

Clinton County Board of Health Meeting Minutes
November 13, 2019
5:30 PM

Members Present

Dr. Deanna Ducomb
Sean Eiffert, Interim Admin.
Paulette Evan
Rafael Him, County Board
Robert Hyten III
Dr. Brian Klostermann
Terry Linton

County Board Members

Bob Netemeyer
Deb Wesselmann

Welcome and Seating of New Board Members

Sean Eiffert called the meeting to order at 5:30 PM due to the recent resignation of Board Chairperson, Stephanie Pitt. He introduced the two newest members to the board, Paulette Evas, and Dr. Brian Klostermann

Bylaws- Review / Amend

Bylaws were given to the board members for their review prior to the meeting. Mr. Him had two recommendations:

1. Members should be divided into the 5 districts of the county - so that not only one district has all the members.

Dr. Ducomb feels this is a political view- she feels the health board is not political, there should not be a political agenda. She feels this is unnecessary. Mr. Him wants it to be more diversified in terms of the county, basically trying to get members from each of the 5 districts in the county, so that the whole board is not just from one city. Dr. DuComb feels that since we advertised the need for new board members, we got a wide variety of people expressing interest, also, as this is a volunteer board, she feels we should leave the bylaws alone regarding the makeup of the board. She feels we should just continue to advertise the positions as they come open. She stated the Board of Health is not a political board, it is a volunteer board, and should not be politicized. She stated we are separate from the County Board and our constituency is the whole county, and politicizing it impinges on the ethics of the health board. Mr. Him feels that the west part of the county doesn't know what we do here. He stated that we could allow options in case no one from certain areas apply to be members. Paulette Evans stated she would need to see the motion in writing before a decision could be made. Mr. Him stated he would like to write up his ideas regarding board makeup for upcoming discussion.

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2. Mr. Him also wants to take the Health Dpt. administrator off the board-- a board spokesperson would then be the one to take issues to the board. (Such as who is being

recommended to the County Board). Mr. Him asked if Dr. Ducomb would want to be the person to present to the County Board, since she attends the meetings. She could then either read the minutes, or just review major topics. Dr. Ducomb stated that she would want to purvey the thoughts of the entire health board.

Deb Wesselman, county board member, stated that for other committees, the administrator does the report, and wouldn't it be best to allow the administrator to do the reporting? Terry Linton asked as the Health Board administrator for Bond County, how would Mr. Eiffert feel if someone else gave the report to the County Board? Mr. Eiffert stated he does not attend the County Board Meetings in Bond County. He sends his report to the County Chairman.

Dr. Ducomb feels we need to have at least monthly meetings, as we have much to do. Also, we are to adopt a yearly calendar of annual meetings by December 1st of each year.

Dr. Hyten stated that it is his understanding that we shall have 9 members. We are still 3 down since Stephanie Pitt resigned. We do not currently have a treasurer or a secretary.

Mr. Eiffert reported that in Bond Co. the county writes their checks, limiting the responsibilities of the treasurer. Cheryl Lee used to sign finance checks, but now Sean signs. Sean stated someone from the board needs to be looking at the bills and sign off on them as they are approved. This could either be the treasurer or a named finance committee. Marion stated the health dpt. does not issue any checks at this time. Sean stated there is a list of payables that goes to the courthouse once a month, and these should be reviewed by the treasurer or a subcommittee. Dr. Hyten notes that we do not currently have officers. Sean stated that once we have officers, the officers should then follow the bylaws as written regarding their responsibilities.

Dr. Hyten also asked about "Property of the board of health (5.1.13). The Board of Health does have office / supplies and a budget, so these would be considered 'property'.

Mr. Hlm noted that other committees have the members look at bills, initial them and hand them back. Mr. Hyten stated other committees have finance committees. He asked how the finance committee / treasurer job would be different than the budget report we currently receive-- Sean stated it would be more itemized.

Sean stated we need to have President , Vice president, Secretary and Treasurer positions filled.

Mr. Hyten stated the election of officers needs to be done prior to Dec. 1st. Dr. Ducomb stated officers serve for one year. Mr. Hyten noted he doesn't know when member terms are up-Mr. Eiffert referred to his New Board Orientation Packet, which lists the terms and contact information of all current members. Terms are as follows:

Dr. Klostermann June 30, 2022

Terry Linton, June 30, 2021

Dr. Robert Hyten June 30, 2020

Dr. Deanna Ducomb, June 30, 2021
Paulette Evan June 30, 2021
Three vacancies to expire June 30 in 2020, 2021, and 2022.

Election of Officers*****

Rafael Him made a motion to appoint the following as board officers

Dr. Klostermann president
Paulette Evans Vice President
Dr. Hyten Treasurer
Terry Linton Secretary
The motion was seconded by Dr. Hyten,
Motion passed

Hearing from the Public

Frank Buckingham spoke:

Mr. Buckingham reviewed the jobs of the Board of Health as stated in the orientation summary referred to in Mr. Eiffert's Orientation Document. He offered suggestions regarding how the other boards review the financial reports. Sean asked if he didn't feel we are doing that-- he showed the report given, and asked if this report was sufficient. Mr. Buckingham said yes. He also stated that more frequent meetings are needed - He referenced the IL Gen assembly document. He also stated appointments to the BOH should be representing all the citizens of the county. Also that the BOH members should be certified as having the training, and that certification should be on file. Public participation should be welcomed and not limited. Bylaws should be reviewed annually to see if it meets the requirements of state statutes. The board should take control as to who is hired as the new administrator.

Bob Netemeyer noted that we should convene somewhere else-- Mr. Him noted that we could meet in other communities. Deb Wesselmann stated she prefers the use of the Board Room at the County Jail.

Approval of Minutes

(Minutes from June 24 and Sept 30) Rafael Him moved to approve the minutes of the June and September meetings. Seconded by Terry Linton. Motion passed unanimously.

Financial Report

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Sean reviewed the presented budget and explained line items.
A motion was made by Dr. Hyten to approve the financial report, seconded by Rafael Him.
Motion passed unanimously.

Administrator's Report

*Increased instances of pertussis-- need to be vaccinated

*1st County case of vaping Emergency-- did recover

Dr. Klostermann and Dr. Ducomb noted that CDC has just announced they believe that a vitamin E additive is causing the problem with vaping injuries.

*708 Board: Admin. Asked if we could put the money set aside for mental health in a restricted fund so that when we have mental health services, it will be available. Next month is mental health month.

*Iplan: All Certified BOH have to complete a needs assessment county wide and determining health priorities for the coming 5 years. It brings in other community members to give input. This was last done in May, 2016, and Mr. Eiffert supplied this needs assessment to board members. Marion noted that the BOH / St. Joseph's hospital need assessment was due at the same time in 2016, so they worked together-- the hospital is due every 3 years. Ours is due in 2021- (May) Boards usually require 18 months to complete.

Deb Wesselmann stated there is an increase of STD in Marion co., and asked if that is a problem in Clinton County as well. (It was reported in the newspaper) Sean said he will follow up on that and get back to us.

Paulette Evans asked where we are with finding a new administrator. Sean stated he is here until the end of Jan. and then it will be up for discussion. Dr. Hyten reviewed the process by which we obtained Sean's services.

Dr. Hlm stated he had a tour of Bond County Board of Health, and they have a lot of services. He hopes that we could share some of these resources. Right now the county pays the bills-- in a new building the county may decide not to pay the bills, He would like to see a nurse practitioner on staff and provide services. Dr. Ducomb stated Bond county was formed in the 1960s and we are much younger-- they have a dental clinic in Bond Co. She feels we need to look at what we can do. Mr. Hlm noted that Sean is very open and works well with the staff. Dr. Ducomb noted we had a lot of applicants for the position of Health Administrator, and Dr. Hyten asked if we ever got approval from the state. Mr. Eiffert reported 3 individuals submitted to the state for approval were qualified from the state, one was not.

A motion was made by Dr. Hyten to approve the administrator's report, seconded by Rafael Him, unanimously approved.

New Business

Meet Potential Nominees to Board of Health

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New nominee applicants to the Health Board were introduced and asked to briefly state their qualifications and current employment / experience: These applicants spoke briefly:

Stacy Albers, Ann Altgilbers, Cindy Kues, Kim Hugo

Recommendations for other potential nominees to fill vacancies

Dr. Hyten noted that Paulette Evans was not appointed as our nurse. Do we want to hear from more people? Also, he recalled that we had discussed and approved the nomination of Mike Varnum to the County Board as a potential BOH member. He was reminded that we were informed of a conflict of interest regarding Mike's employment as a state inspector of health related facilities, and he could not be seated as a BOH member.

Terry Linton stated she would like to see a nurse on the board, and the four applicants present have been waiting since July to be considered. Deb Wesselmann asked if we could make nominations at this time. Dr. Ducomb stated that the Chairman of the County Board has the final say to submit our recommendations to the county board for approval. Mr. Him also noted that the volunteers could also serve on subcommittees even if they are not active members on the board.

Dr. Hyten noted that the applicants would need to be available for the meetings. Most meetings are currently conducted on Mondays. They will be more frequent than quarterly, but maybe not monthly.

Board of Health members submitted a written vote, ranking the 4 applicants for the three current positions. The top vote will serve as the nurse position as each of them are qualified to do so. The second and third highest votes will fill the at-large positions on the board. Votes were tallied by Dr. Klostermann:

1. Cindy Kues RN Position until 2022
2. Kim Hugo At large position until 2020
3. Stacy Albers At large position until 2021

Rafael Him made a motion to approve appointment recommendations and it was seconded by Dr. Hyten. Motion was unanimously approved.

Dr. Klostermann or Sean Eiffert will submit a letter of recommendation for the applicants which will be given to Janice Strotheide / Vicky Albers at the County Clerk's office to be available for vote at the next county board meeting on Monday 19th of Nov.

Set 2020 Meeting Dates

Because there are two different fiscal years, (between the county board and BOH fiscal year), there have been some conflicts due to only meeting quarterly. The following schedule of meeting dates was agreed on after discussion as to availability of the Board room, holidays, and board member schedules:

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2020 Meeting Dates:

Jan 7th 2020

Feb 4th

March 17th

April 21st

May 19

June 16
Aug 18
Sep 15th
Oct 20
Nov 17

Meetings will be held at the County Board Room at the jail at 5:30 PM.

Dr. Hyten made a motion to approve the dates, seconded by Linton, approved unanimously.

Old Business:

Dr. Ducomb: People do not know who / what we are--currently we have our website through the County Board. We need a seperate website.

Dr. Hyten: If we are going to have 9 members, and have others who have shown great interest, we should have subcommittees-- one should be a PR committe. That committe can then lead the PR message for the month..

Dr. Ducomb asked who does the website in Bond County-- Sean stated he does it.

Dr Ducomb asked about past practices - specifically when Dr. Gagen's name was brought up as a potential board member- it was reported that she didn't want to have to go in front of the county board in an interview, and that was not Dr. Gagen's statement at all. Dr. Ducomb also noted that in the Breese Journal it was stated that Michelle Scott stated she would not serve on the BOH if Dr. Ducomb was approved. This was untrue and Dr. Ducomb called it to their attention, but it was not rescinded. It was noted that if we report the results of our meetings on our own website, it would be a first line of information and would be accurate.

Dr. Him also noted that the Trenton Sun should also be included in our press releases.

Adjourn

A motion was made by Mr. Him to adjourn, seconded by Linton, meeting adjourned.