

Henderson County Health Department  
Meeting Minutes  
February 1, 2024

Present: Mary Reed, President  
Carol Eibes, Vice President  
Heather Swisher, Secretary  
Mark Lumbeck, Treasurer

Louise Webb  
Mary-Grace Carlson  
Deb Knupp

Carla Ewing, Administrator  
Amanda Bruner

Meeting was called to order at 3:00pm by President, Mary Reed.

December 7, 2023 board meeting minutes were approved by Mark Lumbeck, seconded by Carol Eibes. Motion carried.

The financial status report for December was reviewed and recommended obtaining a Certificate of Deposit (CD) for the Strengthening Illinois Public Health Administration (SIPA) Grant.

December claims and petty cash reports were approved by Mark Lumbeck, seconded by Heather Swisher. Motion carried.

**New Business:**

- Janet Damewood, RN, MCH Coordinator, revised the Women, Infant, and Children (WIC) and Breastfeeding Peer Counselor (BFPC) grants' policies and procedures by adding a source of information. These were approved by Louise Webb and seconded by Deb Knupp. Motion carried.
- The Money Management policy was added to the Senior Services department's policies and procedures. This policy's purpose is to protect the Senior Service staff, prohibiting them from "cashing in" lottery tickets or withdrawing money without client present. The policy was approved by Mary-Grace Carlson and seconded by Carol Eibes. Motion carried.
- The Personal Cell Phone policy was added to the Senior Services department's policies and procedures. This policy's purpose to set boundaries for clients having access to staff's personal phone numbers, directing staff to block their phone numbers when calling client from their personal phone. Mark Lumbeck approved the policy, Louise Webb seconded the motion. Motion carried.
- The yearly review of the Home Support policies was approved by Louise Webb and seconded by Deb Knupp. Motion carried.
- The 2023 Annual Report for the Henderson County Health Department (HCHD) was reviewed, with one request by Mary-Grace Carlson to hyphenate her name. Carol Eibes approved the report, Mary-Grace Carlson seconded the motion. Motion carried.
- A new Signature Card is needed to remove Angela Myers and Tom Pullen and add Mark Lumbeck and Mary Reed. This motion was approved by Mark Lumbeck and seconded by Heather Swisher. Motion carried.
- A new Signatory for the Certificates of Deposit (CDs) is necessary. This would remove former Administrator, Angela Myers and authorize new Administrator, Carla Ewing to have access to and make any changes (i.e.: moving, "cashing in") to CDs.

Reports for WIC, Environmental, Home Health (HH) and Hospice (HO) including Quality Assurance and Performance Improvement (QAPI), and Senior Services were given, with one suggestion to include yearly numbers, as well as monthly.

**Old Business:**

- Chris Adams provided the Board of Health (BOH) with a revised Fee Schedule to update the Temporary Food License Permits for the 2024 year, which is to be consistent with the Henderson County Food Ordinance. Mark Lumbeck approved, Heather Swisher seconded, and motion was carried.
- Tabled items from the December 2023 meeting

- The request by staff to replace the Election Day holiday with Christmas Eve was discussed and Mary-Grace Carlson suggested a “floating holiday” for staff to use when they wish. Carla Ewing is going to check into this further with the County and bring a recommendation to the April meeting.
- Discussion of the Illinois Tobacco-Free Communities (ITFC) Grant was dismissed as there were no updates needed.

Carla Ewing, Administrator, gave her report, beginning with an introduction of herself with some background information. She presented the highlights of a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis based on first 30 days and will work from that in moving forward with needed updates/changes. Additionally, she shared updated law information regarding the Illinois Paid Leave Act that went into effect 01/01/24. She will be attending the National WIC Conference in April in Chicago.

Mary Reed made the motion to adjourn the meeting at 4:12pm, this was seconded by Mary-Grace Carlson. Motion carried. Meeting adjourned.

Respectfully submitted.

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Henderson County Board of Health Secretary