

STONE COUNTY HEALTH DEPARTMENT
Board of Trustees

Meeting Minutes
August 15, 2011

I. Call to order

Phyllis Knapp, Chair, called to order the scheduled meeting of the Stone County Health Department Board of Trustees at 8:30 a.m. on August 15, 2011 in Galena, MO.

II. Roll Call

The following persons were present: Board Members; Tony DeLong, Phyllis Knapp, Julie Green, and Doris Herington; also present was Angela Ford, Administrator. Dorothy Erickson was absent.

The board welcomed new member Doris Herington. Doris was sworn in at the County Clerk's office before the meeting. Doris and her late husband Carl moved to the Lampe area in 1998. She is originally from Iowa but taught K-8th grade in the San Jose California area for 22 years where she helped establish a Christian school. She is a member of the First Baptist Church in Kimberling City where she volunteers for many of the church activities including the church library. Doris has two daughters, the older daughter is the Director of Immunization Program for the state of Nevada and the younger is a Nurse Practitioner in California; she also has twin 8 year old granddaughters. Doris enjoys quilting, reading, and exercising and is excited to become part of the health department board.

III. Approval of minutes from last meeting

Tony DeLong, second by Doris Herington, made a motion to approve the July 18, 2011 minutes; the vote was unanimous.

IV. Agenda Topics:

Financial Report for July 2011:

Julie asked about the return check for \$200 for a septic permit. Maria is following up and will send a certified letter if needed. Julie Green, second by Tony DeLong, made a motion to approve the July financial report and to pay the bills; the vote was unanimous.

SBAR – Tax Levy for 2011

The maximum tax rate permitted by the State Auditor for 2011 is .0783. The total Valuation for 2011 is \$518,493,962; SCHD property tax share will be:

- $\$518,493,962/100 = \$5,184,940 \times .0783 = \$405,981$

Julie Green, second by Doris Herington, made a motion to set the 2011 SCHD tax rate at .0783; the vote was unanimous.

SBAR - IRS Audit:

Based on the finding of the recent audit Tony DeLong, second by Julie Green, made a motion to pay the IRS the \$3,635.94 due for the employee FICA social security and Medicare contribution for 2009 and 2010, pay the IRS the penalty stated in number 2 of the amount due related to the 1099 findings, assure that Alan Chisholm with ABC Accounting prepares and submits the corrected W-2 forms, appropriate 1099s, and first quarterly report for 2011, and obtain the corrected language from Aflac that included the health insurance premiums in the cafeteria plan; the vote was unanimous.

SBAR – Network Switch

The current switch box holds 24 ports, all are now full. In order to access the Internet for Kim King we need another port. Additional ports will be necessary when the offices are

consolidated. Julie Green, second by Doris Herington, made a motion to purchase a 48 port switch box for \$646.09; the vote was unanimous.

SBAR – Retain Attorney Matt Trokey

Since the retirement of George Scott, the health department has not had an attorney available for consultation. Mr. Matt Trokey was approached requesting his fee for consultation and representation. Julie Green, second by Tony DeLong, made a motion for the SCHD to retain Mr. Trokey for his fee of \$200 an hour on an as needed basis; the vote was unanimous. A letter will be sent to Mr. Trokey signed by Phyllis Knapp.

SBAR – Retain CPA

The health department currently utilizes ABC Accounting in Crane, MO; this agency does not have a CPA. Due to the recent IRS findings, the board believes the health department should have a CPA hired to prepare the quarterly tax reports, W-2s, 1099s, and be available for consultation. Three CPA firms were contacted for bids, two responded. Due to the difference in stated fees Tony DeLong, second by Julie Green, made a motion to retain Joe Berman, CPA in Kimberling City; the vote was unanimous. A letter will be sent to Mr. Berman signed by Phyllis Knapp.

Database Demonstration

Ben Butler, computer consultant obtained through a contract with ABC Accounting, demonstrated the new format of the health department website, the database he created for volunteer/staff emergency response, inventory management, and the septic permits. The board appreciated and complimented Ben on the work he has accomplished and recognized that his contract ended on August 18, 2011.

V. Program and Administrators Report:

Todd Fickbohm, EPHS and section manager of the environmental program, included an SBAR recommending the suspension of the Vacation Home Rental Ordinance. This is due to the lack of enforcement for non-compliance, lack of staff to track the owners of the property and identify the rental property. Tony DeLong, second by Doris Herington, made a motion to suspend the ordinance until the health department can assure that the county prosecutor will enforce non-compliance and we have employee time to follow up on identified property; the vote was unanimous. A notice will be placed in the legal section of the Crane paper. Tony DeLong, second by Doris Herington, made a motion to accept the program reports; the vote was unanimous.

VI. Old/New Business:

There was no old or new business.

VII. Adjournment:

Tony DeLong, second by Doris Herington, made a motion to adjourn the meeting; the vote was unanimous. The next meeting will be September 19, 2011.