

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JANUARY 21, 2020

The Crawford County Board of Health met Tuesday, January 21, 2020 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Koert Bartman
Kayla Blank, PharmD
Bonnie Finn
Guy Rumler
Robert Walsh, D.O.

EXCUSED: Shannon Goebel
David Rotman, M.D.
William Schaefer, DDS

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Jenna Thompson, Nursing Supervisor
Eric Paulin, Director of Environmental Health
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:05 p.m. by Kayla Blank, Chairperson with Mr. Bartman, Mrs. Blank, Mrs. Finn, Mr. Rumler, and Dr. Walsh present at time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

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

APPROVAL OF LAST MEETING MINUTES

A motion was made by Dr. Walsh and seconded by Mr. Bartman to approve the November 19, 2019 minutes as written. Upon roll call, motion carried unanimously.

NOVEMBER FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of November, 2019.

A motion was made by Mr. Rumler and seconded by Mrs. Finn to approve the November, 2019 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reported according to an unaudited yearend cashflow report, the Department has a balance on hand of \$1,457,561.37; she noted this to be slightly over thirteen and a half months in operating expenses.

DECEMBER FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of December, 2019.

A motion was made by Dr. Walsh and seconded by Mrs. Finn to approve the December, 2019 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF VACCINE AUTHORIZATION

Mrs. Tracy stated as discussed during the November 19, 2020 Board meeting, she would like to request increasing the vaccine purchase authorization amount from \$5,000 to \$10,000. Mrs. Tracy explained vaccine prices continue to increase and this will reduce the frequency of requests to have a Board member approve the purchase prior to submitting a claim for payment.

A motion was made by Dr. Walsh and seconded by Mr. Bartman to increase the vaccine purchase authorization amount to \$10,000 as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES

Mrs. Tracy asked Board members to review the FY'19 fourth quarter update and FY'20 objectives at their convenience. She asked Board members to contact her regarding questions or additional items they would like the department to work on for this fiscal year.

NURSING REPORT

Mrs. Thompson reviewed the Nursing Report for the months of November and December, 2019 as well as a three-year comparison report.

ENVIRONMENTAL HEALTH REPORT

Mr. Paulin reviewed the Environmental Health report for the months of November and December, 2019.

ADVISEMENTS

MARY HEATH FOUNDATION GRANT

Mrs. Tracy reported the Department received a grant in the amount of \$10,718 from the Mary Heath Foundation Grant to purchase two commercial grade refrigerators and freezers for the proper storage of vaccine.

BEHAVIORAL HEALTH

Mrs. Tracy reported Lawrence County Health Department is willing to provide a Psychiatric Nurse Practitioner at our facility, possibly as a satellite clinic, in addition to the counseling already in place in the near future. She explained they are proposing doing this on Fridays when the department is normally closed. Mrs. Tracy stated if this service would grow, there is currently not sufficient office space available. She stated she would like to investigate possibly adding on or adding a building to the department’s adjacent property to the north. Mrs. Tracy stated she hoped the Board is in favor of this partnership, as she wanted to offer as many behavioral health services to Crawford County as possible; Board members did not express any objections.

VEHICLE

Mrs. Tracy stated the SUV donated to the department by the Sheriff’s Department has been very much appreciated. She noted it is currently in need of some repairs, but has been a good vehicle. Mrs. Tracy stated she would like to purchase a hybrid car as a second vehicle that will be more reliable and use less fuel for travel to meetings and trainings out of Crawford County. Mrs. Tracy stated if agreeable, she will present this information at next month’s meeting to hopefully vote on during the March meeting; Board members did not express any objections.

JACKETS

Mrs. Tracy stated on behalf of all staff, she wanted to thank the Board for the jackets received at Christmas. She stated staff were thrilled to have such a nice gift and to have CCHD name and logo on it. She thanked the Board for their generosity.

ADMINISTRATOR EVALUATION

Mrs. Tracy stated the Administrator Evaluation forms and envelopes were included in each packet. She asked the evaluations be returned to Mrs. Blank by February 28, 2020.

COMMENTS FROM BOARD MEMBERS

No comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:39 p.m.

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