

Minutes From the Regular Meeting of the
Marion Public Health Board
Thursday, April 18, 2013 5:00pm
Conference Room of Marion Public Health

Meeting Minutes:

Date and Time of Meeting: April 18, 2013 - 5:00pm

Type of Meeting: Regular Meeting of the Marion Public Health Board

Members Present: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Members Absent: Rob Lill and Dr. Patel

Others Present: Sandy Bridenstine; Traci Kinsler; Dr. Winegarner; Tyler Pigman; Butch Winslow

Meeting Called to Order:

Angie Yazel called the meeting to order at 5:00pm. It was noted that Rob Lill would be arriving after roll call.

Adoption of the Agenda:

Motion: To adopt the agenda.

Motion Made By: Scott Ballenger

Motion 2nd By: Carol Columber

For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Against: None

Motion Carried

Minutes:

Motion: To accept the written minutes from March 21, 2013 and April 11, 2013

Motion Made By: Brenda Wagner

Motion 2nd By: Carol Columber

For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Against: None

Motion Carried

Open Forum:

None

New Business:

Variance Requests: None

Prosecution Requests: None

Old Business:

Sandy Bridenstine provided an update on current prosecution cases.

Environmental Report

The board reviewed the report submitted by Sandy Bridenstine. Sandy and Bill Coleman will be attending a public meeting in Waldo regarding the Waldo Sewer Project. Sandy requested the following action(s):

Motion: RESOLUTION NO: 2013-029: BE IT RESOLVED that the District Board of Health does hereby approve renewal of the mowing contract with Rodney Banks for the 2013 Grass and Weeds Program at \$45.00 per hour.

Motion Made By: Brenda Wagner

Motion 2nd By: Butch Smith

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against:

Abstain:

Motion Carried

Quarterly EPI Report

Mary Salimbene presented a standard monthly and the Marion County 2012 Communicable Disease Report for the board to review.

Financial Report/Administrative Report:

The Board reviewed the financial reports and the financial transactions listed in Traci's report.

All expenditures and revenues have been reconciled with the County Auditors Reports for the month of March.

Traci presented the following for board consideration:

FINANCIAL MATTERS:

Requesting approval for the following financial transactions:

- ✓ **budget adjustment(s) in the following fund 9213 Creating Healthy Communities Fund:**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92133308 Insurance	92133316 Travel	\$250.00

- ✓ **advance to in order to pay back previous advances from October 2012 and November 2012 (Resolution No's. 2012-0588 \$5,000.00 and 2012-0647 \$5,000.00 for a total of \$10,000.00 in the 9241 IAP):**

<u>Advance From:</u>	<u>Advance To:</u>	<u>Amount:</u>
924133323 Advance Out	90133323 Advance In	\$10,000.00

- ✓ **advance to in order to pay back previous advances from December (Resolution No's. 2012-0710 for a total of \$20,000.00 in the 9243 PHEP):**

<u>Advance From:</u>	<u>Advance To:</u>	<u>Amount:</u>
924333323 Advance Out	90133323 Advance In	\$20,000.00

- ✓ **budget adjustment(s) in the following fund 9013 District Board of Health Fund:**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
90133302 Salaries	90133340 Remit. State	\$30,000.00

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- ✓ budget adjustment(s) in the following fund 9213 Creating Healthy Communities Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
92133302 Salaries	92133311 Supplies	\$550.00

- ✓ budget adjustment(s) in the following fund 9152 Sewage Program Fund:

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
91523308 Insurance	91523313 Equipment	\$810.00

Motion: RESOLUTION NO: 2013-030: BE IT RESOLVED that the District Board of Health does hereby approve payment of the bills and the financial transaction as presented.

Motion Made By: Scott Ballenger

Motion 2nd By: Butch Smith

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Motion Carried

PERSONNEL MATTERS:

Out of District Travel & Meeting Requests:

Environmental: None

Nursing: None

WIC: None

Public Health Infrastructure and Medical Reserve Corps: None

Health Commissioner: None

Administration/Fiscal: None

OTHER MATTERS:

Traci explained the Public Health Week activities that took place the week of April 1-7. A peer to peer recognition program has been implemented.

Requesting approval of a translation services contract.

Motion: RESOLUTION NO: 2013-031: BE IT RESOLVED that the District Board of Health does hereby approve the translation services contract with Silvia Whiteamire as presented.

Motion Made By: Scott Ballenger

Motion 2nd By: Carol Columber

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Abstain: None

Motion Carried

Candy Howard has accepted the Outreach Coordinator position effective April 15th.

Motion: RESOLUTION NO: 2013-032: BE IT RESOLVED that the District Board of Health does hereby approve the appointment of Candy Howard as the Marion Public Health Outreach Coordinator effective April 15, 2013 at \$15.84 per hour.

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Motion Made By: Brenda Wagner

Motion 2nd By: Carol Columber

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Abstain: None

Motion Carried

Interviews for the Code Enforcement Officer and Nursing positions will begin the week of April 22nd.

The board reviewed an estimate to improve the customer service area of Vital Statistics to include a window with a rolling grill \$8,990.00.

Motion: RESOLUTION NO: 2013-033: BE IT RESOLVED that the District Board of Health does hereby approve the estimate to improve the customer service area of Vital Statistics to include a window with a rolling grill \$8,990.00.

Motion Made By: Carol Columber

Motion 2nd By: Brenda Wagner

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Abstain: None

Motion Carried

Public Health Nursing Report:

The Board reviewed the nursing report submitted by Gwen Janeczek.

WIC:

The Board reviewed the report provided by Jane Manley.

Health Commissioner's Report:

Dr. Winegarner has redirected the Nursing, EH and WIC Divisions to report to him to take some of the work load off Traci. Dr. Winegarner and Erin Creeden will be attending a meeting on Combating Childhood Obesity.

Motion: BE IT RESOLVED that the District Board of Health does hereby approve Executive Session to consider appointment, employment, discipline of a public employee.

Motion Made By: Carol Columber

Motion 2nd By: Scott Ballenger

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Abstain: None

Motion Carried

Motion: BE IT RESOLVED that the District Board of Health does hereby approve to come out of Executive Session.

Motion Made By: Scott Ballenger

Motion 2nd By: Butch Smith

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

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Roll Call Against: None

Abstain: None

Motion Carried

Motion: RESOLUTION NO: 2013-034: BE IT RESOLVED that the District Board of Health does hereby authorize the formation of a search committee for the purpose of hiring a fulltime Health Commissioner for Marion Public Health.

Motion Made By: Brenda Wagner

Motion 2nd By: Scott Ballenger

Roll Call For: Scott Ballenger; Carol Columber; Butch Smith; Brenda Wagner; Angie Yazel

Roll Call Against: None

Abstain: None

Motion Carried

Adjournment:

With no additional business to come before the Board:

Motion to adjourn.

Motion Made By: Scott Ballenger

Motion 2nd By: Butch Smith

All In Favor

Motion Carried

Minutes respectfully prepared by Lisa Cook, Executive Administrative Assistant,
and submitted by Traci Kinsler, Administrator

NEXT MEETING OF THE MARION PUBLIC HEALTH BOARD:

**Regular Meeting: May 16, 2013
At 5:00pm in the Conference Room of 181 S. Main Street**