

# Grundy County Health Department

Board of Trustees Meeting

March 12, 2025

Board members present: Tammie Spencer, Dennis McDonald, Jewell Harris, and Stacey McCullough. Board members absent: J. A. Keuhn. Others in attendance: Elizabeth Gibson, Joy Stotts, LeAnn Tolle, Val Kirby, and Sherry Searcy.

The Grundy County Health Department Board of Trustees met in open session on March 12, 2025. Stacey called the meeting to order at 4:30 pm.

The Board reviewed minutes from the January meeting. No February meeting was held.

Motion by Dennis, second by Tammie

Approve the minutes from the January 15 meeting. All were in favor, the motion passed.

Elizabeth presented financial reports for January and February 2025.

Motion by Jewell, second by Tammie

Approve the financial report, check listing, and bank balance report from January and February 2025. All were in favor, the motion passed.

The Board reviewed an account and CD listing.

Motion by Tammie, second by Dennis

Move \$150,000 from Checking account held at Farmers Bank of Northern Missouri to Edward Jones Money Market Account. All were in favor, the motion passed.

The Board received one bid for audit services from Conrad and Higgins at a cost of \$6950 for 2023 and 2024, which was less than budgeted. The February meeting was cancelled due to inclement weather, but the Board members gave Elizabeth permission to accept the bid when she polled them via email. Elizabeth reported that Stacey had signed the engagement letter on behalf of the Board.

Elizabeth asked the Board for permission to hold an Open House event with hamburgers and hotdogs at the GCHD Annex, the proposed date is April 25. The Board gave their approval to the plan.

The Board reviewed proposals for a community health needs assessment. Elizabeth will gather more information to present at the April meeting about the exact services provided.

Elizabeth presented several policy revisions:

- **Policies recommended for deletion**
  - 281 Promotion and reclassification (Discontinued use of employee salary schedule/grid 2023)
  - 319 Long-term disability (No longer offered, included with ancillary benefits policy)
- **Policies revised**
  - 201 Employment Screening (Removed requirement to re-screen current employees every 2 years)
  - 317 Ancillary benefits (Removed benefits no longer offered; added provider reference, clarified full-time qualification, removed shared employee premium statement)
  - 320 Retirement Plan (Changed information from SIMPLE IRA to LAGERS)
  - 381 Holidays (Added Juneteenth to list of State holidays, eliminated holidays declared by county commission, clarified part-time employee holiday eligibility)

- 382 Jury duty (Removed statement “employee must give jury duty pay to GCHD”)
- 480 Pay computation (Part-time employees paid hourly rate instead of salary). *Elizabeth made a wording change from the presented policy that Jewell recommended.*
- 481 Pay periods (Mileage reimbursement no longer added to payroll checks, removed timecard submission schedule)
- 802 Training Meeting Attendance (Removed requirement to submit an annual training plan)
- **New policy**
  - 482 Employee Timesheets

Motion by Tammie, second by Jewell

Approve recommended policy deletions, revisions, and additions as presented. All were in favor, the motion passed.

Elizabeth presented a report of GCHD activities.

The next meeting will be April 9 at 4:30 pm.

Motion by Dennis, second by Jewell

Adjourn the meeting at 5:35 pm. All were in favor, the motion passed.