objectives they wished the Department to focus on for 2018.

NURSING REPORT

Mrs. Free reviewed the Nursing Report for the months of November and December, 2017 as well as a three-year comparison report.

Dr. Rotman questioned if WIC encourages introducing all food groups within the first year, as there is correlation that doing so may prevent the development of food allergies. Mrs. Free explained WIC is a USDA program and does not include all food groups at this time. Dr. Rotman expressed concern over all food groups not being included due to potential development of peanut allergies.

ENVIRONMENTAL HEALTH REPORT

Ms. Robinson reviewed the Environmental Health report for the months of November and December as well as a three-year comparison report.

ADVISEMENTS

APPOINTMENT

Mrs. Tracy restated Mrs. Goebel's term will run through November 30, 2018.

Mrs. Tracy announced Christa Inboden has resigned with today being her last meeting. Mrs. Tracy expressed her appreciation for her time of service and wished her well.

PERSONNEL UPDATE

Mrs. Tracy stated the Department’s full time Receptionist/WIC Clerk/Biller transferred to a PRN position. She reported a part-time 20 hours per week Receptionist/WIC clerk has transferred to 30 hours per week to help fill this vacancy and the Department has advertised for a part-time 16-20 hours per week position as well.

CATHOLIC CHARITIES UPDATE

Mrs. Tracy stated Catholic Charities has agreed to contract for services at the Department again. She noted details have not yet been finalized, but hope to begin offering counseling appointments in February or March.

TELEPSYCHIATRY/MEDICAID CERTIFICATION

Mrs. Tracy stated the Department continues to offer telehealth sessions once a month. She noted she is still pursuing additional psychiatrists for telehealth as well as researching Medicaid certification for mental health services.

MARY HEATH GRANT FOUNDATION

Mrs. Tracy announced the Department received a \$1,200 award through the Mary Heath Foundation to begin offering Fecal Immunochemical Tests (FIT). She noted the program should begin in February. The Department will provide one hundred free FIT kits to qualifying persons.

POLICY REVISIONS

Mrs. Tracy stated she plans to revise several personnel policies in the near future. She noted the first one for revision will be the Sexual Harassment policy, as it was recently adopted by the County Board.

ADMINISTRATOR EVALUATION

Mrs. Tracy stated the Administrator Evaluation forms and addressed/stamped envelopes were included in each packet. She asked the evaluations be returned to Mrs. Finn by February 28, 2018.

COMMENTS FROM BOARD MEMBERS

Dr. Rotman commended the Department for being one of the few government agencies with a profit. Board members expressed they will miss Mrs. Inboden. Mrs. Goebel noted she will not be able to attend the February meeting. No other comments from Board members.

Ms. Robinson distributed a handout including mental health hotline phone numbers.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:59 p.m.

_____, **Secretary** **Date:** _____