

**Hancock County Health Department
Meeting Minutes
Thursday, August 29, 2024**

OPENING:

The regular meeting of the Hancock County Health Department was called to order at 5:30 pm on Thursday, August 29, 2024 in Carthage by R. Biondilino

Present:

In Person:

Andy Bastert
Lisa Merriman
Zach Rodeffer

Rob Biondolino
Michael Ottney
Patsy Davis

Karen Beeler
Ashlyn Housewright
Melissa Pence

Not Present:
Monica Crim

OTHERS PRESENT:

Amy Hall, Administrator and Tasha Speer, Finance Director

APPROVAL OF THE AGENDA:

Agenda was reviewed and a motion to approve the agenda was made by L. Merriman with a second by K. Beeler. All members present voted aye and motion carried.

APPROVAL OF MINUTES:

Board minutes for the May 23, 2024 meeting were read and a motion to approve the minutes was made by P. Davis with a second by A. Bastert. All members present voted aye and motion carried.

PUBLIC COMMENTS:

No public comment

REPORTS:

ADMINISTRATIVE AND FISCAL REPORT:

Amy Hall reported that the health department has three grant contracts that have been signed by the health department and IDPH. She reported that we did receive a reduction of the LHPG funds from the temporary increase during fiscal year 2024. Amy reported that Tessie Morton has been hired on as the Health Educator/Communications Specialist. Amy stated that at the most recent

all staff meeting that the staff discussed promoting the health department in different ways to the community. The staff brought up the idea of participating in homecoming parades and having a calendar of events on the health department's website.

PRESIDENT'S REPORT:

No report.

UNFINISHED BUSINESS:

Memorial Bench and the employee educational policy was discussed. Motion was made to table this discussion by L. Merriman and seconded by M. Ottney. All members present voted aye and motion carried.

NEW BUSINESS:

TRAVEL REIMBURSEMENT FORMS:

Travel reimbursement forms were reviewed and discussed. A motion was made to approve the travel reimbursement forms for September and October of 2024 and for a roll call vote for McKenzie, Tasha, Aimee, and Tessie's travel June, July, and August of 2024 by A. Bastert and seconded M. Pence. A roll call vote was taken for Mckenzie's travel to promote the health department as the county fair and parade for a total of \$86.43 in mileage, Tasha's travel to promote the health department at the county fair and parade for a total of \$54.54 in mileage, Tessie's travel to promote the health department at Warsaw's Farmers Market for a total of \$11.86 in mileage, and Aimee's travel to the CPR instructor class for a total of \$38.19 in mileage. 9 (AB, KB, RB, MP, PD, LM, MO, AH, and ZR) ayes, 0 no, and 1 (MP) absent.

HOME HEALTH POLICY REVIEW:

The following home health department' policies were reviewed and discussed on provision of care, treatment and services, quality assessment and performance improvement (QAPI), record of care, treatment, and services, rights and responsibilities of the individual, Medicare reimbursement criteria, plan of care, coordination of patient care, rehabilitation services, restraints-remove policy, no longer applicable, discharge criteria, medication profile, and physician orders-verbal orders. A. Bastert asked if we had a dual authentication policy. A. Housewright asked how often we review the home health policies and whether they need to have a required on them as to when they have been reviewed or noted when the policies have been updated. Motion was made to approve the policies by L. Merriman and seconded by K. Beeler. All members present voted aye and motion carried.

USE OF COMPANY CREDIT CARD POINTS:

Discussion was had on the use of \$250.00 of the company credit card reward points for the staff appreciation event in September 2024. Motion was made to approve the use of those funds by A. Bastert and seconded by M. Ottney. All members present voted aye and motion carried.

CLOSURE OF HCHD FOR STAFF APPRECIATION EVENT IN SEPTEMBER OF 2024:

Discussion was had to close the health department for the staff appreciation event that is scheduled for September 26, 2024 from 12:30-5:00pm. Motion was made to close the health department on September 26, 2024 from 12:30-5:00pm by M. Pence and seconded by M. Ottney. All members present voted aye and motion carried.

2025 Holiday SCHEDULE:

The 2025 holiday schedule that was approved by the county board was reviewed and discussed by the health department. The board of health discussed closing the health department for the same dates that the county board approved to be closed in 2025 but removing the Friday holidays since the health department is already closed on Fridays. Motion was made to approve closing for the 2025 Holidays by A. Bastert and a second by M. Ottney. All members present voted aye and motion carried.

FY' 2025 BUDGET AND TAX LEVY REQUEST LETTER:

The FY' 2025 budget was reviewed and discussed. A motion was made to table the FY' 2025 budget until the October board of health meeting by A. Housewright with a second by L. Merriman. All members present voted aye and motion carried. A motion was made to send the draft FY' 2025 budget that was presented at tonight's meeting to the county board's finance committee along with a letter requesting level public health and tb levy funding for FY'2025 by A. Bastert and seconded by Z. Rodeffer. All members present voted aye and motion carried.

Meeting Adjourned at 6:58 pm

Next Meeting: October 24, 2024



R. Biondolino, Board of Health Vice-President