

**STONE COUNTY HEALTH DEPARTMENT
Board of Trustees**

**Meeting Minutes
September 19, 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 September 19, 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.

III. Approval of minutes from last meeting

Tony DeLong, second by Julie Green, made a motion to approve the August 15, 2011 minutes with the correction of the spelling of San Jose; the vote was unanimous.

IV. Agenda Topics:

Financial Report for August 2011:

Julie Green, second by Doris Herington, made a motion to approve the August financial report and to pay the bills; the vote was unanimous.

SBAR – Chlorinator System for the Branson West Facility

Due to frequent showing of coliforms in water from the well at the BW facility the installation of a chlorinator was discussed. If the Branson West office is leased by the Children's Smile Center the water must not test positive for coliform. The Smile Center will be regulated under DNR regulations because of the number of clients they serve. The Branson West Municipal Water Supply is not available at this time and may not be for another year. Todd Fickbohm EPHS, Environmental Section Manager and Paul Terry, EPHS discussed DNT regulations stating that DNR will have to be contacted to evaluate the well. They will then be able to determine the size and needs for the well. The well would be under the DNR regulations if 25 people drink the water 60 days out of the year. Since we do not have a drinking water fountain, and staff and clients are provided with bottled water, the office is not currently under the regulations of DNR. Julie Green, second by Tony DeLong, made a motion to table the vote to install a chlorinator until the Branson West office is leased; the vote was unanimous.

SBAR – Public Health Emergency Preparedness Contract (PHEP):

Angela presented the budget submitted to DHSS totaling \$25,191. Due to federal budget cuts to the state this is \$1,342 less than was awarded last year. Julie Green, second by Tony DeLong, made a motion to accept the budget submitted for PHEP; the vote was unanimous.

SBAR – Karen Bailey's Compensatory Time

Karen Bailey was assigned the task of developing the website for the health department. At the time the website had to be maintained outside of the office; Karen developed, maintained, and upgraded the website. Due to the fact that the site was not able to be maintained at the office, in 2007 she was given permission to develop the website on her home computer; she has continued to maintain the website. Due to lack of personnel, Karen frequently had to work on the website on Fridays after she had worked a 40 hour week; for this reason as of July 2011 she has accumulated compensatory time totaling 156.75 hours. Since July 2011 Karen has not accumulated additional CT because we can now host our website within our office. Karen will no longer be required to work on the

website from her home. Julie Green, second by Doris Herington, made a motion that since Karen's CT is a large amount and taking time off would be detrimental to staffing issues, that Karen be paid for the 156.75 hours of CT at her rate of hourly pay of \$13.40; this will total \$2,100.45 in two payments one in 2011 for \$1,050.22 and one in 2012 for \$1,050.23; 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.

V. Program and Administrators Report:

The Region D Local Public Health Agencies have been granted a private showing of the movie Contagion at the Cinema 16 in Springfield on October 12, 2011 at 9:30 a.m.. Since this is the date and time of the regular monthly staff training Angela requested permission for the staff to attend the movie Contagion. The movie was recommended by CDC as a realistic event of a worldwide pandemic. Julie Green, second by Doris Herington, made a motion to allow staff to attend the movie; the vote was unanimous. Staff will pay the \$5 admission fee.

Pam Burnett, BSN, Clinical Section Manager discussed purchasing the Zostavax shingle vaccine. The vaccine cost \$168 for a single injection, or \$151 per injection if at least ten (10) injections are purchased. CDC's recommendation is for individuals over the age of 60 to receive the vaccine. Tony DeLong, second by Doris Herington, made a motion for the health department to purchase ten (10) doses to administer to individuals that are eligible for Medicare Part D, or individuals willing to pay for the cost of the vaccine plus the administration fee; the vote was unanimous.

Susan Campbell, Nutritionist, Section Manager for Nutritional Services explained the WIC voided checks policy with DHSS. Stone County has had to reimburse for WIC checks that clients say are lost or stolen and then are used after they have been replaced. Susan's policy is that no WIC check will be replaced unless the damaged one is turned in.

Galena's 160 year celebration is September 22, 2011. Tony DeLong asked if our EPHS will be inspecting the temporary food stands on the Galena square. Chris Thornton, EPHS will do the inspections Friday and Saturday. Tony DeLong, second by Julie Green, made a motion to accept the administrator and program reports; the vote was unanimous. The board appreciates the work the staff does and the reports they submit each month.

VI. Old/New Business:

There was no old business. New business – Tony DeLong, second by Doris Herington, made a motion to have the water leak repaired that was located under the concrete in the nurse's office; the vote was unanimous.

VII. Adjournment:

Julie Green, second by Tony DeLong, made a motion to adjourn the meeting; the vote was unanimous. The next meeting will be October 17, 2011.