

>>>>**March 16, 2010 Board of Health Meeting Minutes:** >>>>>

Present: Jason Asaad, Kay Banta, Judi Benjamin, Dr. Jane Cooney, Ivadale Foster, Brenda Larson, Jim Meharry and Dr. Todd Miller. **Absent:**Dr. Karen Broaders and Connie Ostrander; both asked to be excused. The meeting was called to order by President Kay Banta at 7:16 PM.

A motion was made to approve the agenda as presented; motion: Judi Benjamin; **second:** Dr. Jane Cooney; **motion carried** unanimously.

A motion was made to approve the regular minutes of the January 19, 2010 meeting; **motion:** Judi Benjamin; second: Ivadale Foster; **motion carried** unanimously.

Fiscal Status

We have money in the bank but the County Board has instructed the Auditor to hold \$270,000 for three payrolls. Therefore, we are only getting our bills paid if we have excess of the \$270,000 in the bank. Our internet has been shut off every two weeks since the beginning of the year. It costs \$8.00 to turn it back on. We also have other late fees due to lack of payment. These additional costs were not in the budget but we have to bear the burden.

We still owe the County \$300,000. The decision will be made by the County Board at the April meeting whether they will call the loan or not.

A motion was made to approve the Budget and Expenditure reports for October 2009 and the cash balance report; **motion:**Judi Benjamin; **second:** Ivadale Foster; **motion carried** unanimously.

Old Business:None.

New Business:

A motion was made to authorize Mr. Laker to sign the VFC/AFIX grant from IDPH for \$35,000. This grant designates us as the county monitor for the Vaccines for Children program; **motion:** Judi Benjamin; second: Jim Meharry; motion carried unanimously.

Mr. Laker presented Line of Credit Agreement to the Board for his signature. This document outlines the understanding of the loan agreement between both parties.**A motion was made** to approve the signing of the Line of Credit Agreement with the County Board; **motion:** Judi Benjamin
Second: Ivadale Foster
Motion carried unanimously.

Mr. Laker informed the Board that the County has passed a Residency requirement. It states that any employee seeking a different position within the County must become a Vermilion County resident within 6 months of accepting the new position. Therefore, if any of our Out of County employees want to accept another County position, they will have to comply with the residency requirement. We are not posting our job openings with the residency requirement as directed by the County because we do not think this is legal or enforceable.

Mr. Laker informed the Board that we are not allowed to conduct interim business polls due to the new Freedom of Information Act (FOIA) effective January 1, 2010. FOIA is critically important as well as burdensome.

Written FOIA requests must be responded to within 5 business days. We have the ability to negotiate an extension of 5 business days. If the request is a commercial request, we have 21 days to respond. We can not charge for the first 50 pages of any request. Starting with the 51st page we can charge 15 cents per page.

Mr. Laker distributed the revised VCHD Administrative policy. The Board was instructed to read it and the policy would be voted on at the April Board meeting. The changes include allowing the Public Health Administrator to sign grants as they are received since we can no longer conduct interim business polls.

Mr. Laker presented the By-Laws for annual review. The Board was instructed to read them and vote on them at the April BOH meeting.

Mr. Laker discussed the retirement of Kolby Riggle, our Environmental Health Director. He will be retiring June 2010 after 34 years of employment. Mr. Laker will post the position internally only. If we hire internally, we will backfill the vacated position. Mr. Laker informed the Board that 4 people within the agency are qualified for the position.

Mr. Laker then presented a revised job description for the Director of Environmental Health.

A motion was made to accept the revised job description for the Director of Environmental Health.

Motion: Judi Benjamin
Second: Dr. Todd Miller
Motion carried unanimously.

Mr. Laker presented a revised job description for the Public Health Administrator.

A motion was made to accept the revised job description for the Director of Environmental Health.

Motion: Ivadale Foster
Second: Judi Benjamin
Motion carried unanimously.

Mr. Laker informed the Board that we have received a State grant for West Nile Virus prevention. The grant is for \$9,306 this year. It was for \$14,697 for FY 2010.

A motion was made to authorize the signing of the State West Nile Virus grant for FY2010.

Motion: Jim Meharry
Second; Jason Asaad
Motion carried unanimously.

Mr. Laker discussed his retirement. He originally planned on retiring May 1, 2010 but with the current fiscal problems has delayed it. He does plan on retiring at least by November 30, 2010. His plan for succession will depend on the County Board's decision so he delayed his plan for succession until a later meeting.

Mr. Laker presented a draft of the Quarantine and Isolation policy. This is a standard policy that was drafted according to the requirements of the regulation.

A motion was made to accept the Quarantine and Isolation policy.

Motion: Jim Meharry
Second: Judi Benjamin
Motion carried unanimously.

Items of Information

Mr. Laker reported that the 12 positions have been vacated as of January 31, 2010. These positions are the result of terminating the Healthy Families Illinois Program the Targeted Intensive Prenatal Program and the All Our Kids program.

A motion was made to adjourn the meeting.

Motion: Dr. Todd Miller
Second: Jason Asaad

Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Ivadale Foster
Secretary, Board of Health