

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**SEPTEMBER 16, 2014**

The Crawford County Board of Health met Tuesday, September 16, 2014 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD  
Toni Earleywine, R.N.  
Michele Elliott, R.N.  
Bonnie Finn  
John Newlin, DDS  
Robert Walsh, D.O.

EXUSED: Bob Bowen  
David Rotman, M.D.

**OTHERS**

PRESENT: Darla Tracy, Certified Public Health Administrator  
Terry Shaffer, R.N., Nursing Supervisor  
Scott Seeley, Sanitarian-In-Training  
Will Schaefer, DDS  
Angie Beabout, R.N., BSN Student  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 12:10 p.m. by Bonnie Finn, Vice-President.

**ROLL CALL**

Mrs. Branson held roll call for attendance with Board members Dr. Bedwell, Ms. Earleywine, Ms. Elliott, Mrs. Finn, Dr. Newlin and Dr. Walsh present at the time of roll call.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

Mrs. Tracy noted Executive Session had been added to the revised agenda.

**APPROVAL OF LAST MEETING MINUTES**

A motion was made by Ms. Earleywine and seconded by Dr. Bedwell to approve the August 19, 2014 Board of Health minutes. Upon roll call, motion carried unanimously.

## **FINANCIAL UPDATE**

Mrs. Tracy reviewed the financial report for the month of August, 2014.

A motion was made by Dr. Bedwell and seconded by Dr. Walsh to approve the August, 2014 financial report as presented. Upon roll call, motion carried unanimously.

## **SALARY COMMITTEE REPORT**

Mrs. Tracy distributed a Salaries and Benefits comparison sheet for Board members to review. As Chairperson of the Salary Committee, Dr. Bedwell reported.

## **EXECUTIVE SESSION (PERSONNEL)**

A motion was made by Dr. Bedwell and seconded by Dr. Walsh to enter into Executive Session to discuss personnel. Upon roll call, motion carried unanimously.

Closed Session began at 12:20 p.m.

A motion was made by Dr. Bedwell and seconded by Ms. Earleywine to close Executive Session. Upon roll call, motion carried unanimously.

Open Session resumed at 12:29 p.m.

## **SALARY COMMITTEE REPORT CONTINUED**

A motion was made by Dr. Bedwell and seconded by Dr. Walsh to approve a 3% salary increase for staff. Upon roll call, motion carried unanimously.

Ms. Earleywine reported the Salary Committee met September 10, 2014 after learning of additional revenue to be received through the prostate grant in the amount of \$10,000.00. She added the health insurance premiums only increased by 4.8% rather than the 10% Mrs. Tracy had originally budgeted and presented at the first Salary Committee meeting. Ms. Earleywine stated when considering the reduction of two part-time employees and the additional revenue, the Salary Committee recommends hiring a full-time receptionist/WIC clerk.

A motion was made by Ms. Earleywine and seconded by Mrs. Elliott to hire a full-time receptionist/WIC clerk.

Dr. Schaefer left the meeting at 12:32 p.m.

## **FY'15 BUDGET PRESENTATION**

Mrs. Tracy reviewed Fiscal Year 2014 revenue and expenditures. Mrs. Tracy reported she anticipates ending FY'14 with a surplus of approximately \$2,000.00.

Mrs. Tracy presented the Fiscal Year 2015 budget and reviewed the Budget Points sheet, explaining projected revenue and expenditures. Mrs. Tracy stated the Department will not request an increase in the tax levy this year.

Mrs. Tracy explained the proposed budget's revenue reflected thirty-eight percent in grants, forty percent in fees, twenty-one percent in levy, and one percent in interest and other. Salaries and Benefits were noted to be seventy percent of budgeted expenditures.

A motion was made by Dr. Newlin and seconded by Dr. Walsh to approve the FY'15 budget as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reported the current cash on hand balance is \$578,371.00, which would cover approximately seven and a half months in operating expenses.

### **EXECUTIVE SESSION MINUTES**

Executive Session Minutes were made available for Board members to review.

A motion was made by Mrs. Elliott and seconded by Dr. Bedwell to leave all Executive Session minutes closed. Upon roll call, motion carried unanimously.

### **NURSING REPORT:**

Mrs. Shaffer reviewed the Nursing Report for the month of August, 2014.

Mrs. Shaffer stated she has tentative flu clinic dates scheduled and will release this information as soon as all vaccine has been received.

Mrs. Shaffer reported on the results of the sixth annual KidneyMobile visit conducted in August. She stated seventy-four people were served and fifty of those clients had an abnormal finding on the screenings. She reported eleven people were confirmed to have diabetes with five of those clients not previously diagnosed. Mrs. Shaffer stated twenty-three people were referred for follow-up with their family physician.

### **ENVIRONMENTAL HEALTH REPORT**

Mr. Seeley reviewed the Environmental Health Report for the month of August, 2014.

### **ADVISEMENTS**

#### **BOARD MEMBER ANNOUNCEMENTS**

Mrs. Tracy announced Dr. Newlin would be retiring at the end of his current term, November 30, 2014. She stated a retirement celebration will be held for him on November 18, 2014 directly following the Board meeting.

Mrs. Tracy stated Dr. Schaefer has agreed to serve on the Board and his appointment recommendation has been sent to the County Board for approval.

Mrs. Tracy reported Mrs. Finn and Dr. Rotman have agreed to serve another term and their reappointments have been sent to the County Board for approval.

**STREET NAME CHANGE**

Mrs. Tracy stated she had recently been approached to see if the Health Department would have any concerns about the location's street name possibly being changed. Mrs. Tracy asked the Board if they had any concerns; no concerns or objections were voiced, but it was noted the decision would not be that of the Board of Health.

**COMMENTS FROM BOARD MEMBERS**

Dr. Newlin thanked everyone for their support and noted he really enjoyed his time on the Board. He stated he felt Dr. Schaefer would be a good board member. Ms. Earlewyne had no comment. Dr. Walsh had no comments. Mrs. Elliott had no comments. Dr. Bedwell stated he will really miss Dr. Newlin. Mrs. Finn stated she will miss Dr. Newlin.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Dr. Bedwell and seconded by Dr. Newlin to adjourn at 1:07 p.m.

\_\_\_\_\_, **Secretary**                      **Date:** \_\_\_\_\_