

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

MINUTES

Meetings: Board of Health

Date: 11-16-2005

Time: 7:30 p.m.

Place: Red Bud Regional Hospital

Attendance: Lyle Hoffmann, President; Betty Luthy, Vice President; Ken Slavens, Secretary/Treasurer; Dale Haudrich; Jay Vogt; Dr. Heather Lucas; Dr. Allan Liefer

Not Present: None

Other Present: Thomas Smith; Jessica Schuwerk; Pamela Birchler

DISCUSSION

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Lyle Hoffmann called the meeting to order at 7:30 p.m.	Call to Order
Lyle Hoffmann requested the board to review the September 28, 2005 minutes. Dale Haudrich made a motion that the minutes of the September 28, 2005 meeting be approved. Seconded by Jay Vogt. Approved.	Approval of 9/28/05 Minutes
Lyle Hoffmann requested the board to review the minutes of the special meeting held on October 12, 2005. Jay Vogt made a motion that the minutes of the October 12, 2005 special meeting be approved. Seconded by Dr. Allan Liefer. Approved.	Approval of 10/12/05 Minutes
Remodeling of the Sparta clinic began the week after the bid was awarded. According to Tom Smith he has not received any reports on the progress, but is assuming it is on schedule due to the start time. The target date of completion is December 31, 2005. Plans are to hold the January 2006 board meeting in Sparta to see the remodeling results.	Old Business Remodeling project Sparta
In conversations with the architect on the Chester remodeling project, Mr. Smith has noted that money could be saved by moving the administrative, environmental health, and clerical staff to a temporary office in Chester. It was determined that the saving would be more than \$5,000. Jay Vogt questioned the cost of moving equipment, phone lines, etc. Mr. Smith is planning on moving as little as possible. The staff will have to operate without a server and other amenities. The cost of the move is being estimated	Remodeling plans Chester

DISCUSSION

TOPIC

starting with a temporary location. Plans are to move the office around Christmas and start the remodeling in mid-January. The Randolph County Board will be meeting November 18, 2005 to review budget and determine financing for the project. Once financing is determined the at the December 2, 2005 or December 16, 2005 meeting the project will be opened for bids.

Lyle Hoffmann informed the board that Dr. Marion Ivanuck passed away. Tom Smith informed the board that the Randolph County Board passed a resolution to dedicate the Chester office building to Dr. Ivanuck. A ceremony is planned to take place between the Board of Health and the Randolph County Board to present a plaque at a ceremony to dedicated the remodeled Chester office building. Mr. Smith informed the board that he has a replacement for Dr. Ivanuck in mind. He has yet to contact the individual.

Tom Smith presented the administrators report through September 30, 2005 for fiscal year 2006. He pointed out that expenses seem to be on target.

Tom Smith presented the board with the companies that presented their 401k plans to the employees. Information was presented on the estimated annual administrative cost and the estimated initial cost to the employer. Mr. Smith asked the board to approve Primerica as their choice for a new provider and to pay for the surrender charges that will be due to Principal if a plan change is made. Mr. Smith explained that Primerica has a local representative to offer investment advice to the employees. He also explained that the surrender fees are a result of the money that has been invested in Five-Year Guaranteed Interest Accounts. The large difference in annual administrative costs of Principal and the other company's was questioned by the board. The difference was an average of \$4,700. Principal and the other plans have expenses built in each investment fund for managing that fund and the costs to administration. The board was interest to know is Primerica was not chosen by the employees what results would this have. Mr. Smith responded that the employees are concerned that the board absorb the surrender charges. The employees will be able to choose any of the plans presented. Pam Birchler explained the difference between Principal and Primerica's plans. Principal is an insurance based plan, while Primerica

Dr. Ivanuck Dedication & Replacement

New Business Admin. Report

401k Plan

DISCUSSION

TOPIC

is a mutual fund based plan. The Primerica plan will be made up of twenty funds and a local representative can provide advice. Tom Smith again recommended that Primerica, to let the employees vote on a plan, and to absorb the surrender charges. A motion was made by Ken Slavens that the 401k Plan presented by Primerica, including the administration payment of the surrender fees be approved and submitted to the International Union of Operating Engineers, Local 399 for their members' approval. Seconded by Dr. Allan Liefer. Approved.

The following 2006 meeting dates, times, and locations were presented:

- 01/25/2006 7:30 p.m. Sparta Clinic Site
- 03/22/2006 7:30 p.m. Red Bud Regional Hospital
- 05/24/2006 7:30 p.m. Chester Office
- 07/26/2006 7:30 p.m. Red Bud Regional Hospital
- 09/27/2006 7:30 p.m. Red Bud Regional Hospital
- 11/15/2006 7:30 p.m. Red Bud Regional Hospital

A motion to approve the 2006 meeting schedule was made by Dr. Allan Liefer. Seconded by Dale Haudrich. Approved.

Tom Smith reported on the October 28, 2005 emergency preparedness drill. The Health Department staff took part in ICS and NIMS training on October 27, 2005. Mr. Smith commented on the staffs hard work and success in the drill. Krista Mulholland is the emergency planner who did an excellent job in preparing for the drill. There was support from Medstar who performed triage and there was a lot of police presence. The State evaluator was impressed with the drill set up and operation.

Pam Birchler reported that approximately 2,500 to 2,600 flu shots have been given this year. The shots are basically finished. There is a possibility that more vaccine could be received.

A motion was made by Jay Vogt to adjourn. Seconded by Betty Luthy. Approved. The board adjourned at 8:23 p.m.

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Lyle Hoffmann, President

2006 Meeting Schedule

October Emergency Drill

Flu Shots

Adjourn