

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JANUARY 18, 2023

The Crawford County Board of Health met Wednesday, January 18, 2023 at 6:00 p.m. at the Crawford County Health Department. The following directors were present:

Kayla Blank, PharmD
Kim Wade-Decker
Shannon Goebel
David Hasty
Guy Rumler
Fred Scott, D.O.
David Rotman, M.D.

EXCUSED: William Schaefer, DDS

OTHERS PRESENT: Mikayla Gascich, Director
Kaitlyn Williams, MPH, REHS/RS, Director of Environmental Health
Bobbi Branson, Assistant Administrator/Exec. Secretary to the Board
Denise Wells, Vice-Chairman of the County Board
Brittany Stone, County Board Member

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Shannon Goebel, Chairperson with Mrs. Blank, Mrs. Goebel, Mr. Hasty, Ms. Wade-Decker, Mr. Rumler, and Dr. Scott present at time of roll call.

Dr. Rotman entered the meeting at 6:10 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

No additions, deletions, or corrections were noted to the agenda.

NURSING REPORT

Ms. Gascich presented the nursing report for the months of November and December, 2022. She stated the department is waiting for an ultra-low freezer to store COVID vaccine on site that was bought with grant funds. This will allow the department to store all of the vaccine in-house instead of driving to Lawrence County Health Department.

Ms. Gascich stated the department is working with school nurses to start back-to-school immunizations at each respective school.

ENVIRONMENTAL HEALTH REPORT

Ms. Williams reviewed the Environmental Health Report for November and December, 2022.

APPROVAL OF NOVEMBER 07, 2022 MEETING MINUTES

A motion was made by Mr. Rumler and seconded by Dr. Scott to approve the November 16, 2022 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF NOVEMBER, 2022 FINANCIAL REPORT

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of November, 2022.

A motion was made by Dr. Rotman and seconded by Dr. Scott to approve the November, 2022 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF DECEMBER, 2022 FINANCIAL REPORT

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of December, 2022.

A motion was made by Mrs. Blank and seconded by Mr. Hasty to approve the December, 2022 financial reports as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES

Ms. Gascich asked that Board members review the Agency Objectives for the fourth quarter of FY'22 at their convenience and contact Administration should they have any questions or concerns.

Ms. Gascich stated the Agency Objectives of FY'23 are similar to the FY'22 objectives with the addition of Car Seat Safety. She stated that CCHD has qualified as a car seat fitting station and is finalizing what that will mean for the department. Ms. Gascich asked that Board members review the rest of the Agency Objectives for FY'23 at their convenience and contact Administration should they have any questions or concerns.

Mrs. Goebel asked about the status of the IPLAN and Ms. Gascich stated the department has received preliminary recertification. Ms. Gascich stated she has made the required revisions and sent them to Ms. Marley for final submission.

ANNUAL REPORT

Ms. Gascich asked that Board members review the 29th Annual Report at their convenience and contact Administration should they have any questions or concerns. Mrs. Goebel reported this is a state statute that the department reports this information. Ms. Gascich stated she will present the Annual Report to the County Board in March.

Ms. Williams left the meeting at 6:27 p.m.

REVIEW OF BYLAWS

Ms. Goebel stated that the board has been trying to revise the policies and bylaws over the last several years. She explained it will be the Board's goal to have revisions made by the end of 2023.

Ms. Goebel reviewed parts of the current bylaws and the county code. She reviewed the topics of members, the Medical Director position, voting, meetings, Executive Session, Open Meetings Act, Annual Report, and donations.

Ms. Gascich stated that she will be ordering Roberts Rules of Order books for board members to assist in updating the bylaws.

The board discussed questions that they currently have and will continue the discussion at the next meeting in March.

APPOINTMENT OF COMMITTEES

Mrs. Goebel stated that the board will start having committees. These committees will be for gathering information on specific topics and reporting back to the board. Mrs. Goebel stated the committees will be:

Building and Grounds: David Hasty, Kim Wade-Decker, and Dr. Rotman

Finance Committee: Shannon Goebel, Dr. Fred Scott and Dr. Will Schaefer

Personnel Committee: Kayla Blank, Guy Rumler, and Shannon Goebel

Mrs. Goebel stated that she does not expect the committees to regularly meet but will need to determine if there is a requirement for this. She stated the by-laws will be updated to have these committees reappointed each November.

ADVISEMENTS

FACILITY UPDATE

Ms. Gascich reported the electrical work began today and reminded the board that it is grant reimbursable.

NARCAN

Ms. Gascich reported Carrie Dagg from Egyptian Health Department came to the health department in December for a staff meeting and provided staff with Narcan and educational materials. She stated that Narcan is available for the Board Members to have. Ms. Gascich is looking into making a policy so the department can distribute to the community openly.

MAILER

Ms. Gascich reported the department is currently working on a mailer to go out to everyone in the county depicting all of our services since. She believes this is something people do not know still. There are a couple of upcoming grants that should cover this expense.

2023 STANDING ORDERS SIGNED

Ms. Gascich reported the 2023 standing orders have been signed.

CRAWFORD COUNTY KIDS

Ms. Gascich reported the department is working closely with the Crawford County Kids Association and will be partnering with them on multiple activities/events this year.

MOTHER & INFANT SAFETY EXPO

Ms. Gascich reported the department hosted the second Mother and Infant Safety Expo in November where 30 expecting mothers received a free car seat and a door prize. She stated there were 18 booths with information representing 12 community partners.

Ms. Gascich reported that she believes two more expos can be done with the current funding from the Mary Heath Grant but is looking for additional funding sources to make this an annual event.

BREASTFEEDING AWARD OF EXCELLENCE GOLD AWARD

Ms. Gascich reported that the department applied for the Breastfeeding Award of Excellence for the first time. Ms. Gascich stated the department will find out in August if the award was received.

EVALUATION

Ms. Goebel stated it is time to complete the annual Administrator evaluation for Ms. Marley. The evaluation form needs to be filled out and returned to Ms. Goebel by February 28th. Ms. Goebel reported she will meet with Ms. Marley to review the evaluation with her before next meeting. Mrs. Goebel and Ms. Marley will do Ms. Gascich's evaluation in April.

BOARD MEMBER COMMENTS

Mr. Rumler reported in Hutsonville there is an old building on the south side of town that is dilapidated, but someone has purchased it and is renovating it. He also reported that the Village opened an account for the old grade school to raise money to tear it down. He stated that the Village is hopefully moving in the right direction to improve community health.

Dr. Scott reported that he had talked to the nurse practitioners that is over the jail and she said she is only required to go to the jail 1 hour every week or two. Ms. Goebel discussed that the jail situation needs to be revisited by the finance committee.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further comments, or business to discuss, the meeting adjourned at 7:39 p.m.

_____, Secretary Date: _____