

## **Macon County Board of Health Meeting**

October 16, 2018

Candace Clevenger, Board of Health President, called the meeting to order at 5:45 pm.

### **Roll Call**

Candace Clevenger, President – Present  
Linda Fahey, Vice-President - Present  
Paige Toth, Secretary – Absent  
Dr. John Bradley – Absent  
Dr Alan Colby, Treasurer – Absent  
Vivian Goodman - Present  
Jan Hack – Present  
Mary Jane Linton - Present  
Dr. Venkat Minnaganti – Absent  
Jerry Potts - Present  
Dr. Kimberly Serbe - Absent

### **Health Department Staff in Attendance**

Brandi Binkley, MPA, SHRM-CP, Assistant Administrator/Chief Human Resources Officer  
Carol Carlton RN, BSN, Director of Clinical Services  
Becky Edwards, Director of Starting Point  
Karen Shiflett, RN, BSN, Director of WIC/FCM  
Sheree Zalanka, Chief Financial Officer  
Kathy Wade, Director of Environmental Health/Emergency Preparedness  
Kimberly Drabing, Administrative Assistant II

### **Public in Attendance**

None

### **Approval of Agenda Topics**

Jerry Potts moved to accept the agenda with the addition of possible litigation in closed session, seconded by Vivian Goodman. Motion carried.

### **Public Comment**

None

### **Approval of Previous Meeting Minutes**

Mary Jane Linton moved to accept the Minutes, seconded by Jan Hack. Motion carried.

## **Communications**

Brandi reported the following:

- Annual employee evaluations are being completed; mid-year meetings were done in May and June of 2018 for performance management.
- Dianna Heyer, Marisa Hosier, and Brandi Binkley attended the Opioid meeting in Bloomington, IL.
- Employee Policy Manual – ongoing updates have been provided to employees. An updated policy manual will be provided for review by the Board after legal looks at the document; during first of 2019.
- Brandi and Dianna attended County Board Meeting, EEHW meeting, and Dianna will be conducting an employee forum.
- Brandi and Dianna met with the Decatur Public Building Commission on expansion of the Dental Clinic. The project will take one to two years to complete.
- Security issues – MCHD is working with the DPBC on updating security systems. Some of the things being updated are: Better quality cameras, security doors, ID badges, and active shooter training for staff.

## **Presentation and Acceptance of Financial Report**

*Sheree Zalanka, CFO*

*September 2018*

The Health Department is 83% into FY18. Total revenue is \$4,793,448.60. Total expenses are \$4,697,684.56. Total revenue less expenditures is \$95,764.04. Total assets are \$4,233,231.10. Health fund is \$4,001,674.54.

Page 2 is the Income Statement Detail as of 9/30/2018.

Accounts receivable increasing due to the Local Health Protection Grant has been changed to a comprehensive report and the application is due by 12/30/18. The contract and money for the grant will not be received until 2019. FCM, BBO, APORS, and HealthWorks have completed contracts but reporting has changed. The State has not shared new reporting system as of 10/16/18. Sheree is currently looking for contracts for Genetics and Tobacco. Sheree will have some budget clean up for the Board to look at during the next meeting.

Linda Fahey moved to accept the Financial Report, seconded by Vivian Goodman. Motion carried.

## **Resolutions**

None

## **Review of Department Expenditures**

Linda Fahey moved to pay the bills, seconded by Jerry Potts. Motion carried.

## **Grant Applications and Review**

Per Brandi, Dianna is awaiting word from Delta Dental for the \$10,000 grant. Dianna will update the Board when she gets more information.

## **Department and Division Reports**

**Employee Recognition**

Candace acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work.

**Old Business**

***Pay Grade Scale Approval***

Brandi passed out the MCHD Pay Grades/Starting Salaries report for Fiscal Year December 1, 2018 – November 30<sup>th</sup>, 2019. Brandi is proposing a 4% increase to base pay beginning 12/1/18.

Linda Fahey moved to accept the 4% increase to base pay, seconded by Mary Jane Linton. Motion carried.

**New Business**

***Well Ordinance Amendments***

Kathy explained the changes to the ordinance that were included in the Board packet for October 16, 2018. The main change is to the actual definition of the permit to match the State code.

Linda Fahey moved to accept the Well Ordinance Amendments, seconded by Mary Jane Linton. Motion carried.

***New Macon County Food Ordinance***

MCHD is adopting the FDA Ordinance beginning January 1, 2019. Kathy explained the Macon County Food Sanitation Ordinance, the differences in the FDA Ordinance, the fee schedule, and provided cliff notes on all changes. The individual reports were provided in the Board packet for 10/16/18.

Linda Fahey moved to accept the New Macon County Food Ordinance, seconded by Vivian Goodman. Motion carried.

**Closed Session**

At 6:15 pm, Candace Clevenger stated they needed to go into Closed Session to review closed minutes and discuss possible litigation. Linda Fahey moved to go into closed session, seconded by Mary Jane Linton. Motion carried.

**Reopen Meeting**

At 6:30 pm, Jerry Potts moved to go back into Open Session, seconded by Jan Hack. Motion carried.

Linda Fahey moved to keep closed minutes for May 20, 2014, March 15, 2016, September 20, 2016, and March 20, 2018 closed and to open and approve closed minutes for September 18, 2018, seconded by Jerry Potts. Motion carried.

**Adjournment**

Vivian Goodman moved to adjourn, seconded by Linda Fahey. Meeting adjourned at 6:35 pm.

Respectfully Submitted,  
Kimberly Drabing, Administrative Assistant II  
President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Date: \_\_\_\_\_