

**Hancock County Health Department  
Meeting Minutes  
Thursday, May 23, 2024**

**OPENING:**

The regular meeting of the Hancock County Health Department was called to order at 5:30 pm on Thursday, May 23, 2024 in Carthage by M. Crim.

**Present:**

In Person:

Andy Bastert  
Lisa Merriman  
Zach Rodeffer

Rob Biondolino  
Michael Ottney  
Patsy Davis

Karen Beeler  
Monica Crim

**OTHERS PRESENT:**

Amy Hall, Administrator, Mark Harrison, and Michelle Merritt.

**APPROVAL OF MINUTES:**

Board minutes for the January 25, 2024 meeting were read and a motion to approve the minutes was made by A. Bastert with a second by L. Merriman. Motion was carried.

**PUBLIC COMMENTS:**

Mark Harrison discussed the health department's website. He would like to see more information on the website regarding Alzheimer's Disease, saturated fats, Omega 3, improve how we eat in America, more awareness and tips, cancer-not just breast cancer, diabetes, exercise, and how to build your immune system. He stated that he has a passion for good health and is willing to be on a committee if needed for the website. Michelle Merritt discussed that the health department should be promoting health awareness.

**REPORTS:**

**ADMINISTRATIVE AND FISCAL REPORT:**

Amy Hall reported that the health department has submitted what the auditors have requested up to this point. She also reported that as of April 24, 2024 the health department is still waiting for the \$46, 372.37 in grant reimbursements from the state and that as of the same date the health department has earned \$10,098.10 in interest. Amy discussed two grants that the health department has been awarded the Ticket for The Cure (TFTC) grant and the Respiratory

Surveillance and Outbreak Response Grant. Amy discussed her report to the county board's health and miscellaneous committee on April 1, 2024. She discussed that as of 04/30/2024 the health department no longer has any COVID vaccine on hand and that we will wait to see if we order more based upon what recommendations come out. She also discussed the possible education video opportunities topics that have been discussed between the health department and Memorial Hospital/Clinic. Amy also reviewed reaching out to the University of Iowa regarding the opportunity to promote the need of a dentist to their students, the Agencies Collaborating Together (ACT) Meeting that met at the health department on May 15, 2024, the upcoming Senior Expo that Representative Norrine Hammond and Senator Neil Anderson are hosting at Carthage Primary School on Friday, July 19, 2024 from 9 am- noon, the new Carthage City Ordinance requiring businesses to have their numbers posted on their building at least 5" in size, the renovations/handyman work that have happened at the health department, that we wouldn't have a public health intern over the statement, the Community Health Needs Assessment survey, the National WIC conference, the Illinois public health workforce transformation kick-off meeting that she attended, and the changes that took effect on July 28, 2023.

## **PRESIDENT'S REPORT:**

The Board of Health President, Monica Crim, discussed the board member committee appointments to the personnel, finance, by-laws, and nominating committees.

## **UNFINISHED BUSINESS:**

Personnel Handbook Policies:

1. Education Reimbursement Policy-discussion about the example policies, what the policy should contain, and which staff could use this policy. Motion was made by A. Bastert to table this discussion M. Ottney seconded. Motion was carried.
2. Paying Hourly Staff When Administrator Closes the Building- discussion about whether to pay or not pay the hourly staff when the building closes and the policy will remain as it is currently in the handbook.

Memorial Bench was discussed. Motion was made to table this discussion by R. Biondolino with a second by M. Ottney. Motion was carried.

## **NEW BUSINESS:**

### **TRAVEL REIMBURSEMENT FORMS:**

Travel reimbursement forms were reviewed and discussed. A motion was made to approve the travel reimbursement forms for May-August of 2024 by P. Davis and seconded by A. Bastert. A roll call vote was taken for Marilyn Fox's April 2024 travel expenses for the WIC (Women, Infants, and Children) Conference. 8 (AB, KB, RB, MC, PD, LM, MO, and ZR) ayes, 0 no, and 1 (MP) absent.

**HOME HEALTH POLICY REVIEW:**

Quarter 1 of 2024 adverse events report, chart audit, and QAPI as well as the following policies infection prevention and control, information management, leadership, and medication management were reviewed and discussed. A motion was made to approve the quarter 1 reports and the home health policies by R. Biondolino and seconded by K. Beeler.

**RECOMMENDATION OF BOARD MEMBER:**


Possible names of individuals to ask if they would like to serve on the board of health were discussed. A motion was made by R. Biondolino to send a recommendation to the county board to appoint Ashlyn Housewright to the board of health for a three-year term and seconded by A. Bastert.

**CLOSED SESSION:**

A motion was made at 6:37pm by P. Davis and seconded by R. Biondolino to go into closed session to review closed meeting minutes. The board came out of closed session at 6:38 pm.

Meeting Adjourned at 6:39pm

**Next Meeting: August 29, 2024**



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**R. Biondolino, Board of Health Vice-President**