

Meeting of May 30, 2018

The meeting of May 30, 2018 at the Marion office was called to order at 6:10 p.m. by Dr. Graham.

Dr. Davis, Mr. Duty, Mr. Gentry, and Dr. Graham were all in attendance.

Staff/Public Comments: No comments were made.

A motion was made by Mr. Gentry, seconded by Dr. Davis to approve the minutes of the February 26, 2018 meeting. Motion carried unanimously.

A motion was made by Mr. Gentry, seconded by Mr. Duty to concur with the action of the Director on the approval of bills. Motion carried unanimously.

A motion was made by Mr. Gentry, seconded by Mr. Duty to accept the quarterly report for this quarter. Motion carried unanimously.

After review and discussion a motion was made by Mr. Gentry, seconded by Mr. Duty to approve the budget for Fiscal Year 2019. Motion carried unanimously.

Mr. Kaytor informed the Board of Health of the reappointment of Board Members:

Dr. Leek – 3 year term
Dr. Graham – 3 year term
Mr. Gentry – 1 year term
Mr. Melvin – 1 year term

A motion was made by Mr. Gentry, seconded by Mr. Duty to elect the following officers for Fiscal Year July 1, 2018 – June 30, 2019. Motion carried unanimously.

President: Dr. Graham
Vice-President: Dr. Davis
Secretary-Treasurer: Dr. Leek

Mr. Kaytor, Administrator, presented the Emergency Preparedness report on behalf of Ms. Ronda Koch, Director of Emergency Preparedness. Emergency Preparedness grant funds were used for Emergency Preparedness related items such as computers and servers.

Mr. Kaytor, Administrator, presented the agency's Vision statement developed by the Values team.

A motion was made by Mr. Gentry, seconded by Dr. Davis to accept the Vision statement developed for the agency by the Values team. Motion carried unanimously

Mr. Kaytor, Administrator discussed a Strategic Plan for the organization.

A motion was made by Mr. Gentry, seconded by Dr. Davis to accept the Strategic Plan as presented by Mr. Kaytor. Motion carried unanimously.

Mr. Kaytor, Administrator discussed the following topics:

Third party biller changing companies to decrease costs associated with billing

Contracts negotiated with Clear Wave and Xerox to decrease expenses for those services, also able to implement an agreement with Universal Service Administration Company (USAC) to decrease internet service expenses at the Benton office since it is considered rural.

Medical Cannabis applications – two nurses were trained to help clients complete their application. The State will pay the Health Department per accepted application.

Food fee permits ordinances are complete and ready to go to the County Boards for approval. Once approved, we will be instituting the appropriate fee to each establishment according to the food permit fee schedule.

Commitments survey was completed by staff with a response rate of 88.6%. Key areas of focus for FY19 are: Leading with Vision, Executing Mission, Investing in Capacity and Innovating with Enterprise.

Closed Session [5 ILCS 120/5 (c) (1)] – no closed session at this meeting

A motion was made by Mr. Gentry, seconded by Dr. Davis to adjourn the meeting at 6:37 p.m. Motion carried unanimously.

Erie Graham, M.D., President



Stephen Leek, D.C., Secretary