

**Hancock County Health Department
Meeting Minutes
Thursday, January 25, 2024**

OPENING:

The regular meeting of the Hancock County Health Department was called to order at 5:30 pm on Thursday, October 27, 2022 in Carthage by M. Crim.

Present:

In Person:

Andy Bastert
Lisa Merriman
Zach Rodeffer

Rob Biondolino
Michael Ottney
Patsy Davis

Karen Beeler
Melissa Pence
Monica Crim

OTHERS PRESENT:

Amy Hall, Administrator, Tasha Speers, Director of Finance

APPROVAL OF MINUTES:

Board Minutes for the October 25, 2023 and December 11, 2023 Meetings were read and a motion to approve the minutes was made by A. Bastert with a second by M. Pence. Motion was carried.

PUBLIC COMMENTS:

None

REPORTS:

Administrative:

The roof only cost a total of \$500.00 due to insurance. Ramsey Insurance is now the Insurance Carrier. There is a \$5,000.00 deductible. There are some Grants that we have not been paid for. There is \$17,000.00 pending. WIC is caught up. /there was \$800,000.00 moved into a CD and a withdrawal to open a new account. Motion to approve was made by R. Biondolino with a second by Z. Rodeffer. Motion was carried.

UNFINISHED BUSINESS:

Personnel Handbook Policies:

1. Education Reimbursement Policy-Tabled

Motion was made by A. Bastert to table this discussion until Amy can do more research. K. Beeler seconded and Motion was carried.

NEW BUSINESS:

Interagency Health Education Fund:

Melita Finney is the only signer on this account. Board of Health permission is needed to close this account and open a new one. This fund is used for the Family Fair and donations are what has funded this account. Also, because this fund is under the TIN of the Health Department, a new TIN is needed. A. Bastert abstained from voting on this issue. Motion was made to allow Melita to close the account, open a new one and get a new TIN by M. Pence. K. Beeler seconded the motion and the motion was carried.

HOME HEALTH ANNUAL REVIEW:

The Home Health Aide Supervision section was reviewed. Motion was made to approve by L. Merriman with a second by R. Biondolino. Motion carried.

2023 Home Health Chart Audit was done. There are 2 RNS and 1 CNA that meet quarterly to assess trends. There is some Education that needs to be done.

Motion to approve was made by M. Ottney with a second by R. Biondolino. Motion was carried.

2023 Home Health QAPI/PIP was discussed. The second quarter goal was met. Motion to approve was made by K. Beeler with a second by R. Biondolino. Motion was carried.

2023 Fiscal Year Annual Report was discussed. There are some grants that are still needing to be paid. Motion to approve was made by M. Pence second was made by M. Ottney. Motion was carried.

Pay Hourly Staff when Amy need to close the building. There was an instance where the building had to be closed due to a water issue. The by-laws state that only the salaried employee, which is Amy, is required to be paid in this instance. There are several ways to handle paying the staff should this occur again. Amy stated that it has only been closed 10 times since the opening of the Health Department. There was a discussion on how to make this fair. Many Board Members believed that if the employees have the ability to work from home during this type of event, they should. Also items such as giving earned time back if an employee works during a

shutdown of the building or do they need to take a vacation day, etc. A discussion was made that a Policy needs to be created for this. Motion was made to table this issue by M. Ottney with a second by L. Merriman. Motion was carried.

Checking account at Marine. It was decided to close this account and open the new account at Fortress due to the benefits that Fortress was offering for Certificates of Deposit, etc. A. Bastert abstained from this discussion due to his position at Fortress Bank. Motion was made to move account to Fortress by M. Ottney with a second by Z. Rodeffer. Motion was carried.

Recommendation of New Board of Health Member to the County Board:

Dr. Reed was nominated and elected to be the Board of Health Member to represent the Board of Health on the Hancock County Board. Motion was made by A. Bastert with a second by M. Pence. Motion was carried.

Amy also stated that Dr. Kim has agreed to come onto the Board which will be a good addition.

President Election: Monica Crim, who was Vice President at the time of Ed Owen's passing was nominated and elected as President of the Board. This left the position of Vice President open. Rob Biondolino was nominated and elected as Vice President.

Memorial Bench: M. Pence presented a proposal for a Memorial Bench to be established. She stated that she would like to honor late members of the Board such as N. Krekel and E. Owen by purchasing a bench that plaques to could be placed with the name and years served to honor those who have served the community by being on the HC Health Department Board of Health. Discussions as to where to place the bench, the type of bench, etc were held. A Motion was made to table this discussion until further research could be done by R. Biondolino with a second by M. Ottney.

Meeting Adjourned at 6:45

Next Meeting: April 23, 2024


M. Crim, Board of Health President