

HEALTH BOARD MEETING
October 31, 2019
Wayne County Health Department
Multipurpose Room

PRESENT: John Lebo, M.A. Chairperson
Jeff Butler, M.A. Vice-chair
Elizabeth Bennett, RN, B.S.
Paul Rider, M.D.
Jon Igelman, M.D.
Eric Coulter, MBA Ed.D, Executive Director
Julie Floyd, B.S., Executive Assistant

Absent: Bob Coddington, Peter Zaleski

GUESTS: Rick Boston, Attorney

Executive Session adjourned at 12:30 p.m.

MOTION to adjourn executive session- Dr. Rider made the motion and Elizabeth Bennett seconded. The motion passed unanimously.

ROLL CALL

DETERMINATION OF QUORUM

John Lebo called the meeting to order, determined there was a Quorum, and asked for a motion to accept the minutes from October 24, which were mailed to the Board members. Dr. Rider made the motion and seconded by Elizabeth Bennett. The motion passed unanimously.

COMMUNICATIONS

Each member received a copy of the Agenda.

MOTION

I move this Board adopt and approve the findings, overall conclusions and recommendations of the special committee appointed by this Board, to investigate the grievance filed with the Board on September 13, 2019, by one employee of the Health Department against a fellow employee, including the issuance of a written warning, as recommended by this committee.

I would further move that Board member, Jeff Butler, and Executive Director, Eric Coulter, meet with both employees in this grievance promptly and at that time provide a redacted copy of the "Overall Conclusions" reached by the committee and approved by this Board to each party and at that time also advise only the affected employee of the warning that will be placed in that person's personnel file. Dr. Igelman made the motion and Dr. Rider seconded. The motion passed unanimously.

MOTION

To accept the overall conclusions of the grievance and findings. Dr. Igelman made the motion and Elizabeth Bennett seconded. The motion passed unanimously.

OLD BUSINESS

The transition team reported on the finances, the Commissioners would like information on how the Immunization Grant money is utilized, they would also like a copy of the budget and application.

MOTION

I move we immediately begin to utilize the funds from the Immunization Grant to pay for, either in whole or in part, employees' positions within the Public Health Department that qualifies for such use of the Immunization Grant. Dr. Igelman made the motion, seconded by Jeff Butler, the motion passed unanimously.

MOTION

Change wording in first motion from *utilize* to *verify* as outlined in grant.
Dr. Rider made the motion, seconded by Dr. Igelman, motion passed unanimously.

Human Resources would like job descriptions on RN, Medical Assistants, and Medical Clerk positions. Kim Flanigan will verify descriptions and send to HR.

Dr. Rider explained the layout of the Health Department new location to include two exam rooms.

The next board meeting will be November 14, 2019 at noon, with executive session before the regular meeting.

Dr. Paul Rider made a motion to adjourn and Elizabeth Bennett seconded. The motion passed unanimously.

John Lebo, Chairperson

Date