

**MINUTES**  
**October 21<sup>st</sup>, 2013**

The meeting of the Board of Health was called to order at 5:30 pm by Dr. Virginia Wade at the office of Douglas County Health Department located 1250 US HWY 36, Tuscola, IL. Board members in attendance were Dr. Rick Davidson, Carol Miller, Nancy Simpson Dr. Jerrad Zimmerman, Darlene Hutchinson and Tom Hettinger. Member absent was Tom Wold.

**AGENDA**

Nancy Simpson made a motion to approve the amended agenda and Tom Hettinger seconded the motion.

**SEPTEMBER 16, 2013 MINUTES**

Darlene Hutchinson made a motion to approve the minutes as presented and Dr. Jerrad Zimmerman seconded the motion.

**Roll Call:**

Tom Hettinger-yes	Carol Miller-abstain	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-abstain
Tom Wold-absent		

**REVIEW AND APPROVAL OF BILLS SUBMITTED FOR PAYMENT**

Nancy Simpson made a motion to approve the bills submitted and Dr. Jerrad Zimmerman seconded the motion.

**Roll Call:**

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**OLD BUSINESS**

Amanda gave the board an update on Phase 2 and all took a tour of the work in progress.

**NEW BUSINESS**

Employee dismissal: Personnel issues were discussed.

Employee Hire: Nancy Simpson made a motion to approve the promotion of Julie Paddock to Nursing Support Staff position with a \$0.25 raise(\$10.35 to \$10.60 0 starting November 18<sup>th</sup>, 2013 with a merit based raise after three months and Tom Hettinger seconded the motion.

**Roll Call:**

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

Employee new Hire: Dr. Jerrad Zimmerman made a motion to approve a new hire of a front desk person with a pay scale of \$9.50 to no more than \$10.00 an hour beginning November 18<sup>th</sup>, 2013 and Dr. Rick Davidson seconded the motion.

**Roll Call:**

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**November meeting change:** Tom Hettinger made a motion to approve the November board meeting be changed to November 11, 2013 instead of November 18<sup>th</sup> due to Amanda being out of town and Nancy Simpson seconded the motion.

Roll call:

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**Change February holiday:** Dr. Jerrad Zimmerman made a motion to approve changing the County holiday of February 12<sup>th</sup> (Lincoln's Birthday) to February 17<sup>th</sup> (Presidents Day) because of other offices and schools being closed and Tom Hettinger seconded the motion.

Roll Call:

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**WIC funding:** Government shut down affected WIC funding somewhat-Amanda was giving us heads up.

**Change of order:** Nancy Simpson made a motion to approve the additional \$1272.00 for carpet in the offices and additional attic space and Tom Hettinger seconded the motion.

Roll Call:

Tom Hettinger-yes	Carol Miller-yes	Dr. Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**Approval of Pay Request:** Nancy Simpson made a motion to approve the 2<sup>nd</sup> pay request of \$34,617.60, with a balance of \$17,476.02 (includes change order) and Tom Hettinger seconded the motion.

Roll Call:

Tom Hettinger-yes	Carol Miller-yes	Dr Jerrad Zimmerman-yes
Nancy Simpson-yes	Darlene Hutchinson-yes	Dr. Rick Davidson-yes
Tom Wold-absent		

**Electronic Medical Record:** Amanda shared information on Electronic Medical Record and said she would keep us informed as guide lines were presented to her.

#### **NEXT MEETING**

November 11, 2013 at 5:30pm

#### **ADJOURN**

Dr. Jerrad Zimmerman made a motion to adjourn at 6:30pm and Nancy Simpson seconded the motion

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Submitted by Nancy Simpson