

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

M I N U T E S

Meeting: Board of Health Date: 01-26-2005 Time: 7:30 p.m.

Place: Red Bud Regional Hospital

Attendance: Lyle Hoffman, President; Dr. Allen Liefer; Jay Vogt; Dale Haudrich; Dr. Heather Lucas

Not Present: Dr. Marion Ivanuck; Terry Moore, Secretary/Treasurer; Betty Luthy, Vice President

Others Present: Thomas Smith; Jessica Schuwerk; Pamela Birchler; Gene Schorb; Linda Sharp

DISCUSSION

TOPIC

Lyle Hoffman called the meeting to order at 7:33 p.m.

Call to Order

Auditors Gene Schorb and Linda Sharp from Schorb & Schmersahl, LLC presented the fiscal year 2004 audit. Mr. Schorb commented on the \$110,000 increase in net assets from fiscal year 2003. He also discussed the "Comments, Observations, and Recommendation" section of the financial statements. He commented on the financial statement reporting changes with GASB 34 of which the Health Department already complies with. The Health Department complies by reporting on the accrual basis of accounting and accounting for fixed assets. Mr. Schorb also commented about the DHS audit finding on allocation of administrative costs to the various programs. He pointed out that the Women, Infant, & Children(WIC)and other programs do not allow the allocation of administrative costs. Mr. Schorb advised that this type of allocation is not practical for the Health Department.

Presentation of 2004 Audit

Linda Sharp commented on the lack of segregation of duties in cash and fixed asset tagging addressed in the audit report as of June 30, 2004. She mentioned that before the

audit date these were areas that needed to be changed. She noted that since then measures have been taken to correct these areas.

2004 Audit (cont)

Gene Schorb referred to an article he had read on small retirement plans with big administrative fees. He gave his opinion that the Health Department's plan fell into this category. He suggested switching retirement plans to decrease the annual fees by as much as half. Lyle Hoffman commented that this was worth looking into, but it would have to satisfy the union contract.

Retirement plan

Dale Haudrich made a motion that the minutes of the November 17, 2004 meeting be approved, as amended. Seconded by Jay Vogt. Approved.

Approval of
Minutes

Tom Smith and Pam Birchler reported on the progress of the plans for the remodeling of the Chester office. The plans are being studied to obtain the best design to handle patient flow through the clinic. The Health Department just went through a program audit for WIC. This audit made suggestions as to the best utilization of staff which will effect the patient flow through the clinic. A report will be received as a result of the audit outlining these suggestions which will be taken into consideration before finalizing the remodeling floor plan to obtain a cost estimate. It was discussed that the Health Department would be remodeled in sections.

Old Business
Remodeling Plans

Dale Haudrich and Jay Vogt questioned who was making the decisions in the remodeling. Many of the board members have not seen the Chester office to understand the impact of the remodeling plans. Due to this Lyle Hoffman suggested that the March board meeting be held at the Chester office. He suggested that Mike Schneider the architect on the project be invited for questions. This would give all the board members a chance to see the office and give Mr. Smith and Mrs. Birchler a chance to explain the remodeling plan and why the changes are necessary. Once an estimate is obtained

Mr. Hoffman suggested that a meeting be set up with Gene Schorb to discuss financing of the project. Jay Vogt questioned the lease agreement on the building and if Randolph County would pay for any of the remodeling bill.

Remodeling Plans
(cont)

Pam Birchler commented on the condition of the paint and bathroom faucets at the Waterloo office. Dale Haudrich said that he would look into resolving these issues.

Other

After inquiry from the Board, Mr. Smith commented that both the Monroe and Randolph County Boards passed the new sewage ordinance.

Sewage ordinances

Pam Birchler gave a brief review of the amount of flu vaccine that was received this year. It was reported that the flu shots were only administered to the initial high risk categories as outlined by the Center for Disease Control.

New Business
Flu Clinic Report

Mr. Smith presented the Board with the actual and budgeted finances for the last six months. He pointed out that the TB expenses for the fiscal year are \$10,000 over budget. He explained that this is due to the increased number of cases in this fiscal year. There have been three cases so far this fiscal year. The costs for each case involve staff time, drive time, and medication costs. The Health Department is the last source for paying for TB medication after private insurance and public aid. These TB expenses are paid for with County tax money. No other programs had any major variances between budget and actual numbers.

Admin. Report
Financial
Budget

Mr. Smith gave the Board a brief review of the Cities Readiness Initiative (CRI). The CRI prepares the Health Department for a natural disaster or terrorist attack. A drill is being planned for the Metro area this year to exercise the emergency plan. Part of the emergency plan is getting the needed medication for critical staff and their family members.

Cities Readiness
Initiative

The Board members present were given a memo requesting the number of family members that medication would be needed for in an emergency situation. The Board filled out the memo and returned them to Mr. Smith. Mr. Smith commented that this drill would get an emergency structure prepared for the event of an outbreak or natural disaster. It would also help establish a contact with the Metro area in the event of an emergency situation.

Cities Readiness Initiative (cont)

Jay Vogt made the motion to accept the fiscal year 2004 audit report prepared by Schorb & Schmersahl, LLC. This motion was seconded by Dale Haudrich. Approved.

Jay Vogt made a motion to go into executive session to consider information regarding the appointment, employment or dismissal of an employee or officer. Seconded by Dr. Liefer. Approved.

Other Business

The board came out of executive session at 9:36 p.m.

Executive Session

Dr. Liefer made a motion to adjourn. Seconded by Jay Vogt. Approved. The Monroe-Randolph Bi-County Board of Health adjourned its meeting at 9:37 p.m.

Adjourn

President