

**STONE COUNTY HEALTH DEPARTMENT  
Board of Trustees**

**Meeting Minutes  
January 17, 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 January 17, 2011 in Galena, MO.

**II. Roll Call**

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

**III. Approval of minutes from last meeting**

Tony DeLong, second by Dorothy Erickson, made a motion to approve the December 20, 2010 minutes; the vote was unanimous.

**IV. Agenda Topics:**

Financial Report for December 2010:

Julie Green, second by Dorothy Erickson, made a motion to approve the December financial report and to pay the bills; the vote was unanimous.

Raymond DiSalvo:

Mr. DiSalvo had requested to be placed on the Board agenda to discuss an issue he is having with his homeowners association related to a tree that overhangs his property and deck. Mr. DiSalvo's complaint is that the tree is causing mold to grow on his deck and is a health issue. Todd Fickbohm, EPHS had talked with Mr. DiSalvo and sent him a letter stating that the health department has no authority over if a tree needs to be removed. Mr. DiSalvo then asked to talk with the Board to request that a letter be sent from the health department to his homeowners association stating that the tree is a health hazard and needs to be removed. Since Mr. DiSalvo did not appear before the board Tony DeLong, second by Dorothy Erickson, made a motion for Angela Ford, Administrator to write Mr. DiSalvo a letter stating that while the Board is sympathetic to his situation, they do not have the authority to write such a letter; the vote was unanimous.

Administrative Manual Updates:

Angela presented the changes to three policies in the Administrative Manual for Board approval. They were: Work Attire - Clinic day at Galena has been moved from Monday to Wed the employees that do not work Friday will wear jeans on Monday instead of Wed; this was changed this in the policy.

Office Closing – Explanations were added to the policy for two sections related to employees that are on approved leave when the offices are closed for weather or other unexpected reasons.

Overtime - The statement that CT must be used before AL was added.

Tony DeLong, second by Julie Green, made a motion to adopt the recommended Administrative Manual updates; the vote was unanimous.

Variance Committee:

Todd Fickbohm reported that the committee has exceeded their three (3) year term; the members are Tony DeLong, John Hancock, Gary McNutt, David Casaletto, and Sean Hill. Tony DeLong, second by Dorothy Erickson, made a motion for Todd to send a letter to the members asking if they would be willing to continue to serve, if not to submit names to be considered for the positions; the vote was unanimous. Tony questioned if it was a state law that the County Commissioners appoint the committee. Angela will ask DHSS staff. The Board requested that Todd include in the March report the status of the Property Transfer Certificate program, transfer of septic system filing to parcel ID number, and the new computer system for the OWTS.

2010 NALBOH Profile Survey:

Angela gave Phyllis Knapp the National Association for Local Board of Health survey to complete.

Candidate Filing Deadline Update:

Only the three existing board members filed to run for election in April 2011. Angela sent a letter to the County Clerk's office stating the health department would not need to have an election.

**V. Program and Administrators Report:**

The Board appreciated that the program report had been divided by office to specify the number of clients seen in each office location and would like for this to be an ongoing report. The Board asked Angela to pass along to Ben Butler their appreciation for his work in finding the parcel ID numbers for the septic system files. Tony suggested that Nellie Lambert with TCIC be called for information on getting a Smart board. The Board also suggested that Karen have a back-up to manage the website. Dorothy Erickson, second by Julie Green, made a motion to accept the administrator and program reports; the vote was unanimous.

**VI. Old/New Business:**

There was no old or new business.

**VII. Adjournment:**

Tony DeLong, second by Dorothy Erickson, made a motion to adjourn the meeting; the vote was unanimous. The next meeting will be February 21, 2011; this is a holiday for the health department staff, the back door to the office will remain open during the meeting with a sign on the front door for the public to enter through the back if they want to attend.