

**WOODFORD COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING MINUTES**

DATE: January 27, 2020 START TIME: 7:00 p.m. END TIME: 8:51 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Bonnie Allen- President; Lisa Maynard, Gary Schaer, Jim Johnson, Dr. Susan Cole

Staff present: Hillary Aggertt, Administrator;

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Bonnie Allen.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	November 25, 2019 meeting minutes were reviewed.	Lisa Maynard moved to approve the November 25, 2019 meeting minutes as presented. Dr. Cole seconded. Motion carried.
<u>Department Reports</u> <u>Environmental Health Report</u> <u>Clinical/Maternal Child Health Report</u>	<p>This is program review year for water, septic and food. We will have different state departments conduct these reviews virtually (food) and in-person (water/septic) over the next couple of months. This review is over the 2019 calendar year.</p> <p>The nurse's, bookkeeper/grant manager, office manager and administrator have been meeting every other Friday morning for a short amount of time to discuss structure and review policies. .</p> <p>Communicable Disease efforts have been identified relating to the coronavirus. A report will be presented of accurate information at the BOH meeting January 27, 2020.</p> <p>Third Party Billing report reviewed.</p>	
<u>Monthly Financials/Bills Paid in Vacation</u>	As of the end of December 31, 2019, WCHD has expended \$44,794.13 (5%) of the \$821,061 budget. The submission of rent to the county in the amount of \$40,000 will be submitted in	Schaer moved to approve the financials as presented. Johnson

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	<p>February billings.</p> <p>The 2019 County Fiscal ended November 30, 2019. WCHD expended \$599,928.90 (81%) of the \$737,773 budget. There were several things budgeted that were</p>	<p>seconded. Motion carried.</p>
<p><u>Old Business:</u></p> <p><u>Building Expenses- HVAC</u></p> <p><u>Dentist</u></p>	<p>An online survey was created and a vote took place to complete the HVAC work.</p> <p>Aggertt is still working to replace the dentist position on the BOH.</p>	<p>Maynard moved to approve the additional funding for the HVAC work. Johnson seconded. Motion carried.</p>
<p><u>New Business:</u></p> <p><u>Administrator Report</u></p>	<p><u>Health Education</u> Andrea continues to work on ITFC related tasks through the Partnership for a Healthy Community. Andrea is the lung cancer lead for the Partnership, this group is also representing the tobacco coalition for the grant.</p> <p>The Maurice Elbert Funds grant will be coordinated with Advocate to provide Mental Health First Aid trainings. Hillary are working with Advocate Eureka Hospital to offer a few Mental Health First Aid classes at area churches or facilities. This grant is for \$1,400. This will pay for food and books to offer the class for free. Hillary has been working with the hospital and community partners to get this setup. There is a class that will be offered to the community in April. When this is finalized, Hillary will share with BOH members.</p> <p><u>Partnership for a Health Community</u> The Community Health Needs Assessment and Implementation Plans are on the www.healthyhoi.org website platform. The action teams are moving forward on the work.</p> <p>The Annual meeting is scheduled for Wednesday, February 5, 2020 at the UnityPoint Health East Campus location from 8-12. Hillary hopes to have an intern this summer to assist with this process.</p>	<p>Maynard moved to approve the Administrator's report. Dr. Cole seconded. Motion carried.</p>

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	<p>The Partnership Board is finalizing structure and organizational charts. Hillary will be a co-chair for the marketing/website action team. Hillary has experience with the website and will make an easy transition going forward with delegation and training.</p> <p><u>IAPHA Report:</u> Hillary is now the President of IAPHA. She has taken this role seriously and is traveling where needed to provide a voice for rural local health departments, network with state agencies and other administrators.</p> <p>Hillary has traveled to Springfield for regular meetings but also to meet with legislators on behalf of the local health departments to discuss Healthworks services and rural settings. Discussed PH bill and proposed budget increases. Subject Matter Hearing proposed on the public health structure, public health workforce, minimum wage increase on April 1. Hillary will likely be a speaker at the hearing. There is a house bill to increase LHP to \$25.1 million if passed.</p> <p>Heart Technologies is contracted to provide IT services for Woodford County, including the Health Department. They have been making changes to restructure our network to make it more secure, including a guest network for visitors to use guest wifi. Looking at encrypted email for employees, we currently have one encrypted email for WCHD.</p>	
<p><u>Statement of Economic Interest</u></p>	<p>Aggertt wanted to make sure every BOH member and employee with decision making processes has filled this out and placed on file.</p>	
<p><u>Appointments to BOH</u></p>	<p>Aggertt will be presenting to County Board the following people as this is usually conducted in December. Aggertt forgot to do this before her leave started. She will have to get this completed for the following people.</p> <ul style="list-style-type: none"> - Bonnie Allen- 3 year term would expire November 30, 2022 - Emily Barker 1 year term would expire 1st Monday December 2020. - Dr. Bucher has resigned and his term has expired as of November 30, 2019. 	<p>Maynard moved to approve nominations to County Board for approval to BOH. Dr. Cole seconded. Motion carried.</p>
<p><u>2020 Officers</u></p>	<p>Bonnie Allen was nominated for President position. Emily Barker was nominated for Vice President position. Lisa Maynard was nominated to fill Secretary position. Gary Schaer was nominated to fill HR liaison position.</p>	<p>Maynard moved to approve Bonnie as the president of the Board of Health. Johnson seconded. Motion</p>

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		<p>carried. Maynard moved to approve Barker as the VP. Johnson seconded. Allen moved to approve Schaer for HR position. Dr. Cole seconded. Motion carried. Johnson moved to approve Maynard as the Secretary of the BOH. Schaer seconded. Motion carried.</p>
<u>Public Health Award</u>	<p>Aggertt proposed to take an electronic vote on the nominations for the 2019 Public Health Award recipient. Aggertt said that she usually tried to do this at the last meeting of the year, but it fell through the cracks last meeting. Nominations will be open until March 2nd and recipient will be selected.</p>	<p>Maynard moved to accept nominations until March 2nd and sent to BOH for electronic vote. Dr. Cole seconded. Motion carried.</p>
<u>CPS grant for 2021</u>	<p>Aggertt discussed CPS grant. Erin has had a hard time allocating hours towards the CPS grant around her other duties. WCHD will not apply for the grant for the 2021 year, but will complete the current grant year deliverables. Maynard noted that it is possible to end the grant early if necessary.</p>	
<u>2020 Census Grant</u>	<p>WCHD has been approached to provide the 2020 census grant. The grant is to help promote the census. WCHD will host pop up events at local libraries to promote the grant and to provide locations for people to do the census online. We plan to purchase several laptops to be available for people to use to complete the census. Aggertt will be asking the State’s Attorney to review the grant.</p>	<p>Maynard moved to apply for the Census grant pending SA approval. Cole seconded. Motion carried.</p>
<u>Proposed: Ameren Energy Efficient Program</u>	<p>Aggertt discussed Ameren incentive program to replace all ballasts at WCHD with energy efficient bulbs. Discussion held.</p>	<p>Aggertt will find out how long this offer is good for. Proposal tabled.</p>
<u>Proposed: PRN Nursing position</u>	<p>Aggertt discussed hiring/posting for a PRN position. PRN VanderNaalt is willing to come in on Wednesdays and Fridays during employee leave. Would like to hire PRN to fill in other times to assist, likely 1 day per week. Job description changes discussed.</p>	<p>Maynard moved to approve updated job description for PRN. Schaer seconded. Motion carried.</p>

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<u>Proposed:</u> <u>Epidemiologist</u> <u>position</u>	Aggertt discussed epidemiologist position. She reached out to IPHA to find Americorps member to be used as epidemiologist/health educator. This would be a 9 month position with Americorps. Cost savings to WCHD of \$9,500 over 9 months. This would be a good indicator of what the need would be before we hired on a full-time permanent position.	Maynard moved to approve the Americorps position description. Johnson seconded. Motion carried.
<u>Proposed: 2019</u> <u>Annual Report</u>	Aggertt presented the 2019 Annual Report. Letter to community reviewed.	Schaer moved to approve the 2019 Annual Report. Cole seconded. Motion carried.
<u>Potential</u> <u>Discussion/Action:</u> <u>Medicare Part D</u>	Aggertt is interested in providing services to clients with Medicare Part D, mainly vaccines. We must have a contract with Part D to bill Medicare for these services. Dr. Cole is willing to contract Part D with Medicare.	Johnson moved to approve WCHD entering into contract with Medicare for Part D services. Schaer seconded. Motion carried.
<u>Potential</u> <u>Discussion/Action</u> <u>MMAI BCBS Contract</u>	Aggertt discussed MMAI BCBS contract. Would like Woodford County State's Attorney to review contract. Discussion tabled.	
<u>Executive Session</u>		Maynard moved to go into Executive Session at 8:12 pm . Schaer seconded Motion carried.
<u>Adjournment</u>		At 8:51 pm Johnson moved to adjourn. Maynard seconded. Motion carried.
	Next Meeting Date: March 24, 2020	

Respectfully submitted by: _____
Secretary, Lisa Maynard