

# A G E N D A

## BOARD OF HEALTH

**December 11, 2017**  
**6:00 P.M.**  
**CONFERENCE ROOM**  
**AT 310 E. TORRANCE AVENUE, PONTIAC**

**NOTE: Please enter at the ramp door on the north side of the building.**

- I. Call to Order by President Day
- \* II. Approval of September 11, 2017 Meeting Minutes
- III. Reports
  - A. Administrative Report - MaLinda Hillman, Administrator
  - B. Nursing Report - Jackie Dever, R.N., Director of Nursing
  - C. CLIA Report - Jackie Dever, R.N., Director of Nursing
  - D. Environmental Health Report - Donnie Simmons, L.E.H.P., Director of Environmental Health
  - E. Advisory Board Reports - MaLinda Hillman, Administrator
    - 1. School Based Health Clinic – 10/25/17
    - 2. Healthy Families Illinois – 11/2/17
    - 3. Care Coordination Senior Advisory Board – 11/2/17
  - \* F. Quarterly/Annual Financial - MaLinda Hillman, Administrator
  - \* G. Quarterly/Annual Wellness Financial - MaLinda Hillman, Administrator
  - \* H. Gladys Kohrt Memorial Fund - MaLinda Hillman, Administrator
  - \* I. Donation/Cancer Fund - MaLinda Hillman, Administrator
- IV. Old Business
  - \* A. Board of Health appointments
  - B. Fiscal year 2017 staff raises retroactive to 1/1/2017.
- V. New Business
  - \* A. Certification/Appointment of Physicians for Public Health
  - \* B. School Based Health Center Mental Health Intern
  - \* C. Policy Review

- a. Food Program – Enforcement Policies
- b. Fluoride Varnish
- c. Freedom of Information Summary
- d. Hipaa Privacy & Security Policies - Risk analysis
- e. Home Services
- f. Home Nursing
- g. LC – 13 Program Policies
- h. Retention of Records
- i. STI Policies

- \* E. Allocation for FY18
- \* F. Fees
- \* G. Staff raises - Mileage Reimbursement (IRS rate)
- \* H. FY 2018 Board of Health Meeting Dates Quarterly 2<sup>nd</sup> Monday at 6 PM  
March 12, 2018                      June 11, 2018  
September 10, 2018                      December 10, 2018
- \* VI. Other
  - A. Program Statistics
  - B. Employee Activity Report
- \* VII. Adjourn until March 13, 2018

**POSTED December 1, 2017**

This is the email sent to bd of health members;

The county board has decided to match the union contracts for staff raises, now that majority of contracts have been completed. They are recommending that nonunion county employees get a 1% raise retroactive to Jan 1, 2017. Employees received a 1% raise 1/1/17 already so this would give a total of 2% for a raise. I did put a 2% increase in our FY 17 budget so this won't be a problem. Bookkeeping would like to implement this with the next paycheck which is issued 9/29/17. Thus I need to have authorization by next Tuesday. I will also put it on the December Board of Health agenda to have it in the minutes. Please let me know if you are in agreement or have a problem with this. Thanks! Went in 9/29/17 checks

5 said yes: Kate, Joe, Jim, Jeanne, Janine