

BOH10012019

The regularly scheduled meeting of the Hancock County Board of Health was held on Tuesday, October 1, 2019 at 4:00pm at the Hancock County Commission office. Chair John Plesa proceeded with roll call. Anthony Pavalis, Sam DeCapio and Nicole Glass were present. Sandy Haspel was absent. Staff present were Dr Rhody, Jackie Huff, Chelsea Everly, Carolyne Baker, Michelle Berneburg and Becky Weekley. Commissioner Barnabei was in attendance.

The Chair asked members to review the minutes from the August 6, 2019 meeting. Asking if there were any questions or objections to the minutes as presented. Having heard no objections, the minutes were approved.

The Chair then asked if members had time to review the financials and were there any questions? Hearing no objections, the financials were approved and filed for audit.

Chair asked that the record reflect that the invoices of bills/expenses were approved and signed prior to the meeting.

No public comments

Old Business: Fees for Service approval from the Bureau was not provided at time of the meeting. Jackie Huff stated she had email confirmation that they were approved by the Center of Local Health, but the official letter was forth coming. The Board stated that once the letter was received the fees would be effective at that date.

Carpet Removal in Clinic and Floor installation was discussed to date one bid was received and the other was to be received within the week. Board said to give the commission the current bid and provide other as it arrives. The bid was hand delivered to Commissioner Barnabei.

DOP and salary discussions will take place in executive session. Will individually discuss each employee in executive session and return to regular session with the decisions.

New Business: By law revisions were provided to the members. Chair asked if there was any discussion on the revisions. Having heard no objections or discussion the Chair moved to accept the by-laws and revisions. Sam DeCapio seconded the motion. All members voted in the affirmative. The By- Laws are approved and will be filed with clerk's office.

Nomination and Election of Chair and Vice Chair was then addressed. Anthony Pavalis made the nomination of John Plesa to be Chair. Sam DeCapio seconded the nomination. All voted in the affirmative to re appoint John Plesa as Chair. John Plesa then nominated Anthony Pavalis as Vice Chair no other nominations were given. Sam DeCapio seconded the nomination and Nicole Glass voted to approve. Anthony Pavalis will serve as Vice Chair.

Program reports from staff:

Administrative: Jackie Huff reported that the auditor has contacted her on Monday the 30th to conduct the 2019-2019 audit. The information is being collected to present to auditor for audit. If the Board wishes to have an exit interview after the audit it can be scheduled. John Plesa would like contacted at that time.

A draft copy of 2020 meeting dates will be given to the Board to review to address for next meeting. This will firm the dates and meeting room for next year.

Clinical reports were provided. The department is preparing for Flu season and Flu shots are available. Shingles and Pneumonia are available. Oct 30 a Flu clinic will be held in the mobile van in Chester from 10:00AM to 12:30PM at the Chester VFD parking area.

Environmental reports are included. 23 campgrounds have been opened this year to date. Kaylas' Campground has been closed and has several issues that need resolved before being considered for permitting.

Food Code 2013 was approved by legislature and in place on July 1, 2019. Under the new code it states that a food establishment is required within the present year to have a Certified Food Manager. The training is online, and the test (\$125) is observed during the testing. (Whether online or in person) We will be working with library and Northern Community college to set up testing locations. One person per organization must be certified and available to attend any facility if needed.

Mold complaints have been received about Hancock County Schools. (August and September) Chelsea Everly stated that the Northern Hancock County Schools were inspected, and mold appears to be present. Carolyn Baker stated that Allison inspection was not based on complaint but during regular inspection. Two areas were observed that was possible mold. Chair Plesa stated that a letter should be sent to the Board of Education with a recommendation to find the source of the mold and then abatement/mediation. The rest of the Board conquered.

Outreach: Van out about offering services to the public. Invoicing for the grant is current. Payment not received to date.

Threat Preparedness-Grant and requirements are current to date. Exercises and drill are to date.

Breast Cancer Awareness Walk will be October 19 with registration at 9:00am and Walk will begin at 10:00AM. Prizes and games and light snack will be available. T shirts are available now and at the walk for \$10. Registration forms are available now at the Health Department.

Salary Schedule discussion recap about the committee formed to review the information and provide the board with recommendations. Anthony Pavalis and Sam DeCapio were the members to review the information and make the recommendations. Salary Classification, Evaluations, and Financial information was provided to the committee by Jackie Huff.

Chair moved to go into executive session and discuss each employee separately. After each session the Board came out of executive session with the decision and then returned to executive to discuss each.

The Chair moves to accept the committee recommendation for Becky Weekley merit increase of -%. All voting in the affirmative.

Secondly, Chelsea Everly the Chair moves to accept the committee recommendation of -% merit increase for Chelsea Everly. All members agreed.

Third, Carolyn Baker the Chair moves to accept the -% merit increase presented by committee. All members agreed.

4th, Michelle Berneburg, the Chair moves to approve the -% merit increase recommended by the committee. All members voting in affirmative.

5th, Jackie Huff, the Chair moves to approve the -% merit increase recommended by the committee. All members voting in affirmative.

The next meeting is on December 3, 2019 at 4:00PM

With no further business to discuss Motion to adjourn by Sam DeCapio and meeting was adjourned.

Respectfully submitted for Dr. Rhody by Jackie Huff