

**MINUTES  
MEETING  
June 16th, 2025**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Jeremy Leonard, Dr. Virginia Wade, Bibby Appleby, Jim Higgins, Dave Bozarth, Dr. Rafael Ruggieri, and Jeremy Leonard. Ryan Shonkwiler was late and was not able to be there for any votes. Nancy Simpson was not present.

**AGENDA**

Dave Bozarth made a motion to approve the agenda as presented and Dr. Rafael Ruggieri seconded.

**APPROVAL OF THE MINUTES OF THE May 19th MEETING**

Bibby Appleby made a motion to approve the minutes as presented and Jeremy Leonard seconded the motion.

**Roll Call:**

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

**APPROVAL OF MAY INVOICES SUBMITTED FOR PAYMENT**

Dr. Rafael Ruggieri made a motion to approve the May invoices submitted for payment and Dave Bozarth seconded the motion.

**Roll Call:**

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

**OLD BUSINESS**

Dr. Rafael Ruggieri made the motion to accept the contract as presented with Carle's changes pending St.'s Attorney's approval. This contract will begin August 1<sup>st</sup>, 2025 with the payment of \$350 a month for up to 5 hours per month between Carle and DCHD for the services to be performed by Dr. Zimmerman. Bibby Appleby seconded the motion.

**Roll Call:**

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

## **NEW BUSINESS**

Jim Higgins made a motion to approve working with LWH accounting firm to update the workflows and processes for the Accounts Receivable policies and procedures of DCHD. The cost will be at a rate of \$140 / hour with a cap of \$5,000. A discussion was had concerning the time needed and if this should be bid out to other agencies. It was decided to cap the amount and receive updates throughout. Amanda will also receive an estimate of time that may be needed. Amanda will present to the BOH the progress of LWH at the September meeting or at the end of the \$5,000 payment whichever comes first. Bibby Appleby seconded the motion.

### **Roll Call:**

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

Amanda discussed the new Nurse Practitioner that will begin today, June 16<sup>th</sup>, and the plans for the clinic.

Amanda presented the finalized raises for employees and the great efforts of the staff and managers to provide a workable solution for the agency and the employees. The total amount was less than expected. Amanda praised the managers for such hard work on developing and implementing a system to ensure staff efforts were rewarded or outcome specific.

Amanda failed to discuss the July meeting being scheduled for July 14<sup>th</sup> instead of July 21<sup>st</sup>. Notifications will be sent out.

Financials were discussed and Amanda presented May 2024 and 2025 comparisons from the county fiscal. Cash was increased by \$75,368.46, but Asset Total was decreased by \$310,182.16. YTD revenue increased by \$308,810.68 and YTD expense decreased by \$259,665.81

**ADJOURN**-Bibby Appleby made a motion to adjourn at 6.05pm, Dr. Rafael Ruggieri seconded and all approved.

Submitted by Amanda Minor