

B.O.H. Full

The board of health meeting was held on March 22nd at 5:30 pm at Celebrations in Watseka, IL. Mr. John Dowling and Rev Teddi Jensen were present for the meeting. Rev Teddi Jensen proceeded over the meeting. Agenda items to be discussed:

- Motion to appoint Julie Clark as the FOIA and OMA officer for the Ford-Iroquois Board of Health
- Motion to reappoint Diane Clatterbuck, Rev Teddi Jensen, and Mrs. Jill Kaeb to the board of health for a three year term from 2011 – 2014
- Motion to recommend to the Iroquois County Board that Mrs. Susan Wynn-Bence be given a permanent appointment to the board of health as the liaison for the Iroquois County Board upon the retirement of Mr. John Dowling.
- Motion to recommend new board of health members for the two (2) open seats, one physician from Iroquois County and one physician from Ford County for a three year term.
- Motion to adopt a resolution to include AFLAC deductions to IMRF wages per tax code policy in the State of Illinois
- Discussion and adoption of a bi-county door hanger program for use in emergencies
- Motion to approve the meeting minutes of the November 16, 2009 Board of Health Meeting
- Motion to approve the agenda and meeting minutes of the March 22nd Board of Health Meeting
- Motion to approve the President's action in paying claims for December 2009 – April 2010
- Motion to approve the grants and contracts entered into by Douglas Corbett, health department administrator
- Motion to approve the annual state of Illinois agency program reviews with DHS, IDPH, IDOA, and ECIAAA
- Motion to approve the annual report as submitted pending the Iroquois County audit final report
- Motion to approve the CMS Medicare Annual Cost Report
- Motion to approve policy and personnel changes as approved at the Professional Advisory Committee

As a quorum was not present these items will be approved / discussed at the May 17, 2010 Board of Health meeting

Respectfully submitted

Douglas D Corbett, MPH
Secretary Pro Tem

The Ford-Iroquois Board of Health met at the Gilman Public Library on May 17, 2010. Rev. Teddie Jensen, Diane Clatterbuck, Elynor Stagen, Jill Kaeb, Douglas Corbett were present. David Brucker and John Dowling was absent. Douglas D. Corbett called the meeting to order at 11:30a.m.

PREVIOUS MINUTES

84/10

Moved by Elynor Stagen to approved the minutes of the meeting of November 16, 2009 and March 22, 2010 distributed with the agenda. Second by Jill Kaeb. Motion carried unanimously.

CLAIMS

85/10

Moved by Jill Kaeb to approve the President's action in paying claims for October 2009, November 2009, December 2009, January 2010, February 2010, March 2010 and to pay the claims for April 2010 as listed. Second by Elynor Stagen. Motion carried unanimously.

GRANTS AND CONTRACTS

86/10

Moved by Elynor Stagen to accept the grants and contracts as listed. Seconded by Jill Kaeb. Motion carried unanimously.

ACCEPTANCE OF REPORTS

87/10

Moved by Jill Kaeb to accept the reports presented. Second by Elynor Kaeb. Motion carried unanimously.

REALIGNMENT OF ORGANIZATIONAL CHART

88/10

Moved by Rev. Teddie Jensen to realign the overall organization chart as written. Seconded by Elynor Stagen. Motion carried unanimously.

APPROVAL OF STAFF PROMOTIONS

89/10

Moved by Rev. Teddie Jensen to appoint, hire, and promote staff members as outlined in the administrator's report with pay increases respective to the position/experience held. Second by Jill Kaeb. Motion carried unanimously.

APPROVAL OF APPOINTMENT OF FIOA/OMA OFFICER

90/10

Moved by Elynor Stagen to appoint staff to serve as the Board of Health FIOA/OMA officer as outlined in the administrator's report effective 1st January 2010.. Seconded by Jill Kaeb. Motion carried unanimously.

APPOINTMENT/RE-APPOINTMENT OF BOARD OF HEALTH MEMBERS

91/10

Moved by Elynor Stagen to appoint/re-appoint Board of Health members Jill Kaeb, Rev. Teddi Jensen, and Diane Clatterbuck for terms served December 2010 – November 2013. Nominations for Board of Health members Dr. Alexander Michalow, MD and Mrs. Susan Wynn-Bence are moved onto the Iroquois County Board's next meeting agenda for final appointment approvals. Dr. Alexander Michalow will carry a term from July 1, 2010 – June 30, 2013. Mrs. Wynn-Bence's appointment will serve successive time with her term as an elected Iroquois County Board member and will succeed Mr. John Dowling as the Iroquois County Board representative. Second by John Dowling (via phone call 5/18/2010). Motion carried unanimously.

ACCEPTANCE OF RESOLUTION FOR IRC SECTION 125 PLAN

92/10

Moved by Rev. Jensen to accept the resolution for Internal Revenue Code Section 125 Plan as IMRF earnings for our AFLAC Plan per Douglas Corbett, the voting Agent for IMRF. Second by Elynor Stagen. Motion carried unanimously.

APPROVAL OF ADDITIONAL BUSINESS ITEMS PER BOARD OF HEALTH PRESIDENT

93/10

Moved by Jill Kaeb to accept The Agency Evaluations ending year 2009. Second by Elynor Stagen. Motion carried unanimously.

APPROVAL OF TELEPHONE UPGRADE PER BOARD OF HEALTH PRESIDENT

94/10

ADJOURNMENT

95/10

Moved by Elynor Stagen to adjourn. Second by Jill Kaeb. Motion carried and the Board adjourned at 1:35pm.

Rev. Teddi Jensen
Secretary
17th May, 2010

The Ford-Iroquois Board of Health met at the Gilman Public Library on July 19, 2010. Rev. Teddie Jensen, John Dowling, Jill Kaeb, Elynor Stagen, Dr. Bernadette Ray, Dr. Kevin Brucker, and Douglas D. Corbett. Diana Clatterbuck not present. Douglas D. Corbett called the meeting to order at 11:30a.m.

MINUTES

96/10

Moved by John Dowling to approved the minutes of the meeting of May 17, 2010 distributed with the agenda. Seconded by Elynor Stagen. Motion carried unanimously.

CLAIMS

97/10

Moved by Elynor Stagen to approve the action of the President in paying claims for July, August, and September 2010 to pay as listed. Seconded by John Dowling. Motion carried unanimously.

GRANTS AND CONTRACTS

98/10

Moved by John Dowling to accept the grant and contracts as listed. Seconded by Jill Kaeb. Motion carried unanimously.

ANNUAL REPORT, Y/E 20 NOV 2009

99/10

Moved by Rev. Teddie Jensen to accept the Annual Report for 2008/2009. Seconded by John Dowling. Motion carried unanimously.

APPROVAL OF BUDGET REVISIONS FOR FY2010 & FY2011

100/10

Moved by John Dowling to revise the current budget as listed. Second by Elynor Stagen. Motion carried unanimously.

APPOINTMENT OF EMPLOYEES

101/10

Moved by Rev. Jensen that the Ford-Iroquois Public Health Department change the policy and procedures to allow related individuals to be employed provided the do not work in the same department or supervise one another. Seconded by Dr. Bernadette Ray. Motion carried unanimously.

ACCEPTANCE OF RESIGNATION

102/10 Moved by John Dowling to accept the resignation of Rebecca Stark, Maternal Child Health Coordinator. Seconded by Jill Kaeb. Motion carried unanimously.

ADOPTION OF REPORTS

103/10 Moved by Dr. Michalow to accept the reports presented. Seconded by Rev. Jensen. Motion carried unanimously.

ADMINISTRATORS CONTRACT REVISION/EXTENTION

104/10 Moved by John Dowling to accept the revision/extension of the administrator's employment contract. Seconded by Rev. Jensen. Motion carried unanimously.

HEALTH INSURANCE CONTRACT REVISION/EXTENTION

105/10 Moved by John Dowling to accept the adoption of the requirement that all individuals with health insurance pay all differences over \$500 to offset the health insurance. Seconded by Dr. Michalow. Motion carried unanimously.

PERSONNEL MOVES/TRANSFERS OF RESPONSIBILITY

106/10 Moved by Rev Jensen to accept the promotion of Brooke Rorem-Willms to become the Social Services Supervisor. Seconded by Dr. Michalow. Motion carried unanimously.

107/10 Moved by Rev. Jensen to accept the transfer of Family Case Management (FCM) to the daily supervision under Rebecca Stark, MCH coordinator. WIC and FCM would then become an integrated unit. Seconded by Dr. Michalow. Motion carried unanimously.

NEW PROGRAM CREATION

108/10 Moved by John Dowling to accept creation of a new program as a "Wellness Vendor" that would contract

to do health risk assessments and subsequent wellness programs for business and community groups. On-site biometric screening programs would be priced to at \$75.00 per participant and off-site biometric testing programs would be set to begin at \$135 per participant. Seconded by Dr. Michalow. Motion Carried unanimously.

ACCEPTANCE TO PROCEED WITH JOINT VENTURE PROJECT

109/10

Moved by John Dowling to accept continuing negotiations with the Iroquois Memorial Hospital to query the financial viability of combining our operation into one new operation owned and operated as a joint venture. Seconded by Dr. Michalow. Motion carried unanimously.

SUPPORT OF HAZMAT/F-I LEPC POLICY TO DEMAND A CREATION OF A NEW HAZMAT UNIT IN RESPONSE TO THE ECOSYSTEMS PROPOSED FACILITY OUTSIDE OF GIBSON CITY

110/10

Moved by Rev. Jensen to adopt a position of creating a fully capable first response HazMat unit and to further equip and train current first responders as now warranted by the new Eco Systems Plant currently under consideration to be built. Mandate through board policy that Eco Systems be financially responsible to provide a fully functioning HazMat response unit and subsequent surveillance and training for emergency response exercises. Seconded by John Dowling. Motion carried unanimously.

ADJOURNMENT

111/10

Moved by John Dowling to adjourn. Seconded by Diane Clatterbuck. Motion carried unanimously and the Board adjourned at 1:10p.m.

Rev. Teddi Jensen
Secretary
19th of July, 2010

The Ford-Iroquois Board of Health met at the Gilman Public Library on September 20, 2010. Rev. Teddie Jensen, John Dowling, Jill Kaeb, Elynor Stagen, Dr. Bernadette Ray, Dr. Kevin Brucker, and Douglas D. Corbett. Diana Clatterbuck not present. Douglas D. Corbett called the meeting to order at 11:30a.m.

MINUTES

112/10

Moved by John Dowling to approved the minutes of the meeting of July 19, 2010 distributed with the agenda. Seconded by Elynor Stagen. Motion carried unanimously.

CLAIMS

113/10

Moved by Elynor Stagen to approve the action of the President in paying claims for July, August, and September 2010 to pay as listed. Seconded by John Dowling. Motion carried unanimously.

GRANTS AND CONTRACTS

114/10

Moved by John Dowling to accept the grant and contracts as listed. Seconded by Jill Kaeb. Motion carried unanimously.

ANNUAL REPORT, Y/E 20 NOV 2009

115/10

Moved by Rev. Teddie Jensen to accept the Annual Report for 2008/2009. Seconded by John Dowling. Motion carried unanimously.

APPROVAL OF BUDGET REVISIONS FOR FY2010 & FY2011

116/10

Moved by John Dowling to revise the current budget as listed. Second by Elynor Stagen. Motion carried unanimously.

APPOINTMENT OF EMPLOYEES

117/10

Moved by Rev. Jensen that the Ford-Iroquois Public Health Department change the policy and procedures to allow related individuals to be employed provided they do not work in the same department or supervise one another. Seconded by Dr. Bernadette Ray. Motion carried unanimously.

ACCEPTANCE OF RESIGNATION

118/10 Moved by John Dowling to accept the resignation of Rebecca Stark, Maternal Child Health Coordinator. Seconded by Jill Kaeb. Motion carried unanimously.

ACCEPTANCE OF REPORTS

119/10 Moved by Elynor Stagen to accept the reports presented. Seconded by Jill Kaeb. Motion carried unanimously.

APPOINTMENT OF A NOMINATING COMMITTEE

120/10 Moved by Jill Kaeb The president of the Board of health appointed Diane Clatterbuck & Elynor Stagen to the Nominating Committee to report nominations for Officers for the 2009/2010 at the November meeting. Seconded by Dr. Bernadette Ray. Motion carried unanimously.

APPROVAL OF ENVIROMENTAL HEALTH PROGRAM FEES AS OUTLINED IN THE ADMINISTERS REPORT

121/10 Moved by Jill Kaeb to adopt The New Enviromental Health Fees as applied to the food permits issued by The Ford-Iroquois Public Health Dept. Seconded by Rev. Teddie Jensen. Motion carried unanimously.

APPROVAL OF EMPLOYEE TUTION REIMBURSEMENT AS OUTLINED IN THE POLICY/PROCEDURE MANUAL

122/10 Moved by John Dowling to allow Mrs. Nancy Reep to pursue her BSN degree, and, by policy to reimburse Mrs. Reep for portion of her tuition and hours worked not to exceed \$3,000.00 per year. Seconded by Jill Kaeb. Motion carried unanimously.

MEETINGS, 2010/2011

123/10 Moved by Jill Kaeb to adopt the Meeting Calendar for the Board of Health for 2010/2011. Seconded by Dr. Bernadette Ray. Motion carried unanimously.

ADJOURNMENT

124/10 Moved by John Dowling to adjourn. Seconded by Jill Kaeb. Motion carried and the Board adjourned at 12:44pm.

The Ford-Iroquois Board of Health met at the Gilman Public Library on November 15, 2010. Susan Wynn Bence, Dr. Bernadette Ray, Elynor Stagen, Jill Kaeb, Diane Clatterbuck, Douglas D. Corbett, Dr. Michalow and Rev. Teddie Jensen were present. Douglas D. Corbett called the meeting to order at 11:30a.m.

MINUTES

125/10

Moved by Jill Kaeb to approve the minutes of the meetings of September 20, 2010 distributed with agenda. Seconded by Dr. Ray. Motion carried; with date change (page 2).

CLAIMS

126/10

Moved by Elynor Stagen to approve the President's action in paying claims for September, October, and to pay the future claims for November through April as listed. Seconded by Dr. Michalow. Motion carried unanimously.

GRANTS AND CONTRACTS

127/10

Moved by Jill Kaeb to accept the grants and contracts as listed. Seconded by Susan Wynn Bence. Motion carried unanimously.

REVISION OF BUDGET 2009/2010

128/10

Moved by Rev. Jensen to revise the current budget as listed. Second by Dr. Michalow. Motion carried unanimously.

ADOPTION OF BUDGET 2010/2011

129/10

Moved by Dr. Michalow to adopt the Budget for 2009/2010 as submitted. Seconded by Dr. Ray. Motion carried unianimously.

AUTHORIZATION TO PURCHASE A NEW VACCINE REFRIGERATOR IN EXCESS OF \$2,000.

130/10

Moved by Rev. Jensen that the administrator is authorized to purchase a new vaccine refrigerator that will cost in excess of the \$2k purchase threshold. Seconded by Elynor Stagen. Motion carried unanimously.

PERSONNEL

131/10

Moved by Dr. Michalow that the staff be paid in accordance with the listing of Proposed Salaries for 2010/2011 and that all accrued vacation time, longevity and excess earned time for all employees be paid at the end of the fiscal year. Seconded by Jill Kaeb. Motion carried unanimously.

APPROVAL OF PERSONNEL RESIGNATIONS, RE-HIRES, AND NEW POSITION HIRES

132/10

Moved by Elynor Stagen to accept the reports presented. Seconded by Dr. Ray. Motion carried unanimously.

ACCEPTANCE OF REPORTS

133/10

Moved by Susan Wynn Bence to accept the reports presented. Seconded by Dr. Michalow. Motion carried unanimously.

APPROVAL OF POLICY & PROCEDURES REVISIONS; NEW POLICIES; AND JOB DESCRIPTION CHANGES

134/10

Moved by Dr. Ray to accept the Policies & Job Descriptions as presented. Seconded by Dr. Michalow. Motion carried unanimously.

AMEND ARTICLES III & IV OF THE FORD-IROQUOIS PUBLIC HEALTH DEPARTMENT BOARD OF HEALTH BY-LAW

135/10

Moved by Dr. Michalow to accept the revisions of the By-Laws of operation to allow for electronic means of communication in lieu of physically attending meetings for purposes of: making, seconding, votin for or against motions typically afforded during Board of Health meetings. Second by Susan Wynn Bence. Motion carried unanimously.

NOMINATING COMMITTEE REPORT

136/10

Moved by Rev. Jensen to accept the Nominating Committee Report, (President Elect 2011, Dr. Bernadette Ray), and Secretary (Susan Wynn Bence, Secretary 2011). Seconded by Dr. Michalow. Motion carried unanimously.

**APPROVAL OF STRATEGIC DEVELOPMENT PLANS FOR NEW
SERVICES/PROGRAMS**

137/10

Moved by Dr. Michalow to participate in and continue development options for long term strategies as outlined in the administrator's report for future service and fiscal growth. Seconded by Elynor Stagen. Motion carried unanimously.

ADJOURNMENT

138/10

Moved by Susan Wynn Bence to adjourn. Seconded by Dr. Michalow. Motion carried and the Board adjourned at 12:50pm.

Rev. Teddi Jensen
Secretary
15th November, 2010

The Ford-Iroquois Board of Health met at the Gilman Public Library on May 16, 2011. Jill Kaeb, Diana Clatterbuck, Elynor Stagen, Rev. Jensen, Susan Wynn Bence, Dr. Kevin Brucker, and Douglas D. Corbett were present. Dr. Bernadette Ray and Dr. Michalow were not present. President Kaeb called the meeting to order at 11:30a.m.

MINUTES

139/11

Moved by Diana Clatterbuck to approve the minutes of the meetings of November 19, 2010 distributed with agenda. Motion seconded by Rev. Jensen. Motion carried.

CLAIMS

140/11

Moved by Elynor Stagen to approve the President in paying claims for November & December 2010, January, February, and March 2011 as listed. Motion seconded by Dr. Brucker. Motion carried unanimously.

GRANTS AND CONTRACTS

141/11

Moved by Diana Clatterbuck to accept the grants and contracts as listed on the administrator's report dated May 16, 2011; including authorization to enter into contracts for the upcoming FY 2012 grant cycle with ECIAAA, IDOA, IDPH, IEMA, DHS, IDOT, HFS and IPA. Motion seconded by Rev. Jensen. Motion carried unanimously.

PROFESSIONAL ADVISORY COMMITTEE

142/11

Moved by Susan Wynn Bence to accept the Minutes of the December 2010, and March 2011 Professional Advisory Committee meetings. Motion seconded by Elynor Stagen. Motion carried unanimously.

ACCEPTANCE OF REPORTS

143/11

Moved by Dr. Brucker to accept the reports presented. Motion seconded by Diana Clatterbuck. Motion carried unanimously.

ACCEPT THE APPOINTMENTS AND RESIGNATIONS OF EMPLOYEES

144/11

Moved by Rev. Jensen to accept the appointments for WIC Breast & Cervical RN Rosa Martinez; Car Seat Tech and MCH data clerk appointments to current staff members Jane Wilkerson and Sandy Saak; Home Health coding specialist; Home Health RN and Office

RN position to current staff member Jeanne Snyder; Home Health Coordinator position as offer pending to Mary Cahoe.

Accept the resignations of Rebecca Stack, WIC Breast & Cervical RN; Irasema Saldana Care Seat Tech and MCH data clerk; Jeanne Snyder Home Health Coordinator; and Aracelli Lopez receptionist data entry clerk. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

ANNUAL AGENCY EVALUATION, 2010

145/11 Moved by Elynor Stagen to accept the Annual Agency Evaluation as approved by the Professional Advisory Committee, (March, 2011). Motion seconded by Dr. Brucker. Motion carried unanimously.

APPOINTMENT/RE-APPOINTMENT OF PROFESSIONAL ADVISORY COMMITTEE

146/11 Moved by Rev. Jensen to accept the PAC committee memberships without changes from 2009-10 membership; and to therefore reappoint the entire committee for another two (2) years for 2011-12 membership. Motion seconded by Diana Clatterbuck. Motion carried unanimously.

ANNUAL AGENCY QUALITY REPORT FOR 2010

147/11 Moved by Susan Wynn Bence to accept the Annual Agency Quality Report as written in the Board of Health May 2011 meeting packet; Motion seconded by Elynor Stagen. Motion carried unanimously.

ACCEPTANCE OF DEPARTMENT OF HUMAN SERVICES CORRECTIVE ACTION PLAN

148/11 Moved by Dr. Brucker to accept the DHS corrective action plan for the annual public health department agency review of DHS programs/services as written. Motion seconded by Rev. Jensen. Motion carried unanimously.

ACCEPTANCE OF RESPONSE TO SCHEDULE OF FINDINGS DURING FY 2010 COUNTY AUDIT

149/11

Moved by Elynor Stagen to accept the administrator's response of county audit findings as presented. Motion seconded by Dr. Brucker. Motion carried unanimously.

ADJOURNMENT

150/11

Moved by Susan Wynn Bence to adjourn. Motion seconded by Diana Clatterbuck. Motion carried and the Board Adjourned at 12:56p.m.

Susan Wynn Bence
Secretary
16th May, 2011 (amended)

The Ford-Iroquois Board of Health met at the Gilman Public Library on July 18, 2011. Diane Clatterbuck, Elynor Stagen, Rev. Jensen, Susan Wynn Bence, Dr. Kevin Brucker, Dr. Bernadette Ray, and Douglas D. Corbett were present. Jill Kaeb and Dr. Michalow were not present. Diane Clatterbuck called the meeting to order at 11:33a.m.

MINUTES

151/11

Moved by Susan Wynn Bence to approve the revised minutes of the meeting of May 16, 2011 distributed to board members through the U.S. mail. Motion seconded by Elynor Stagen. Motion carried.

CLAIMS

152/11

Moved by Elynor Stagen to approve the action of the President in paying claims for May, June, and July 2011 to pay as listed. Motion seconded by Bernadette Ray. Motion carried unanimously.

GRANTS AND CONTRACTS

153/11

Moved by Bernadette Ray to accept the grants and contracts as listed on the administrator's report and to approve the ECIAAA (continuing) grant application that was submitted for review. Motion seconded by Elynor Stagen. Motion carried unanimously.

AUDITS – 2010/2011

154/11

Moved by Susan Wynn Bence to accept the Audit Reports for our Elder Abuse Administrative Review on June 28, 2011 resulting in 98% compliance with IDOA/ECIAAA program standards and procedures. Motion seconded by Bernadette Ray. Motion carried unanimously.

PROFESSIONAL ADVISORY COMMITTEE

155/11

Moved by Bernadette Ray to accept the Minutes of the June 8, 2011 Professional Advisory Committee meeting and accept their recommendations. Motion seconded by Elynor Stagen. Motion carried unanimously.

ANNUAL BUDGET FOR FY 2010/2011 & BUDGET REVISION FOR FY 2009/2010

156/11

Moved by Elynor Stagen to approve the revised budget for 2010/2011 and to present it to the

respective County Boards for review. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

Moved by Elynor Stagen to approve the annual budget for 2011/2012 and to present it to the respective Ford and Iroquois County Boards for approval and levy. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

ADOPTION OF REPORTS

157/11

Moved by Bernadette to accept the Annual Report and the single DHS financial audit prepared by Clifton Gunderson and oral department reports presented by the Administrator. Motion seconded by Elynor Stagen. Motion carried unanimously.

SOLAR PANEL PURCHASE / ACCEPTANCE TO PROCEED AS SCHEDULED

158/11

Moved by Susan Wynn Bence to accept the verbal and written reports of Day and Night Solar contract signed by Administrator on July 1, 2011 and authorization that paperwork was submitted for federal and state assistance for Solar Energy Rebate Program. Motion seconded by Bernadette Ray. Motion carried unanimously. Further moved to solicit bids and review premium increase. A special meeting will be held to award a bid contract for solar panel installation project. Motion seconded by Bernadette Ray. Motion carried unanimously.

PERSONNEL HIRES AND TRANSFERS

159/11

Moved by Susan Wynn to accept the hiring of Brandi Beckman as the full time front desk clerk in Watseka; Ilene Yergler as the full time MCH/Brest and Cervical coordinator; and Mary Cahoe, MSN as the home health coordinator. Motion seconded by Bernadette Ray. Motion carried unanimously.

ORGANIZATION CHART

160/11

Moved by Elynor Stagen to accept the F-IPHD organizational chart as written and approved by the management staff and the PAC. Motion seconded by Bernadette Ray. Motion carried unanimously.

ACCEPTANCE TO PROCEED WITH EXPLORING A DIFFERENT

ACCREDITATION VENDOR

161/11

Moved by Susan Wynn Bence to accept discovery findings of new accreditation vendor (PHAB) that has been developed by peer reviewed methodologies created by NACCHO colleagues. Further moved to not enter into contract with our current CHAP accreditation this fall/winter. CMS will administer the home health compliance visits, as PHAB does not currently monitor home health as a CMS authorized entity. Motion seconded by Elynor Stagen. Motion carried unanimously.

EDUCATION BENEFITS REQUEST APPROVAL

162/11

Moved by Bernadette Ray to accept the request of Stephanie Rhoades for a one year scholarship / internship in the Environmental Health department ending in the May 2012 school year. Rhoades will agree to 24 months of employment after graduation. Further moved to accept Brooke Willms' request to be paid for her absence (14.0 hours/week) during her internship. Willms will agree to 36 months of employment after graduation. Furthermore, if either employee does not meet tenure, a graduated payment plan will be honored to repay the educational gift. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

BYLAWS

163/11

Board of Health Bylaws were reviewed and accepted as written.

ADJOURNMENT

164/11

Moved by Elynor Stagen to adjourn. Motion seconded by Susan Wynn Bence. Motion carried and the Board adjourned at 1:48p.m.

Susan Wynn Bence
Secretary
18th July, 2011

The Ford-Iroquois Board of Health met at the Gilman Public Library on September 19, 2011. Diane Clatterbuck, Elynor Stagen, Rev. Jensen, Susan Wynn Bence, Dr. Bernadette Ray, Douglas D. Corbett, Jill Kaeb, and Dr. Michalow were present. Dr. Kevin Brucker was not present. Douglas Corbett called the meeting to order at 11:42 a.m.

MINUTES

164/11

Moved by Rev. Jensen to approve the minutes of the meeting of July 16, 2011 distributed to board members through the U.S. mail. Motion seconded by Bernadette Ray. Motion carried.

CLAIMS

165/11

Moved by Diane Clatterbuck to approve the action of the President in paying claims for July, August, and September 2011 to pay as listed. Motion seconded by Elynor Stagen. Motion carried unanimously.

GRANTS AND CONTRACTS

166/11

Moved by Bernadette Ray to accept the grants and contracts as listed on the administrator's report. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

APPROVAL OF BUDGET REVISIONS FOR FY 2011 & FY 2012

167/11

Moved by Elynor Stagen to revise the current budget as listed. Motion seconded by Bernadette Ray. Motion carried unanimously.

APPOINTMENT OF EMPLOYEES

168/11

Moved by Rev. Jensen that the Ford-Iroquois Public Health Department approve the hiring of the individuals as mentioned in the administrator's report. Motion seconded by Diane Clatterbuck. Motion carried unanimously.

APPOINTMENT OF A NOMINATING COMMITTEE

169/11

Moved by Susan Wynn Bence that the president of the board of health appoint Diane and Elynor to the Nominating Committee to report nominations for Officers for the 2011/2012 sessions at the November meeting. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

**APPROVAL TO AMEND EMPLOYEE TUITION REIMBURSEMENT AS
OUTLINED IN THE ADIMISTRATOR'S REPORT**

170/11

Moved by Rev. Jensen to amend Mrs. Brooke Willms' scholarship to allow her to continue with her insurance coverage as outlined in the administrator's report. Motion seconded by Elynor Stagen. Motion carried unanimously.

MEETINGS, 2011/2012

171/11

Moved by Susan Wynn Bence to adopt the Meeting Calendar for the Board of Health for 2011/2012. Motion seconded by Diane Clatterbuck. Motion carried unanimously.

IMRF ARC CONTRIBUTION RATES 2012

172/11

Moved by Bernadette Ray to adopt the optional IMRF retirement phase in rate of 10.24% as the employer contribution amount for 2012. Motion seconded by Rev. Jensen. Motion carried unanimously.

ADJOURNMENT

173/11

Moved by Susan Wynn Bence to adjourn. Motion seconded by Elynor Stagen. Motion carried and the Board adjourned at 12:40 p.m.

Susan Wynn Bence
Secretary
19th September, 2011

The Ford-Iroquois Board of Health met at the Gilman Public Library on November 21, 2011. Diane Clatterbuck, Elynor Stagen, Rev. Jensen, Susan Wynn Bence, Dr. Bernadette Ray, Douglas D. Corbett, and Jill Kaeb were present. Dr. Kevin Brucker and Dr. Michalow were not present. President Kaeb called the meeting to order at 11:33 a.m.

MINUTES

174/11

Moved by Rev. Jensen to approve the minutes of the meeting of July 16, 2011 distributed to board members through the U.S. mail. Motion seconded by Bernadette Ray. Motion carried.

CLAIMS

175/11

Moved by Elynor Stagen to approve the action of the President in paying claims for September, October, and to pay the future claims for November through April as listed. Motion seconded by Diane Clatterbuck. Motion carried unanimously.

GRANTS AND CONTRACTS

176/11

Moved by Elynor Stagen to accept the grants and contracts as listed on the administrator's report. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

403(b) ANNUAL RETIREMENT PLAN CONTRACT REVIEW

177/11

Moved by Rev. Jensen to accept the 403(b) annual program plan of action document and authorize the Board of Health President to sign the record of action document plan as written. Motion seconded by Bernadette Ray. Motion carried unanimously.

REVISION OF BUDGET 2010/2011

178/11

Moved by Diane Clatterbuck to revise the current budget as listed. Motion seconded by Bernadette Ray. Motion carried unanimously.

ADOPTION OF BUDGET 2011/2012

179/11

Moved by Susan Wynn Bence to adopt the Budget for 2011/2012 as submitted. Motion seconded by Bernadette Ray. Motion carried unanimously.

AUTHORIZATION TO PURCHASE/LEASE A NEW TELEPHONE SYSTEM IN EXCESS OF UP TO \$34,000

180/11

Moved by Elynor Stagen that the administrator os authorized to lease or purchase a new telephone system for the Watseka office. Motion seconded by Bernadette Ray. Motion carried unanimously.

AUTHORIZATION TO COLLECT BIDS FOR REPAIR OF THE WATSEKA OFFICE EXTERIOR WALL. AUTHORIZATION TO PROCEED WITH BUILDING REPAIRS IF EXPENSES ARE BELOW \$20,000

181/11

Moved by Rev. Jensen that the administrator is authorized to lease or purchase a new telephone system, put monies towards repair of the Watseka office and roof repairs for the Paxton office building. Motion seconded by Susan Wynn Bençe. Motion carried unanimously.

PERSONNELL

182/11

Moved by Diane Clatterbuck that staff be paid in accordance with the listing of Proposed Salaries for 2011/2012 and that all accrued vacation time, longevity and excess earned time for all employees be paid at the end of the fiscal year per current policy. Authorization is given to the administrator to hire a contractual emergency response B/T grant person for a ceiling of \$600 per month for 40.0 hours of work. Motion seconded by Susan Wynn Bence. Motion carried unanimously.

ACCEPTANCE OF REPORTS

183/11

Moved by Bernadette Ray to accept the reports presented. Motion seconded by Diane Clatterbuck. Motion carried unanimously.

APPROVAL OF POLICY & PROCEEDURE REVISIONS; NEW POLICIES; AND JOB DESCRIPTION CHANGES

184/11

Moved by Susan Wynn Bence to accept the policies and job descriptions as presented. Motion seconded by Elynor Stagen. Motion carried unanimously.

NOMINATING COMMITTEE REPORT

185/11

Moved by Elynor Stagen to accept the Nominating Committee Report, Susan Wynn Bence President Elect, and Diane Clatterbuck Secretary. Motion seconded by Rev. Jensen. Motion carried unanimously.

**Effective December 1, 2011, Dr. Bernadette Ray begins her term as the Board of Health President. Diane Clatterbuck begins the term as the Bard of Health Secretary.

ADJOURNMENT

186/11

Moved by Bernadette Ray to adjourn. Motion seconded by Elynor Stagen. Motion carried and the Board adjourned at 12:45 p.m.

Susan Wynn Bence
Secretary
21st November, 2011