**Call to order** at 1830 Members present: Leslie DeVore, Kathy Fergin, Dan Held, and Vicki McMahon. Quorum noted. Others present: Tricia Harkin, Debbie Phillips, JJ Harkin, Jane Griffith,

**Public Comments:** (Public allowed three minutes. This is not question/answer.) No public comments.

**Executive Session**: No need at this time.

**Personnel Action**: None at this time.

**Approval of minutes** of September 21, 2022. Question by Leslie: pg 2 “E” on handout clarified and D. 1. Suggested to place in paraenthesis on next minutes. Motion by Dan; 2nd Kathy. All in favor Ayes. No nays. Motion carries.

**Agenda Items**:

*PTO policy*: Dr. Dave: last doc sent today. Spoke with Liz, HR, and her suggestions were marked in RED. More info r/t comp time. “Comp and flex time maybe approved in increments by at least one hour but must be approved in advance by one direct supervisor. The time earned must be used within one month of accrual unless otherwise approved by administrator. If unused comp or flex time remains, it may be paid out in last pay period of fiscal year. How does it vary from county policy now? Not sure according to Dr. Dave. More generous. Debbie supplied the employee handbook. Policies to go into effect at beginning of fiscal year (Dec. 1, 2022). Goal is to help with recruitment/retention. Kathy suggests needs to say work six months then can take vacation. County policy is unchanged. If we don’t change anything, we go by County policy. If we change something, then it becomes an addendum/appendix to County policy. Encouraged to put statement into our policy r/t six-month probationary period. Dr. Remmert will provide correction. Question regarding letter L: if any vacation time on books and employee leaves, can be paid for this upon leave. Reference to county policy. The new positions that were approved were these exempt or nonexempt? Professional support are nonexempt. All other positions were exempt. If those who are exempt, can they accrue overtime? Dr. Dave stated they do not receive OT pay so will be able to accrue comp time instead and nonexempt would receive OT pay instead of comp time.

Kathy made a motion to approve the PTO policy with the addition of probation period to section A of policy. 2nd: Vicki. No further discussion. Roll Call: Kathy Y, Vicki Y, Dan Y, Leslie, Y. Motion carries.

*Public Health Administer job description*: took samples from other counties; distributed to review. Kathy questions Human Resources program and evaluation of staff. Dr. Remmert clarified that onboarding is the HR program. Kathy suggested to start with master’s degree. Dr. Remmert believes to have current verbiage so widens applicant pool. However, we prefer a master’s degree with experience. Kathy asked about “county residences requirement.” Can be waived under certain circumstances. However, must go before the County Board for approval. This statement was also in other job descriptions that we recently approved. Kathy asked about in the absence of the Administrator, who is in charge? Dr. Remmert suggested to add to succession plan. Can we add to our bylaws? We were instructed to add to our bylaws by our labor attorney.

Motion to accept current job description: Vicki and 2nd by Dan. All in favor. Motion carries.

*Salary schedule*: Can our agency support these salaries? Dr. Remmert stated grants support salary. Will this make our programs be less effective with funds going into salaries? Depends on how we want to run the agency stated by Dr. Dave. Want to make sure we are still having good programs and a vision to expand stated by Vicki. Dr. Dave gave an idea of what positions are making in the our surrounding areas.

*Stacey arrived at 1907*.

Vicki made motion to accept Public Health Administration salary schedule as is. 2nd by Kathy. No further discussion at this time. Roll Call: Vicki Y, Dan Y, Stacey Y, Kathy Y, Leslie Y. Motion carries.

Public Health Nurse 1 job description: LPN position as this nurse could assist with immunizations, support, etc. throughout department. WIC and Health works is required to have RN.

Vicki made motion to accept job description with edit to remove all references to WIC/Healthworks. Stacey 2nd. All in favor. Motion carries.

*Salary Schedule Public Health Nurse 1*: Some confusion voiced by Kathy r/t past practice of trying to obtain salary raises in past and now we are looking at across the board raises. Motion made by Vick iand 2nd by Stacy to accept salary schedule for Public Health Nurse 1 salary schedule. Dan Y, Stacey Y, Leslie Y, Kathy Y, Vicki Y. Motion carries.

*Budget amendment*: Leslie verbalized concern r/t percentage and IMRF. Fringe benefit worksheet supplied. Only applies to current employs. Stacey asked what our gross income was before Covid. What are we post Covid? Total revenue is: $1,129,000 with $175,00 is covid. We don’t want to be salary heavy and unable to obtain supplies. We need to bill covid testing and injections. We have a lot of money sitting on the table that needs to be charged for. That is where the professional support staff will come in in one area. Keep in mind these are all grant funded positions. Are there any programs being cut per Kathy? Dr. Dave stated he has no intentions of cutting any programs. Want to start new programs but must get current status under control is focus now. Dept needs to be stable. Look at expanding as a 2 year goal. PT must be kept under 1000 hours (approx.19 hrs per week). This must be monitored consistently.

Motion to move forward with anticipated budget made by Dan, 2nd by Stacey. Kathy verbalized concern r/t anticipated salary should have been started at core, not mid range. Dr. Remmert stated he feels in order to obtain quality individual this is where is should start. Noted, depends on applicants and experience. And wanted to go higher and can come down if need be. All positions will not be filled at beginning of fiscal year. All will be evaluated as we move along. Stacey stated: run this dept lean and mean. Roll call vote: Leslie Y, Kathy Y, Vicki Y, Dan Y, and Stacey Y. Motion carries.

*Agency reports:* Dr. Remmert noted he does not believe this has ever been completed/done for years. We will hold off with this with plans to complete next fiscal year (July 1, 2023.

*IPLAN*: Survey link will be shared with board members. Please share with Christian County residents. Encourage to complete by Nov. 1. Hospitals are doing now. This info will be helpful also. IPLAN has been extended to March 2023. But survey must be completed asap.

**Other:**

*Board Member training*: Kathy asked if there was any training for public health board members. Dr. Remmert states where he was before, he would meet

National Association of Boards of Health has a website. We can review that for information. There are specific requirements that must be listed in our annual report. Summary of services, diseases, etc.

*Parking Lot*: Leslie attended personal committee. Presented option of concrete parking lot. Sending to Highway committee. They are not in favor of us getting a concrete parking lot. We are a county property. We are grant funded. That money can not be utilized for infrastructure. They are still looking at rock and chip for now. Also asked that they remember us during snowplow removal.

*Milk Bank*: Contract found. Signed by Jennifer Hall, Breastfeeding Support Counselor. Vicki asked why this was done. Dr. Remmert as acting administrator reminded us that statutorily, the administrator is the only one who can enter into a contract. Stated this should have not happened. Vicki asked if we could enter into a new agreement with interim administrator. All decided this was a good idea and to move forward with this and grand opening.

*Building:* Dan asked if there was anything being done with building. Dan pointed out some things noted just sitting here. Demographics of office is not conducive to teamwork. No funding at this time. ARPA funds would be a good for this.

*Medical Director and Dentist:* Names have been shared and will be shared with County Board Chair.

*Interim Status*: Kathy asked if Dr. Remmert has a goal for length of time he will be staying with us. Dr. Remmert stated no. But wants to get positions filled and stabilized.

*Program education*: Begin in Jan 23 for staff to present programs to board members.

*Next meeting:*  November 2, 2022 at 1830.

20:30 Motion to adjourn made by Vicki, 2nd by Stacey. All ayes. Motion carries.