

**MINUTES**  
**January 27, 2020**

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 Frank Lincoln, Bibby Appleby, Nancy Simpson, Dr. Rafael Ruggieri. Dr. Aaron Parsons and Jeremy Leonard were absent. Visitors present Jim and Nancy Allen and Charles Thomas.

**AGENDA**

Nancy Simpson made a motion to approve the agenda and Frank Lincoln seconded the motion.

**APPROVAL DECEMBER 19, 2019 MINUTES**

Frank Lincoln made a motion to approve the minutes as presented and Bibby Appleby seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	Jeremy Leonard-absent

**APPROVAL OF JANUARY 13, 2020 BILLS**

Bibby Appleby made a motion to approve the bills submitted with the following addition; Douglas/Jan./Feb/insurance-\$22,725.00 and Nancy Simpson seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	Jeremy Leonard-absent

**OLD BUSINESS**

FQHC Update and plan: More discussion reviewing the plan to be put in place and when.

Update with Lawyer: Amanda bringing board members up to date. Nancy Simpson made a motion to approve the letter presented with changes discussed in answer to the letter received from Don Munson, Chairman, members of the Douglas County Board and Kate Watson, State's Attorney and Dr. Rafael Ruggieri seconded the motion, see attached letter.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	Jeremy Leonard-absent
Dr. Virginia Wade-yes		

Operatory purchases for medical: Tabled

BOH replacements: Jeremy Leonard has been approved by the county board. Dr. Kim Whitaker has been scheduled for an interview.

**NEW BUSINESS**

Approval to complete the Internal Control Manual: Frank Lincoln made a motion to enter into an agreement with Luke Sparks to complete the Internal Control Manual for the DCHD at the cost up to \$5000.00 and Bibby Appleby seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	Jeremy Leonard-absent

Approval of Credit Card policies: This was discussed to update credit card policy for said purchases waiting for further information.

**Appointment and approval of BOH members for office:** Bibby Appleby made a motion to elect the following officers with a term expiring November 30<sup>th</sup> 2020- Dr. Virginia Wade for President; Jeremy Leonard for Vice President and Nancy Simpson for Secretary and Frank Lincoln seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	Jeremy Leonard-absent

**Tobacco 21 compliance checks and smoke free office:** Frank Lincoln made a motion to approve the presented Tobacco21 Compliance checks and Smoke Free Act ordinances that have been prepared by Do. Co. State's Attorney for a vote at the Douglas County Board Meeting and Nancy Simpson seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	Jeremy Leonard-absent

**Approval of cleaning, landscape, and snow bid:** Bibby Appleby made a motion to approve the Cleaning bid for \$180 per week for 3 times a week; the landscaping bid for \$642.20 plus add ons and snow removal bid for \$35.00 per hour and Frank Lincoln seconded the motion.

**Roll Call:**

Frank Lincoln-yes	Nancy Simpson-yes	Dr. Aaron Parsons-absent
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	Jeremy Leonard-absent

Dr. Virginia Wade-yes

**Year End financials were reviewed compared to last year.**

**OMA/FOIA certificates were discussed and all need to comply.**

**Monthly Financial was discussed**

**Next Meeting: February 24<sup>th</sup>, 2020 at 5:30pm**

**Adjourn:**

**Bibby Appleby made a motion to adjourn at 6:55pm and all agreed**

**Submitted by Nancy Simpson**