

Clinton County Board of Health
Meeting Minutes
January 7, 2015
Clinton County Health Department, Carlyle, IL

Board members in Attendance:

Kathie Heimann
Bruce Newmaster
Dr. Chris Rivera
Dr. Steven Stone
Craig Taylor

County Board members in Attendance:

Rafael Him

Others: Cheryl Lee

Call to Order – Meeting was called to order by Dr. Stone

Approval of Minutes – Meeting minutes from July 9, 2014; August 20, 2014; and October 1, 2014 were reviewed. Motion was made by Bruce Newmaster and seconded by Chris Rivera and motion carried.

Financial Report Cheryl provided the fund balance for the Health Department Fund and the WIC fund. The Board requested that Cheryl provide the balance sheet from the Treasurer's Office. Cheryl will email a copy of all board members and have copies available at future board meetings. Cheryl mentioned that she is anticipating a meeting with the county accountant, Fred Becker to discuss updating department codes. Cheryl is still exploring accounting software. Craig Taylor motioned to approve the Financial Report and Chris Rivera seconded and motion carried.

Activity Report Cheryl reviewed the activity report. Cheryl indicated that flu numbers provided on the monthly activity report had not been including the outside flu clinics. For 2014, approximately 1,003 flu shots were given. The Health Department is expecting giving more flu shots this season, but since the flu vaccine did not cover this year's strain, it is hard to promote the flu vaccine. Motion to approve activity report by Chris Rivera and seconded by Bruce Newmaster. Motion carried.

New Business

Annual Report – Cheryl provided a final draft copy of the annual report for board members. Final financial numbers need to be added. An annual report is required to be completed within 90 days of end of fiscal year by all local health departments.

Lab Fees – Cheryl mentioned raising the lab administrative fee by \$5 from \$15 to \$20. Dr. Rivera mentioned that this is still a significant savings from having labs done at a hospital our

outpatient lab. Cheryl indicated that adding a third day will help with providing more lab services.

Possible New Services – Cheryl provided an overview of potential new services for the health department in the future. These included: Exploring the feasibility and financial benefits of dental clinic; exploring the feasibility and financial benefits of behavioral health services; adding more lab days; exploring the feasibility and financial benefits of Title XX funds and a Nurse Practitioner; and is there opportunity to partner with SLU to bring services to the area such as a genetic counselor one day a quarter similar to what Sangamon County does. The board agreed that these are new services and it would be a beneficial service for the underserved and underinsured population. It is hard to get providers to take person's with medical cards due to the reimbursement rates. Cheryl will continue to pursue.

Old Business

Building Update – Cheryl and staff looked at three buildings for lease. The current building and square footage does not provide enough room for current services and the health department has outgrown its current space. There are also confidentiality and HIPPA concerns with the layout of the clinics. Craig said he would talk to the facilities committee about the Health Department's needs.

Staffing Report – Cheryl provided a list of current staff and the roles they play. Cheryl mentioned that Pam Sheathelm submitted her letter of retirement effective May 31, 2015. Cheryl will begin the process of hiring a new nurse. Cheryl would like to shift tobacco responsibilities to other staff and look at having another full time rather than a half time nurse. The half time nurse functions as the health educator and coordinator of the tobacco grant and that is not working out as intended.

Craig Taylor motioned to adjourn the meeting and Kathie Heimann seconded. Motion carried and meeting adjourned at 7:37 pm.