

Clinton County Board of Health  
Meeting Minutes  
July 1, 2015  
Clinton County Health Department, Carlyle, IL

Board members in Attendance:

Dr. Deanna Ducomb  
Kathie Heimann  
Dr. David Munz  
Dr. Chris Rivera  
Dr. Steven Stone  
Craig Taylor

County Board members in Attendance:

Rafael Him  
Jim Rakers

Others: Cheryl Lee, Michelle Hawes, Elizabeth Jansen, September McAdoo, Jenny Steinkamp, Marian Voss

**Call to Order** – Meeting was called to order by Dr. Stone at 7:00p.m.

**Welcome** – Dr. Stone welcomed new board members Dr. Deanna Ducomb and Dr. David Munz.

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

**Financial Report** Cheryl provided the fund balance for the Health Department Fund and the WIC fund. Cheryl reported that the state does not have a passed budget. There was initial concern with no contracts, but contracts for the various grant programs have been provided, however, they are not executed. This means that the health department cannot bill for any grant services until the contracts are executed. The cash reserve is at a healthy level for now. It was discussed that if the state budget is not passed by August to look at options. Cheryl will keep the board apprised of the state budget situation. Craig Taylor motioned to approve the Financial Report and Chris Rivera seconded and motion carried.

**Activity Report** Cheryl reviewed the activity report. Cheryl presented the activity report in its new format. Everything is as expected for this time of year. Immunizations continue to be down, but may be some increase with new meningitis required vaccines for school. Motion to approve activity report by Kathie Heimann and seconded by Chris Rivera. Motion carried.

**New Business**

Staff – Cheryl updated that as of May 29, 2015, Pam had retired and that Dawn had accepted another position and resigned from the health department effective May 29, 2015. Cheryl proposed replacing Dawn's RN position with an LPN position and having that position be no more than 29 hours a week. This would reduce cost to the health department while still allowing

for nursing help doing shots and blood draws. The board agreed and discussed setting the pay up to \$14.00 per hour. A motion was made by Craig Taylor to establish the part-time LPN position at a rate of \$14.00/hr and seconded by Chris Rivera. Motion carried.

Cheryl discussed the need for additional help in environmental health to assist with food inspections. Previously Mike was able to help since he was an LEHP, but that time he put in the program had to be picked up by Holly. The IDPH did a program review and we are required to be at a 71 percent inspection rate and we are at 63 percent. Cheryl discussed hiring a part time inspector to work no more than 10 hours a week. A person must have an Associate's Degree with a minimum of 9 credit hours in the sciences. Cheryl indicated not hiring until the state budget was passed. It was recommended establishing the position at \$15 an hour. A motion was made by Kathy Heimann to establish a part-time inspector position for a rate of up to \$15 and it was seconded by Craig Taylor. Motion carried.

State Budget – Cheryl mentioned that there is no state budget and contracts were coming in, just not executed. WIC, Family Case Management, Breast Feeding Peer Counselor, and Illinois Tobacco Free Communities all took cuts. Reduction in Medicaid Match is also expected. There is a possibility that we may not be able to back bill until July 1. Cheryl has restricted travel, minimized spending and ordering supplies and staff are not allowed to work overtime or comp time. This will help reduce expenditures. Cheryl will keep an eye on the budget and keep the board up to date on the state budget. She will work on a contingency plan.

New Board Member – Michelle Scott, DVM, was recommended to fill a vacancy on the Board of Health. She would be a good fit with her background in veterinary sciences. A motion was made to accept Michelle Scott as a Board of Health member by Chris Rivera and seconded by Craig Taylor. Motion carried.

Election of Officers – Dr. Stone agreed to serve one more year as President and Kathie agreed to serve another year as Treasurer. Dr. Munz agreed to serve as Secretary to replace former board member, Chris Dixon. A motion was made by Chris Rivera to approve Dr. Stone as President, Kathie Heimann as Treasurer and Dr. Munz as Secretary and was seconded by Craig Taylor. Motion carried.

### **Old Business**

Building Update - Cheryl looked at another building as a recommendation from a county board member. However, she did not feel it was in the health department's best interest to buy the building and remodel and do remodeling on the current building. Given the staff size, it makes more sense to have one building and do the updates as needed in that building. The Board agreed. Cheryl will move forward with the remodel in the current building.

Administrator Contract – Dr. Stone updated the board that there had been ongoing issues with the Administrator contract. What Cheryl had been offered on her acceptance of her position and what was in her contract were not the same. After working with the state's attorney's office, a correct contract was drawn up. Dr. Stone recommended the board vote one more time on the

contract that was amended to show correct starting salary and established raises for the length of the contract. A motion was made by Kathie Heimann to accept the contract to what was originally offered to Cheryl and seconded by Chris Rivera. Motion carried.

### **Preparedness**

September McAdoo presented an update on the Medical Reserve Corp (MRC) requirements and what exactly they do. It is not a requirement for PHEP grantees to have an MRC. Our MRC covers Clinton and Washington counties. Nationally, the MRC has moved from under the Surgeon General to the Assistant Secretary for Preparedness. September talked about the SNS and ladder and the upcoming statewide exercise. There was discussion on the Crisis Standards of Care and how to treat without needed resources. The question was asked if we want to allow non medical personnel to do medical work in the event of an emergency. Current standards allow for us to use non medical in an emergency situation, but do we want to follow those standards or develop our own to use medical personnel only. We did see a cut in funding, but not sure how much the MRC will be cut. It does timely to consider having the MRC create its own 501 © 3. There was discussion on a free epi pen program. Cheryl will follow up on that. The board will take this under consideration and continue discussion at a following meeting.

Craig Taylor motioned to adjourn the meeting and Chris Rivera seconded. Motion carried and meeting adjourned at 8:18 pm.