

**WOODFORD COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

DATE: January 25, 2023

START TIME: 5:30pm

END TIME: 6:40pm

LOCATION: Woodford County Board Room

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Bonnie Allen (President).	
<u>ROLL CALL</u>	Present: Bonnie Allen (President), Anna Laible, Gary Knepp, Autum Jones, Karen Krug, Michael Meier Excused: Laurie Schierer Staff: Hillary Aggertt, Administrator; Eric Lane, Jenna Tallyn	
<u>Public Input</u>	None	
<u>Approval of Minutes</u>	Approval of December 1, 2022 meeting minutes Approval of December 1, 2022 Executive minutes Executive Meeting Minutes: January 23, 2017 February 13, 2017 July 24, 2017 July 23, 2018 Part 1 July 23, 2018 Part 2 July 27, 2020 Part 1 July 27, 2020 Part 2 July 27, 2020 Part 3 July 27, 2020 Part 4 July 27, 2020 Part 5	Motion by Knepp, Second by Laible, motion carries Motion to keep confidential by Jones, Second by Laible, motion carries Motion to keep confidential by Krug, Second by Knepp, motion carries
<u>Reports</u>	Eric presented Environmental Health Report (The food permits were due January 1st, and no businesses had to be visited) Hillary presented Clinical Report	

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	Hillary presented Third Party Billing Report	
<u>Presentations</u>	None	
<u>Financial Report</u>	Monthly Financial Bills/Bills Paid in Vacation	Motion by Jones, Second by Krug, motion carries
<u>Unfinished Business</u>	None	
<u>New Business</u>	<p>Hillary Aggertt presented the Administration Report.</p> <p>Proposed: 2023 Appointed Officers (Continue the same as before with Allen as President and Schierer as VP)</p> <p>Proposed: 2023 Appointed Officers have fiscal privileges to sign documents and financials on behalf of the agency (Hillary, Bonnie, and Laurie)</p> <p>Proposed: Change 11/15/23 BOH meeting due to Holiday and County Board Schedule conflict</p> <p>Proposed: WCHD project for front door conversion not to exceed \$2,000</p> <p>Proposed: Changing Bookkeeper/Grant Manager Job Description Title to Billing Coordinator</p> <p>Proposed: Changing educational requirements for Communication Specialist Job Description</p> <p>Proposed: 2022 Annual Report</p>	<p>Motion by Krug, Second by Laible, motion carries</p> <p>Motion by Knepp, Second by Meier, motion carries</p> <p>Motion to continue same privileges as before by Jones, Second by Knepp, motion carries</p> <p>Motion to change meeting to 11/29/23 by Laible, Second by Meier, motion carries</p> <p>Motion by Jones, Second by Krug, motion carries</p> <p>Tabled</p> <p>Motion by Jones, Second by Knepp, motion carries</p> <p>Motion by Laible, Second by Krug, motion carries</p>

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	Proposed: HIPAA policy manual updated (Generated by outside company, reviewed by Hillary and Dr. Stoner)	Motion to approve as presented by Laible, Second by Meier, motion carries
<u>Executive Session</u>	5ILCS 120/2 c (1)	Motion to enter by Krug, Second by Jones, Entered at 5:42pm Motion to exit by Jones, Second by Meier, Exited at 6:21pm
<u>Next Meeting</u>	March 22, 2023 at 5:30pm	
<u>Adjournment</u>	Meeting adjourned at 6:40pm	Motion by Jones, Second by Krug, motion carries

Respectfully submitted by: _____

Secretary