

**Minutes  
Meeting  
February 20<sup>th</sup>, 2023**

The meeting of the Board of Health was called to order at 5:30 by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jeremy Leonard, Dr. Virginia Wade, Dr. Rafael Ruggieri in person and David Bozarth by zoom. Bibby Appleby and Dr. Aaron Parsons were absent. Abby Hendren, Clinic Director was also present. Jeremy Leonard made a motion to include David Bozarth in voting on all matters as we had a quorum on floor and Dr. Rafael Ruggieri second the motion and all were in agreement.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Jeremy Leonard seconded the motion with all in agreement.

**APPROVAL OF JANUARY 16<sup>TH</sup>, 2023 MEETING MINUTES**

Jeremy Leonard made a motion to approve the January 16, 2023, minutes as presented and David Bozarth seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson-yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins-yes	

**APPROVAL OF FEBRUARY 2023 SUBMITTED FOR PAYMENT**

Nancy Simpson made a motion to approve the bills as submitted and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson-yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins-yes	

**There are no reports of fees of the Departments**

**OLD BUSINESS**

**We all welcome Jim Higgins – our new board member.**

**School Based Health Center – Discussion**

**Building update was discussed. Dr. Virginia Wade appointed Jim Higgins on the building committee.**

**NEW BUSINESS**

**Abby Hendren FT status:** Jeremy Leonard made the motion to move Abby Hendren to a FT status in the clinic as of March 1, 2023 in the Clinic Director position. This will be a 40 hour work week for an annual salary of \$75,920.00 and Nancy Simpson seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson-yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins-yes	

**Office closure Dec. 26<sup>th</sup> – 29<sup>th</sup>:** Nancy Simpson made a motion to approve closing the health department for the week of December 26<sup>th</sup>, 2023. The Holiday that will be observed is on the 26<sup>th</sup>, this staff will use their own time for the remaining time for the week (28 or 32 hours.) Vacation, PTO, and comp. time can be used for this time. All staff have agreed to save their time for this week. Phone calls will be directed to emails and managers will check their emails daily and return calls and follow-up on needed items and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson-yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins-yes	

**Employee Salary update:** Nancy Simpson made a motion to reduce Melanie Rameriz salary from \$18.50 an hour to \$17.00 an hour. She was unable to pass her grant funded certification during this time. Adjustments can be made in the future for additional increases if it is so determined and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson-yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins	

**BOH and County Board with discussion.**

**Monthly Profit/loss grant category with discussion.**

**Monthly Financial with discussion.**

**Annual Report:** Dr. Rafael Ruggieri made a motion to approve the 2022 Annual Report as presented. This will be sent to county board members, school officials, and other partnering agencies. This will also be posted on the websites and available at the DCHD and Jeremy Leonard seconded the motion.

**Roll Call:**

Dr. Aaron Parsons-absent	Nancy Simpson –yes	Bibby Appleby-absent
Dr. Rafael Ruggieri-yes	Dr. Virginia Wade-yes	Jeremy Leonard-yes
David Bozarth-yes	Jim Higgins	

**NEXT MEETING**

**March 20<sup>th</sup>, 2023 5:30pm**

**Adjourn**

**Nancy Simpson made a motion to adjourn meeting at 6:15pm**

**Submitted by Nancy Simpson**