

HEALTH BOARD MEETING

February 15, 2018
Wayne County Health Department

Multipurpose Room

PRESENT: John Lebo, M.A. Chairperson
Jeff Butler, M.A. Vice-Chairperson
Elizabeth Bennett, RN, B.S.
Patricia Ravinet, B.S.
Paul Rider, M.D.
Richard Siebert, DVM
David Keller, M.D. Secretary of the Health Board
Eric Coulter, MBA Ed.D, Executive Director
Julie Floyd, Executive Secretary

ABSENT: Jon Igelman M.D.

GUESTS: Kim Flanigan, DON, COO, and Chris Beeson, Liaison

ROLL CALL

DETERMINATION OF QUORUM

John Lebo called the meeting to order and it was determined that there was a quorum and asked for a motion to accept the minutes from December 27, 2017 and January 11, 2018 minutes which were mailed to the Board members. Jeff Butler made the motion and it was seconded by Paul Rider. The motion passed unanimously.

COMMUNICATIONS

Each member received a copy of the Agenda.

EXECUTIVE SESSION:

Executive session Motion was made by Jeff Butler and seconded by Richard Siebert. The motion passed unanimously. Upon motion made, seconded and passed, the Board went into Executive Session for the sole purpose of discussing job performance evaluations of individual employees, as permitted by I.C. 5-14-1.5-6.1(b)(9), the Executive Session was then adjourned. No subject matter was discussed in the Executive Session other than the subject matter specified in the public notice of such meeting.

The Health Board began the regular session.

MOTION-To approve Eric Coulter's carryover sick days from 2017 to 2018. Pat Ravinet made the motion and Jeff Butler seconded. The motion passed unanimously.

MOTION-John Lebo, Health Board President will work with the Wayne County Community Health Center Governing Board regarding the Executive Director 2018 evaluation to ensure accurate comprehensive evaluation for both the Health Center and the Health Department responsibilities. Dick Siebert made the motion and it was seconded by Pat Ravinet. The motion passed unanimously.

MOTION-To maintain current cabinet, with John Lebo to remain Chair and Jeff Butler to remain Vice-chair. The motion was made by Dr. Paul Rider and seconded by Pat Ravinet. The motion passed unanimously.

OLD BUSINESS

The lease agreement of \$12.50 per square foot was approved by the Health Board and has gone to the commissioners for approval. Indirect cost for 2017 has been sent to the auditor. Indirect cost for 2018 should be tracked more carefully.

A bookkeeper or financial director is needed and has been needed for some time. Dr. Coulter stated if we had a bookkeeper it would solve a lot of problems for both the Health Department and county, it would save money with Ellen Smith, CFO. A decision has not been made on who will have the additional help, the auditor or the Health Department.

Health Board members and Dr. Coulter commented that Mary Anne Butters has been very helpful with understanding the situations in the Health Department and working with the county on understanding how the processes work with State Board of Accounts and the county auditing.

Elizabeth Bennett asked what Buildings and Grounds do for the Health Department other than snow removal. Dr. Coulter and Kim Flanigan gave scenarios of when they are needed in this building. The Board discussed the use of work order tickets to document the time Buildings and Grounds spends at the Health Department.

NEW BUSINESS

Dr. Coulter and the Health Board stated the conference call and meeting with county officials and State Board of Accounts went very well. Many questions were answered. The outcome of the meeting cited that HRSA views all program money as HRSA's and co-applicant (Health Board and Governing Board), these two groups work the budgets, control those figures and basically hand in one massive budget to the auditor and also a courtesy copy to the council. Eric believes the health department will provide the county with a budget that we will live within and it would be comprehensive. The HRSA budget will be handed in and cannot be changed. This will eliminate many meetings and confusion on the budgets this will include all HRSA related grants; all program money received and all funding received.

Pat Ravinet asked if the budget and grant issues have been solved. Dr. Coulter stated they have been resolved; the county cannot change HRSA related budgets and state approved grant budgets. Grants that must go to the state for approval once approved the budgets cannot be changed.

We will have a comprehensive audit once a year; this should help the auditor. We will continue to follow criteria the county has imposed for all county employees.

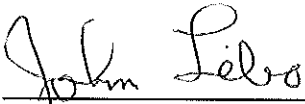
A follow up meeting with the county is scheduled for March 21st at 4:00 p.m. in the Annex. The Board suggested having several meetings or periodic meetings with the county and evaluate the situation if other meetings are necessary. When new county members are elected we should have meetings with them to explain how the programs work.

We received word we will be receiving the Immunization grant again of \$125,000.00 this will offset many immunization costs for the county. This grant will help with the shot nurses, outreach, and some advertising. No vaccines can be paid from this grant; this will pay for some of the administrative costs for the department.


Jeff Butler thanked Chris Beeson for the comments he made to help others understand the workings of the Health Department. The comments were appreciated by all the Board members.

Elizabeth Bennett made a motion to adjourn and Richard Siebert seconded. Passed unanimously.

The next scheduled Health Board meeting is March 15, 2018 at 12:00 (noon) in the Wayne County multipurpose room at the Wayne County Health Department.



John Lebo-Chairperson



Date