

## **Board of Health Meeting Minutes**

**Date:** July 31, 2025

**Present:** Monica Crim, Ashlyn Housewright, Tasha Speer, Jessica Croy, Rob Biondolino, Harry Douglas, Dr. Zach Rodeffer

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### **A. Call to Order / Approve Agenda**

- Motion to approve agenda by Rob, seconded by Zach.
- Motion carried.

### **B. Public Comment**

- No public comments.

### **C. Approval of Previous Meeting Minutes**

- Motion by Rob, seconded by Harry.
  - Motion carried.
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## **D. Reports**

### **a. Administrative**

- **Storage Unit with PPE:** Unit has been fully cleaned out and subsequently canceled.
- **AC Unit:**
  - Arnold Refrigeration submitted multiple quotes.
  - Recommendations include:
    - Drip line and sensor installation
    - Drain line repair
    - Ductwork to be fixed on the dental side
- **Grants:**
  - Two grants have been submitted.
  - One grant was written specifically to support dental supplies. Results expected in August or September.
- **Audit:**
  - Audit completed; waiting on report from accounting.
  - No on-site visit required.
- **Custodial Staff:**
  - Currently have two custodians; the newly hired custodian is also assisting with minor maintenance repairs.

## **b. Fiscal**

- **Quarter 4 Reports:**
  - Awaiting \$53,000 to finalize grant reporting.
- **Dental Program:**
  - Facing software challenges and Medicaid registration delays.
  - Medicaid approval obtained for DentaQuest.
  - Dental schedule is booked through mid-September.
- Motion to accept fiscal report by Rob, seconded by Zach.
- Motion carried.

## **c. President's Report**

- No report submitted.
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## **E. Old Business**

### **i. Memorial Bench**

- Cost of bench: \$561.
  - Plaques: Estimated between \$185–\$205.
  - Names to be memorialized: Nancy & Ed (past presidents).
  - Motion by Rob, seconded by Zach.
  - Motion carried.
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## **F. New Business**

### **i. Review of Travel Reimbursement Forms**

- Motion by Rob, seconded by Zach.
- Motion carried.

### **j. Home Health Policy Review**

- **Quality Assessment and Performance Improvement (QAPI):**
  - Updates made to remove individual names and replace with titles.
  - Reviewed and approved: Sections 9–12.
- Motion by Rob, seconded by Andy
- Motion carried.

#### **k. Use of Company Credit Card Points**

- Approval to use credit card points (valued at \$200–\$300) for the December staff appreciation event.
- Motion by Rob, seconded by Zach.
- Motion carried.

#### **l. Staff Appreciation Event**

- Scheduled for Monday, Noon–5 PM.
- Clinic will close at Noon; employees will be paid during this time.

#### **m. Capacity Assessment**

- Reviewed priority areas for improvement in line with IPlan requirements.
- Letter confirming review will be submitted.
- Motion by Rob, seconded by Ashlyn.
- Motion carried.

#### **n. FY 2026 Budget**

- Budget consolidated for improved flow.
- Dental services now included.
- Approved 2.25% wage increase for staff; dental staff (new hires) to receive half of that.
- Motion by Andy, seconded by Rob.
- Motion carried.

#### **o. Tax Levy Request Letter**

- Reviewed and signed by Monica.
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#### **G. Closed Session**

- Motion to enter closed session by Rob, seconded by Harry.
- Motion carried.

#### **Closed Meeting Minutes Approval**

- Approval of December 3, 2024, closed meeting minutes:
  - Motion by Andy, seconded by Rob.
  - Motion carried.
- Motion to exit closed session by Rob, seconded by Zach.

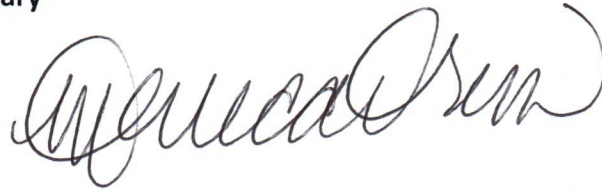
- Motion carried.
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## H. Adjournment

- Motion to adjourn by Rob, seconded by Zach.
  - Meeting adjourned.
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**Next Meeting:** October 23, 2025

**Respectfully submitted,**  
Ashlyn Housewright  
**Board of Health Secretary**

A handwritten signature in black ink, appearing to read "Ashlyn Housewright", written in a cursive style.