MINUTES
MEETING
September 15th, 2025

The meeting of the Board of Health was called to order by Dr. Virginia Wade at 5:38pm Board members in attendance were Jeremy Leonard, Dr. Ryan Shonkwiler, Bibby Appleby, Jim Higgins, Dave Bozarth and Dr. Virginia Wade.
Dr. Rafael Ruggieri and Nancy Simpson were absent.

AGENDA
Dave Bozarth made a motion to approve the agenda as presented and Jeremy Leonard seconded the motion.
Roll Call:

Nancy Simpson-absent	Dr. Rafael Ruggieri-absent	Bibby Appleby-yes
Jim Higgins-yes	Dr. Virginia Wade-yes	Dr. Ryan Shonkwiler-yes
Jeremy Leonard-yes	Dave Bozarth-yes	

APPROVAL OF THE MINUTES OF THE August 18, 2025
Bibby Appleby made a motion to approve the minutes as presented and Jeremy Leonard seconded the motion.
Roll Call:

Nancy Simpson-absent	Dr. Rafael Ruggieri-absent	Bibby Appleby-yes
Jim Higgins-yes	Dr. Virginia Wade-yes	Dr. Ryan Shonkwiler-yes
Jeremy Leonard-yes	Dave Bozarth-abstain	

APPPROVAL OF THE SEPTEMBER INVOICES SUBMITTED FOR PAYMENT
Dave Bozarth made a motion to approve the payment of September invoices and Bibby Appleby seconded the motion.
Roll Call:

Nancy Simpson-absent	Dr. Rafael Ruggieri-absent	Bibby Appleby-yes
Jim Higgins-yes	Dr. Virginia Wade-yes	Dr. Ryan Shonkwiler-yes
Jeremy Leonard-yes	Dave Bozarth-yes	

Old Business:
Dr. Shonkwiler made a motion to approve the Updated Fees as presented for the dental procedures mostly conducted by Dr. Haslett. Jeremy Leonard seconded the motion.
Roll Call:

Nancy Simpson-absent	Dr. Rafael Ruggieri-absent	Bibby Appleby-yes
Jim Higgins-yes	Dr. Virginia Wade-yes	Dr. Ryan Shonkwiler-yes
Jeremy Leonard-yes	Dave Bozarth-yes	

Jim Higgens made a motion to approve the FY 26 Budget as presented. Bibby Appleby seconded the motion.
Roll Call:

Nancy Simpson-absent	**Dr. Rafael Ruggieri-absent**	**Bibby Appleby-yes**
Jim Higgins-yes	**Dr. Virginia Wade-yes**	**Dr. Ryan Shonkwiler-yes**
Jeremy Leonard-yes	**Dave Bozarth-yes**	

BOH updates:
Amanda presented the email sent from Curtis to Dr. Wade with questions to complete for the audit. Dr. Wade respectfully declined to answer the questions due to time constraints. Amanda said she would speak with Curtis the next day and determine a better course of action to comply with the audit requirements without an undue burden on a volunteer Board of Health member.

LWH contract/recommendations:
Amanda presented on the meetings with LWH regarding the contractual agreement to assist in providing a seamless mechanism for auditing purposes with LWH and the DCHD. The last meeting provided suggestions on grant documents being compiled in separate folders with all the necessary items provided. It was recommended by the BOH to request auditors come onsite for the audit to ensure a more streamlined and error-free process

Construction:
Amanda presented that they are awaiting more bids for the front desk enclosure estimate as well as the flooring estimates. She is hopeful that all construction can be completed over the Christmas break week. Thus, it is planned to vote on the estimates at the October meeting and ensure timeliness for the start of construction in December.

New Hires/Grants:
Amanda presented on the new hires, the positions currently unfilled, and the newly received grants.

P and L/ financials:
Amanda presented the P and L for the month and the year as a total as well as a breakdown for the classes. Amanda also presented the monthly balances in 2025 that have been in the black compared to the FY 24 year. Jeremy asked for a projection for the rest of the year and Amanda said she would work on that for the next BOH meeting. Amanda also presented the AR by age in Nextgen for the fees collected. She will present the AR for the grants at the next meeting.

Adjourn
Dr. Shonkwiler made a motion to adjourn at 6:45pm and Dave Bozarth seconded the motion.

Submitted by Amanda Minor