

Clinton County Board of Health  
Meeting Minutes  
March 5, 2016  
Clinton County Health Department, Carlyle, IL

Board members in Attendance:

Dr. Deanna Ducomb  
Kathie Heimann  
Dr. Chris Rivera  
Dr. Michelle Scott  
Craig Taylor

County Board members in Attendance:

Rafael Him  
Jim Rakers

Others: Cheryl Lee, Administrator; Holly Timmermann, LEHP; September McAdoo, Preparedness Coordinator

**Call to Order** – Meeting was called to order by Kathie Heimann at 12:32 p.m.

Cheryl provided a brief mention that February was Rare Disease Month and that many members of our community do have rare diseases. She provided a pamphlet specifically on Kabuki Syndrome as an example of a person with a rare disease in the county.

**Approval of Minutes** – Meeting minutes from October 7, 2015 were reviewed. Motion was made by Craig Taylor and seconded by Dr. Scott and motion carried.

**Financial Report** - Cheryl provided the fund balance for the Health Department Fund. As of December, the WIC and Public Health were combined into one fund. Cash balance as of end of February 2016 showed \$457,161.53. Cheryl reported that the state does not have a passed budget. A court ruled in February that Family Case Management grant funds were to be reimbursed, which equals 77% of grant funds. The health department is still waiting on release of funds for the tobacco grant, local health protection grant, 23% of family case management grant, and Medicaid match funds and reimbursement for flu vaccinations to state workers. This equals over \$100,000. Cheryl provided a break-down of revenue and expenses for the last year and a half to show the financial trend of the health department. Cheryl expressed some concern looking at a seven year projection, including a \$50,000 building fund that would put the health department at a place of dipping into cash reserves. Something for discussion as financial are monitored. Dr. Scott motioned to approve the Financial Report and Dr. Rivera seconded and motion carried.

**Administrative Report** - Cheryl reviewed the activity report. Flu numbers were slightly down from the previous year, there was an increase in number of jail screenings, blood pressure screenings, and lab services. Cheryl discussed with the board that VFC vaccines showed a discrepancy in what the state I-Care system showed for inventory and inventory on hand. The

discrepancies date back to one and a half to two years ago. The health department had to replace VFC discrepancies with private pay. A total of four vaccines were purchased from other providers and two vaccines were replaced with health department private stock. A new policy has been implemented to do monthly audits. Debit and credit have been success with an average of \$1,000 being received via debit and credit. Cheryl is meeting with the State's Attorney's Office and Sheriff's office on March 9<sup>th</sup> to discuss jail nursing and policies. Cheryl mentioned that the floor plans were submitted to the Facility Committee. She estimated the cost to be close to \$500,000 based on designer comments. There was discussion on whether it was worth remodeling an old building. Cheryl will wait for a more accurate estimate to bring to the board to make a decision. There is a need to make changes to the work environment to distribute work more equitably and be more efficient. There was discussion on the need of electronic health records. Dr. River, Dr. Ducomb and Dr. Scott mentioned the downfalls and challenges of an HER system. There is a need to back up paper copies. Cheryl will explore cost and bring that back to the board. Cheryl recommended that part-time staff get an equivalent raise to that of the recent union contract. She also recommended raising September McAadoo's salary to be comparable to other staff. She has two master degrees and years of experience and is paid what a new clerical person with no education would make after a couple years. Cheryl also recommended the need for an administrative assistant to work more closely with her to assume more responsibilities so Cheryl can focus more on policy, finances and other non-supportive functions. Motion to approve administrator report by Craig Taylor and seconded by Dr. Scott. Motion carried.

### **Board Appointment**

Dr. Rivera's three year term is to expire in June. Dr. Rivera agreed to another three year term. A motion was made by Kathie Heimann and seconded by Dr. Ducomb to reappoint Dr. Rivera to the Board and motion carried. Cheryl reported that Bruce Newmaster has not been to a meeting in a year and has not been able to reach him. It is her understanding that he no longer resides in the county. A motion was made by Craig Taylor and seconded by Dr. Rivera to remove Bruce Newmaster from the Board and motion carried. Stephanie Pitts is a registered dietician who is interested in serving on the Board. Craig Taylor made a motion to accept Stephanie on the Board to replace Bruce Newmaster and it was seconded by Dr. Rivera and motion carried. Cheryl reminded the Board that Dr. Stone is retiring off the Board in June, with May being his last scheduled meeting. State statute requires a dentist to be on the Board. Cheryl asked for anyone with recommendations to let her know.

### **New Business**

Lab Fees – Cheryl provided a breakdown of what it cost per hour for the health department to do lab services and how much revenue is brought it. There is not a significant difference. Some health departments waive the administration fee and increase each test by \$10.00. This would allow for additional revenue to the health department and still allow for low cost lab services. There was discussion that during health fair time offered twice a year, the cost for routine tests would be the only time during the year. The Board did agree that we could revisit the fee structure in the future if the change in lab fees was not working. Dr. Rivera motioned to change the lab fees to remove the \$20 administration fee and increase each test by \$10, it was seconded by Dr. Ducomb and motion carried.

Annual Report – Cheryl presented the 2015 Annual Report. This report is required to be completed by 90 days at the end of the county fiscal year. Craig Taylor motioned to approve the Annual Report and it was seconded by Dr. Scott and motion carried.

### **Environmental Health Ordinance**

Cheryl mentioned that the county is updating their ordinances and the health department has updated the Food Code, Sewage Code and also developed a Well Code. Holly Timmermann, LEPH presented the amendments in the code. Cheryl reviewed the proposed fee changes. The current fee structure does not allow us to recoup the cost of doing the work required for inspections. While the Board recognized that businesses may not want the increased cost, however, the health department needs to implement a fee structure to maintain its environmental health programs and keep the cost as minimally as possible to business owners. Craig Taylor motioned to accept the amendments, addition of Well Code and the new fee structure and it was seconded by Dr. Rivera. Motion carried.

### **Medical Reserve Corp**

September McAdoo updated the Board that all local health departments are required to have an MRC as part of their preparedness grant, however, the funding is minimal. The state MRC is a not-for-profit and local MRC's can come under their umbrella. By going this route, rather than try to sustain the program at the health department with a current funding level of about \$1,500 for two counties (Clinton and Washington), it would open up the doors for additional resources that the health department might not be able to pursue. The intent would be to still partner with Washington County. Dr. Scott motioned to pursue putting the MRC under the state MRC not-for-profit umbrella and it was seconded by Craig Taylor. Motion carried.

Dr. Scott motioned to adjourn the meeting and Craig Taylor seconded. Motion carried. Meeting adjourned at 2:25 p.m.