**Call to order** at 1830 Members present: Leslie DeVore, Stacey Funderburk, Dan Held, Kathy Fergin, Lindsay Fox, and Vicki McMahon. Quorum noted. Others present: Dr. David Remmert, Tricia Harkin, Erin Harkin, Mr. Harkin, Jane Griffith, Dottie Landers, Jeff Nolan, and Liz Hile.

**Public Comments:** (Public allowed three minutes. This is not question/answer.) Jeff Nolan.

**Executive Session**: I would like to entertain a motion to go into Closed Session pursuant to 5 ILCS 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and all subject matters relating thereto and to include the following persons to be present during all or part of such executive session namely, Leslie DeVore, Stacey Funderburk, Lindsay Fox, Kathy Fergin, Vicki McMahon, Dan Held, David Remmert, and Liz Hile and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session. 18:35 Lindsay motioned. Stacey 2nd. Roll Call: Leslie DeVore Y, Stacey Funderburk Y, Dan Held Y, Kathy Fergin Y, Lindsay Fox Y, and Vicki McMahon Y. All ayes. Motion carries. All others present temporarily dismissed.

The Christian County Public Health Board is reopened at 1921 Roll Call: Stacey Y, Dan Held Y, Kathy Y, Lindsay Y, Vicki Y, and Leslie Y. Motion carries.

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

**Approval of minutes** of August 25 and September 01, 2022. Motion by Lindsay; Vicki 2nds. All in favor Ayes. No nays. Motion carries.

**Reports:**

1. Nursing: See Handouts. Tricia discussed possible collaborative relationship with SIU-Taylorville Valerie Vickers, RN
2. Environmental Health: See Handouts. Provided by Cyndy.
3. Financial: See Handouts
   1. Accounts Payable
   2. Profit & Loss Rpt.
   3. Balance Sheet

\*\*\* These reports will change in future after Dr. Remmert works with Debbie to make a more user-friendly format in the coming weeks.

Trend rpts. is what was used tonight. Fiscal year is young. A lot of grants are reimbursement based. Takes awhile to get funds back

**Old Business**:

1. Milk Bank = email supplied from Dr. Remmert that Jane had sent. Jane will look in former Breastfeeding Counselor’s office for more information. Jane thinks no funds out of pocket for CCPHD. However, some time will need to be allocated for banking in refrigerator, temperature logs, and transporting milk to milk bank. There is no dispensing. We only would collect. Concern was any financial obligation r/t maintaining this service. More information will be coming. No contract was found. Do we have any financial obligation with this company? Sounds like a very good program; however, more investigation will need to be done.

**New Business**:

1. **Job descriptions**. See handouts. The ones sent in email from Dr. Remmert are the ones that Dr. Remmert has tweaked from input from HR, Liz Hile. Kathy requesting that BLS be added to DON job description. Vicki felt basic CPR should be in all employee’s job description. AED in place. Liability if no one knows how to do. Add to training experience. Kathy brought up concerns r/t old job descriptions with “specific information”. Dr. Remmert felt the items were to specific. Better to have a general job description with last line as anything else to be asked of you. Dr. Remmert suggested adding to Training. Add timeline to be obtained by certain time frame after hired. Vicki motions to accept job descriptions with addition of CPR training for all positions; 2nd by Dan Held. Kathy verbalized concerns that we are approving all job descriptions at this point. Vicki stated, we have had these for a few weeks. Leslie asked if there were any other concerns Kathy had. Kathy also noted don’t have current job description for administrator. Dr. Remmert stated: I wanted to get all things up and running before I add that. Vicki added this was a good idea. Kathy asking questions r/t support staff. Referred to organizational chart. Lindsay asked if the DON position should have administration of vaccines in her job description? Dr. Remmert stated last sentence under function of job: director functions as part of a nursing team and performs direct nursing services as required. Approving 7 job descriptions. *Vicki motions to accept job descriptions with addition of CPR training for all positions; 2nd by Dan Held. Roll Call vote: Lindsay Y, Kathy Y, Dan Y, Stacey Y, Leslie Y, and Vicki Y. All ayes. Motion carries*.
2. **Job evaluation tools**. See handouts. Each one directly corresponds to job description. Kathy: do you ever do any peer review? Dr. Remmert: Open to anyone who would like to participate. Should not be used alone. But used as a component only. Includes a self-evaluation also. *Lindsay motioned to accept job evaluation tools as is; 2nd Stacey. All in favor: 5 yes 0 no. Motion carries*.
3. **Time off policy**: See handout. This policy incentives length of employment. Kathy asking if E. Administrator has authorization to negotiate. Dr. Remmert stated yes. Vicki asked Liz if she has seen this. She has not at this time. She was aware of this potential policy. Leslie stated we follow County handbook; however, we can caveat off of it. Must have a sentence in PHD employee handbook and County must be made aware as a check and balance. D. 1. Questions by Kath, Dan, and Liz. Need further clarification on accrual of time off. *Tabled per Leslie until next meeting*.
4. **Salary schedule**: See Handout. Every few years as an administrator, Dr. Remmert would perform a salary comparison in surrounding areas. The current one was done in 2018. Each year the board would adopt that the salary schedule itself would move by COLA. This would allow each job to move up by COLA. However, this year it would be 8%. By doing this, salaries kept themselves relevant in the market place. Starting salary, quartile, medium, and maximum. Vicki asked if this salary schedule is sustainable. Dr. Remmert verbalized this was a relevant question. However, we must pay the employees a fair wage, keep them, and this might mean fewer staff. Dr. Remmert stated the positions that would be difficult to find are Public Health Nurse and LEHP. Dr. Remmert felt the persons that are in the position right now should be brought up to the quartile column. Vicki stated if this is the way we are going, it will need to be brought to finance prior to next Audit and Finance mtg and then begin December 1, 2022. Stacey stated her way of running her business is “lean and mean”. Take the small business approach. Dr. Remmert spoke about the organizational chart and how this is centralized. Directors are responsible for items underneath their line on org chart. *Motion by Kathy to accept proposed salary schedule; 2nd by Vicki. Dan questioned if we would quantified how this effects the budget. Roll Call: Kathy Y, Dan Y, Stacey Y, Leslie Y, and Vicki Y. Lindsay is absent at this time. Quorum remains. Motion carries.*
5. **Parking Lot**: *Vicki made motion to move request to Executive & Personnel committee to request funds not to exceed $60000 to concrete the CCPHD parking lot and these funds to come from ARPA. Roll Call: Dan Y, Stacey Y, Leslie Y, Vicki Y, Kathy Y. Motion carries.*

**Other**: If we are discussing raising current employees salaries, we must have to Audit & Finance mtg.(Oct 12) and our board must approve, then to Finance. When should we meet to meet this deadline. October 5th at 1830 for next BOH meeting.

**Any other items properly brought before the board**. Kathy asked about IPLAN. Dr. Remmert is starting on this now. An extension has been filed. Dr. Remmert will bring to next meeting. Annual review report has to be done within 90 days from end of CCPHD fiscal year. The agency puts together; can have an outside agency to do. Directors give statistics. Vicki pointed out that there is a good start with information presented tonight. This can be a promotional item also.

20:37 Motion to adjourn made by Stacey; 2nd by Dan. All ayes. Motion carries.