

Clinton County Board of Health  
August 20, 2018  
Clinton County Health Department  
Carlyle, IL

Board members in Attendance:

Stephanie Pitt, MS, MPH, RD, CDE, MCHES, Chair  
Deanna Ducomb, M.D.  
Robert Hyten III, D.M.D.  
Michelle Scott, D.V.M.  
Terry Linton  
Rafael Him, County Board

Board members Absent:

David Munz; Chris Rivera

County Board members in Attendance:

Bob Netemeyer  
Jim Rakers

Others: Cheryl Lee, Administrator (via phone); Marian Voss

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

**Hearing from the Public** – None

**Meeting Minutes** – The May 21, 2018 meeting minutes were presented. Rafael Him motioned to accept the minutes and it was seconded by Robert Hyten and motion carried.

**Financial Report** – Stephanie presented the financial report. Current cash funds are at \$803,96.75. For the first eight months of the fiscal year, there was a \$36,624.97 gain. Cheryl mentioned that revenue streams will vary when comparing months to previous year's months due to when payments are received. The trend is increasing revenue and cash fund. Rafael Him made a motion to approve the financial report and it was seconded by Michelle Scott. Motion carried.

**Administrative Report** – Stephanie reviewed the administrative report. All DHS FY19 grants have been applied for and IDPH Preparedness (PHEP and CRI) grants. Cheryl is waiting on IDPH notification of other grant funding for FY19 and to apply for those grants.

Cheryl is waiting on the final local health protection review and what if any penalties will be implemented. Cheryl has created an inspection schedule and assigning those to the LEHP in addition to doing chart audits. This is an added work load but will ensure that the program is moving toward being in compliance.

The health department is spending a significant amount of time with the Medical cannabis Program and it is costing money to run this program. The recommendation is to not continue the

inter government agreement with IDPH and refer anyone needing assistance with this program to a health department that does offer it.

The health department has added a fourth day, Monday, to conducting laboratory services. All nurses are being cross trained for clinical services.

Cheryl will be developing a marketing plan to promote the services of the health department.

Michelle Scott motioned to accept the Administrative Report and Rafael Him seconded and motion carried.

**New Business –**

FY19 budget – Cheryl presented the FY19 county fiscal year budget. She reviewed areas where there was an increase in revenue. Immunizations have consistently been decreasing in revenue. New line items were added anticipating behavioral health and x-ray services with the new building and months were pro-rated. A motion was made by Michelle Scott to approve the FY19 budget and it was seconded by Robert Hyten and motion carried.

BoH member renewal – Dr. Ducomb term is expired and she has agreed to stay on the board. A motion was made by Michelle Scott to approve renewing Dr. Ducomb board membership and it was seconded by Robert Hyten and motion carried.

Personnel – Cheryl recommended that part-time employees salaries be set to match full-time employee salaries. Two staff have master's degree and it was recommended to raise their pay to \$25.00 an hour and the BFPC pay to \$15.00 an hour and WNV position to \$10.82 an hour. For comparison, the starting pay of a clerical staff person was shared. A motion was made by Michelle Scott to adjust the pay of part-time employees and it was seconded by Terry Linton and motion carried.

**Old Business –**

Stephanie provided an update on the building committee continues to meet. HSHS St. Joseph is interested in partnering with the health department on starting a primary care clinic. This partnership gives support to considering lots in Breese. Additional information is needed on the partnership and cost of land.

Rafael Him motioned to adjourn the meeting and it was seconded by Michelle Scott and motion carried. Meeting was adjourned at 6:26 pm