

Clinton County Board of Health  
Meeting Minutes  
April 20, 2015  
Clinton County Health Department, Carlyle, IL

Board members in Attendance:

Chris Dixon  
Bruce Newmaster  
Dr. Chris Rivera  
Dr. Steven Stone  
Craig Taylor

County Board members in Attendance:

Matt Cain  
Rafael Him  
Jim Rakers

Others: Cheryl Lee

**Call to Order** – Meeting was called to order by Dr. Stone at 5:30p.m.

**Approval of Minutes** – Meeting minutes from April 20, 2015 were reviewed. Motion was made by Chris Dixon and seconded by Chris Rivera and motion carried.

**Financial Report** Cheryl provided the fund balance for the Health Department Fund and the WIC fund. She provided the grant balance spreadsheet. Grants are being expended at a rate expected, with the exception of the Tobacco grant. Family Case Management reimbursements are behind schedule, as anticipated. Cheryl has submitted a budget adjustment to the state to re-allocate line items for the Tobacco grant to spend the funds. Marian will now be overseeing the Tobacco Program. Cheryl mentioned that she is anticipating funding cuts with state grants that could be around \$30,000. To offset these cuts, she is looking at eliminating the part-time nursing position and integrating nursing services. Craig Taylor motioned to approve the Financial Report and Chris Dixon seconded and motion carried.

**Activity Report** Cheryl reviewed the activity report. Cheryl is revising the activity report to more accurately reflect services given. While immunizations have been decreasing due to the Vaccine for Children program, implementing private pay billing should help. Motion to approve activity report by Chris Rivera and seconded by Bruce Newmaster. Motion carried.

**New Business**

Fees – Cheryl mentioned raising the lab administrative fee by \$5 from \$15 to \$20 has been well received. Cheryl is recommending TB fees be raised from \$14 to \$25 and Immunization fee from \$10 to \$15. Cheryl recommended setting the STD administration fee at \$15 and the drug screening at \$45 for initial screen and additional \$30 for positive screen. Motion to approve fees by Bruce Newmaster and seconded by Chris Dixon.

Milk Bank – Cheryl mentioned that the Health Department was now a certified milk bank. Any woman can donate at least 100 ounces of breast milk and the Health Department will store it and send to the Milk Bank. All expenses are covered by the Milk Bank. There was a ribbon cutting ceremony on April 1. Craig Taylor was present to speak on behalf of the board.

Food Code – In the near future, the FDA will be revising the food code. This will filter to the state and local level. At that point, our local food ordinance will need to be revised. Cheryl will present to the Board what changes will need to be made and approved once those changes come down from the FDA.

IPLAN – The Health Department has gone through the assessment and data review process for their next IPLAN, which is due 2016. This was a collaborative effort through the Clinton County Health Improvement Coalition. The hospital needs to complete their process every three years and the health department every five years, so working together reduces duplication of efforts. Cheryl will provide the Board with the priorities and plan once that is written.

Part-time Pay – Cheryl discussed September's salary being below her counterparts in other counties. She mentioned the extraordinary amount of work September does on a part-time basis and would recommend changing her pay to a rate of \$18.00 an hour, though it is still below some of her counter parts. Motion to approve by Chris Dixon and seconded by Bruce Newmaster and motion carried.

Administrator contract – Dr. Stone mentioned that Cheryl's contract was not written at a pay that was consistent with what the Board had voted and approved. There was confusion on a yearly cost of living raise being a set rate for all department heads. Apparently there is not a set raise. The board discussed and approved at revising the contract to reflect what was originally voted and approved and offered to Cheryl. Motion was made by Chris Dixon and seconded by Chris Rivera and motion carried.

Appoint New Board members –Deanna Ducomb, M.D. and David Munz, Ph.D. agreed to serve on the Health Board. Dr. Ducomb is a dermatologist in Carlyle and would serve to replace Dr. Kruse. The state statute calls for two physicians on the board. Dr. Munz has a background in organization psychology and would be a nice fit to have a representation from the mental health field on the board. Motion to approve Dr. Ducomb and Dr. Munz on the health board made by Chris Rivera and seconded by Chris Dixon and motion carried.

### **Old Business**

Building update – Craig Taylor and Dr. Stone led the discussion that the County Board Facility Committee recommended the Board approve hiring a building designer, up to \$2,000 to draw designs to remodel the building. There is a need to make the building more aesthetically pleasing, allow for better clinic flow and nursing integration, and have administration services close to clinic services. Motion made by Chris Rivera and seconded by Bruce Newmaster and motion carried.

Staffing report – Cheryl reported that Jennifer Steinkamp was hired to replace Pam Sheathalm who is retiring as of May 29, 2015. Jennifer will have six weeks to work with Pam to be trained for the position.

**Adjourn** Meeting adjourned at 6:00 p.m.