

**MINUTES**  
**November 21<sup>st</sup>, 2016**

The meeting of the Board of Health was called to order at 5:45pm by Dr. Virginia Wade at the office of Douglas County Health Department located 1250 US HWY 36, Tuscola, IL. Board members in attendance were Nancy Simpson, Dr. Jerrad Zimmerman, Julian Thoman and Dr. Aaron Parsons. Tom Hettinger, Carol Miller and Jennifer Bender were absent.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Dr. Aaron Parsons seconded the motion.

**APPROVAL OF OCTOBER 17<sup>TH</sup> MINUTES**

Dr. Aaron Parsons made a motion to the minutes and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-abstain	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

**REVIEW & APPROVAL OF NOVEMBER 2016 BILLS SUBMITTED**

Dr. Jerrad Zimmerman made a motion to approve the November 21<sup>st</sup> 2016 bills submitted and Julian Thoman seconded the motion.

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

**NEW BUSINESS**

Front lobby purchase new flooring-Tabled.

Refrigerator Purchase for VFC: Dr. Jerrad Zimmerman made a motion to approve the purchase 18 cubic commercial refrigerator to stay in compliance with the VFC program (vaccine for children) up to \$1800.00 and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

Hygienist Mid Winter Proposal: Dr. Aaron Parsons made a motion to approve up to \$900.00 for expenses for 3 hygienists' CEU's and Dr. Jerrad Zimmerman seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

2017 Board of Health meeting dates: Nancy Simpson made a motion to approve 2017 Board of Health meeting dates and Dr. Aaron Parsons seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

**Election of Officers:** Dr. Aaron Parsons made a motion to approve the following as officers for the 2017 year President: Dr. Virginia Wade; Vice President: Dr. Jerrad Zimmerman; Secretary: Nancy Simpson and renew 3 year term for Jennifer Bender and Nancy Simpson to 12-31-19 and Julian Thoman seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

**Christmas Party allocation:** Dr. Jerrad Zimmerman made a motion to allocate \$600.00 for the annual employee Christmas dinner and Dr. Aaron Parsons seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Jerrad Zimmerman-yes	Tom Hettinger-absent
Julian Thoman-yes	Dr. Aaron Parsons-yes	Carol Miller-absent
Jennifer Bender-absent		

**Dentist update:** Amanda gave the board an update on interview's for a new dentist.

**Travel Policy adoption:** Dr. Jerrad Zimmerman made a motion to approve the travel policy from the county with DCHD adapted fees and Dr. Aaron Parsons seconded the motion with the following changes:

**Section 1. Scope and Interpretation**

b) The following are specifically exempt from this Part:

1) Independent Contractors/Dentists

**Section 4. Preparation and Submission of Travel Vouchers**

f) Travel vouchers shall be supported by receipts in all instances except claiming per Diem

**Section 8. Lodging Allowances**

a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Douglas County Board of Health. The Douglas County Board of Health shall review the rates annually to determine necessary adjustments.

**Section 11. Meal Allowance**

a) The meal allowances specified in Appendix A & B, Reimbursement Schedule are the maximums allowed by the Douglas County Board of Health. The Douglas County Board of Health shall review the rates annually to determine necessary adjustments.

**Section 15 Receipts required per diem**

**Appendix A**

**Meals**

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
<b>Total Per Diem per day</b>	<b>\$41.00</b>

**Next Meeting: January 23<sup>rd</sup>, 2017 – 5:30pm**

**Adjourn:**

Dr. Jerrad Zimmerman made a motion to adjourn at 6:35pm and Nancy Simpson seconded motion.

Submitted by Nancy Simpson

