

**MINUTES
APRIL 21, 2014**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade at the office of Douglas County Health Department located 1250 US HWY 36, Tuscola, IL. Board members in attendance were Nancy Simpson, Tom Hettinger, Carol Miller, Darlene Hutchinson and Dr. Rick Davidson. Board members not in attendance were Dr. Jerrad Zimmerman and Tom Wold.

AGENDA

Nancy Simpson made a motion to approve the agenda as presented and Darlene Hutchinson seconded the motion.

APPROVAL OF MARCH 17, 2014 MINUTES

Tom Hettinger made a motion to approve the minutes as presented and Darlene Hutchinson seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-abstain	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

REVIEW AND APPROVAL OF BILLS SUBMITTED FOR PAYMENT

Nancy Simpson made a motion to approve the bills submitted with the following additions: Amanda Minor—mileage-\$131.04; Amanda Minor-mileage-\$52.64; Tim Flavin-Mileage-\$351.04; Absopure-water-\$95.00; Absopure-water-dental-\$25.60; Absopure-water-water cooler-\$145.00; American Express-Scale-\$566.55, supplies-BT-\$10.86,supplies-unspec-\$37.03, refund dental-(\$293.00); Best, Inc-contractual-dental-\$245.00; Children’s first calibrations-nursing-\$50.00; Tuscola Journal-Tob.Adv.-\$60.00; Sandy Gregory-mileage-dental-\$18.87; Ashley Peterson-mileage-dental-\$46.20, mileage-dental-\$156.25; Margarita Bright-dental-mileage-\$56.00, contractual-dental-\$156.25; Dianna Chappel-mileage-dental-\$11.10; Heather Gill-contractual-dental-\$295.00; Lindsey Smith-mileage-dental-\$56.00, contractual-dental-\$156.25; Frontier-phones-\$235.37; EIEC-Elec-\$720.37; Advanced Disposal-Garbage & Recycling-\$61.05; Consolidated Comm.-phone & interent-\$113.97; Verizon Wireless-BF &WIC-nursing-\$37.82,BT-BT-\$352.84,MiRaza-MiRaza-\$98.05,IPC-IPC-\$60.04; Global Payments-credit card-unspec-\$200.22; TripCom MRC-conference-\$30.00; IEHA-conference-\$190.00; Bert Fidler-Cleaning-\$450.00 and Tom Hettinger seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

OLD BUSINESS

The annual report was approved by email.

NEW BUSINESS

Architect docs done by July, Bids out in August, Start date in Sept ,approve Architect's contract.

Tom Hettinger made a motion to accept the agreement for professional services from Farnsworth Group for the lump sum of \$9000.00. By signing this agreement, Farnsworth Group will provide architectural services for the existing office spaces to be converted into a 560 square foot conference room and Nancy Simpson seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Computer purchases:

Nancy Simpson made a motion to approve the purchase of four more additional computers at the price of \$849.00 each totaling \$3396.00. Two of these computers will be expensed to the Emergency Preparedness Grant FY15 for \$1698.00, while the other two for \$1698.00 will be expensed to the Family Case Management grant. Six new computers were approved at the February 2014 board meeting and all were expensed to the Emergency Preparedness grant for FY14. Carol Miller seconded this motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Locker room cabinet purchase:

Darlene Hutchinson made a motion to accept the bid to pay Miller's Holzwerk \$1781.93 for Oak Stained cabinets with doors and locks for storage in the Dental Locker room and Dr. Rick Davidson seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Julie adding new job to her position:

Tom Hettinger made a motion to promote Julie Paddock to the MRC coordinator position in addition to keeping her current position. With this increase I made a motion that she will receive \$1 more an hour starting May 1, 2014. This \$1820.00 a year will be expensed to the MRC grant and Dr. Rick Davidson seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Cleaning Bid:

Dr. Rick Davidson made a motion to accept Bert Fidler as the cleaning agency for \$580.00 a month and Tom Hettinger seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Website:

Nancy Simpson made a motion to accept the bid from Destrel Tech Billing for \$2204.50. This will include re-designing the web site for the Douglas County Health Department as well as the first month's web hosting fee of \$29.50 and Carol Miller seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Addendum to the Personnel Policy: Chapter 8-Benefits-various leaves –sick leave #4:

Dr. Rick Davidson made a motion to approve the below addendum into the personnel policy under sick time. "A doctor's release will be required of an employee returning to work from a serious illness or injury, and/or an admission to the hospital. A doctor's note may be requested from an employee if their manager deems it necessary for their job performance and/or their health and wellbeing and Tom Hettinger seconded the motion. This has been added to the personnel policy manual.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	Tom Wold-absent
Dr. Jerrad Zimmerman-absent		

Jeans on Fridays-\$3 for Relay 4/25/-6/21-2014:

Tom Hettinger made a motion to allow staff to wear jeans on Fridays with a health department shirt, by paying \$3.00 each time for relay for life. This will begin on April 25th and conclude on June 21st of 2014 and Darlene Hutchinson seconded the motion.

Roll Call:

Nancy Simpson-yes	Dr. Rick Davidson-yes	Carol Miller-yes
Tom Hettinger-yes	Darlene Hutchinson-yes	To Wold-absent
Dr. Jerrad Zimmerman-absent		

Upcoming outreach events:

DCAC-JUNE14, 2014

HEELS TO HEALTH SEPT-SENIOR EXPO

NEXT MEETING - May 18, 2014, 5:30pm

ADJOURN- Nancy Simpson made a motion to adjourn at 6:35pm.

Submitted by Nancy Simpson