

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

MINUTES

Meeting: Board of Health

Date: 06-08-2005

Time: 7:30 p.m.

Place: Red Bud Regional Hospital

Attendance: Lyle Hoffman, President; Betty Luthy, Vice President; Ken Slavens, Secretary/Treasurer; Dr. Allen Liefer; Dr. Heather Lucas; Dale Haudrich; Jay Vogt

Not Present: Dr. Marion Ivanuck

Others Present: Thomas Smith; Jessica Schuwerk; Pamela Birchler

DISCUSSION

Lyle Hoffman called the meeting to order at 7:31 p.m.

Dale Haudrich made a motion that the minutes of the January 26, 2005 meeting be approved. Seconded by Jay Vogt. Approved.

Architect Mike Schneider of Quadrant Design made a presentation of the remodeling floor plan for the Chester clinic. Mike pointed out the advantage of a better client flow for the WIC & Immunization programs. The floor plan also offers a private area for the Family Planning program. The remodeling project will possibly be done in three phases depending on staffing arrangements. Estimated time of completion is one year. A few board members questioned if there is room available to create additional offices if needed. It was determined that there are two extra offices now with the potential for two or three more. The Board wants to be sure that the design will support the Department for years to come. At Lyle's request, Mike and Tom explained the floor plan of the current office compared to the remodeled floor plan to justify the changes.

Jay questioned what repairs had been done in the past. Tom informed him that the roof was reconstructed to include a pitch and a concrete parking lot was added.

TOPIC

Call to Order

Approval of Minutes

Old Business
Remodeling plans

DISCUSSION

Mike informed the board that the Chester office building is a sound structure. The remodeling could potentially start in November. Mike estimated that the remodeling would cost \$40 to \$50 per square foot compared to a new building which would cost \$75 to \$110 per square foot. Since the building is owned by Randolph County the final decision of remodeling will be made by the Commissioners. The verbal agreement to date between the Health Department and the County is that the building lease be extended to cover the costs of the remodeling project. Jay Vogt made the motion to submit the amended remodeling plans of the Chester building to the Randolph County Board of Commissioners for their consideration. Seconded by Dr. Allen Liefer. Approved.

Ken Slavens commented that Randolph County will be in communications with the Health Department and Board of Health on the remodeling plans. The Health Department needs to determine the best plan for conducting services around the remodeling.

Tom presented the financial statements compared to the budget through April 30, 2005. He pointed out that the only program over budget at this time is TB. This is due to the number of patients this year and the number of home visits the staff makes to monitor their medicine intake.

Tom informed the Board of the bioterrorism drill that the Health Department will participate in on June 15, 2005. The drill involves eight Health Departments from the metropolitan area. The planning for the drill has been going on since October 2004. The Health Department has received funds from both Illinois and Missouri to purchase supplies to prepare for a bioterrorism disaster. The drill involves receiving medication from the Strategic National Stockpile, then transporting it to the dispensing site to dispense to the public. Tom reviewed the itinerary for the drill day.

Tom gave an update on the status of the 401k plan at the Health Department. A representative from Pension and Retirement Services gave a presentation to the employees on May 11, 2005. Principal was also asked to provide a quote which reduced the annual fee by \$1,040.00.

TOPIC

New Business
Admin. Report
Financial
Budget

Cities Readiness
Initiative

401K Update

DISCUSSION

The decision has been turned over to the union and a response is expected June 10, 2005.

Election of a Treasurer took place do to Terry Moore leaving the Board. A motion was made by Betty Luthy to elect Ken Slavens. Seconded by Dale Haudrich. Approved.

Dale Haudrich made a motion to call an executive session to consider the appointment, employment, or dismissal of an employee or officer. Seconded by Betty Luthy. The Board went into executive session at 8:55 p.m.

The Board came out of executive session at 9:39 p.m.

Dr. Lucas made a motion to adjourn. Seconded by Dale Haudrich. The Board adjourned at 9:41 p.m.

President

TOPIC

Election of Treasurer

Executive Session

Adjourn