

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

DATE: March 25, 2019 START TIME: 7:00 p.m. END TIME: 9:31 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Bonnie Allen- Vice President; Lisa Maynard, secretary; James Johnson; Emily Barker; Dr. Susan Cole

Staff present: Hillary Aggertt, Administrator; Melissa Theleman, Director of Nursing

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Bonnie Allen.	
<u>ROLL CALL</u>	Members present as shown above. Bonnie Allen welcomed Emily Barker to the Board of Health.	
<u>REVIEW OF MINUTES</u>	Minutes from January 28, 2019 were reviewed.	Lisa Maynard moved to approve the January 28, 2019 minutes as presented. James Johnson seconded. Motion carried.
<u>Department Reports</u> <u>Environmental Health Report</u> <u>Clinical/Maternal Child Health Report</u>	<p>Hillary Aggertt presented the Environmental Health report. The board reviewed.</p> <p>Paul is continuing with food and Eric is taking on the majority of septic and water. Summer is the department’s busy timeframe. The BOH budgeted for a full-time EH person and will have further discussions later in the year.</p> <p>There are quite a few legislative bills that have been presented relating to the new FDA food code. If there is movement on these bills, Aggertt will inform the board if the bills pass.</p> <p>On June 15, WCHD with partnership of ILEPA and WC Highway department a Hazardous Waste Event will be conducted. MRC members have volunteered to assist. Eric Lane will be present all day from 8-3. This event hasn’t been advertised as WCHD has to wait for the state to post the events online to make it public.</p>	

Aggertt stated Melissa Theleman's last day is coming to an end and this would be her last board of health meeting. Aggertt asked Melissa Theleman to present the Clinical/MCH report.

Theleman stated she has enjoyed her time at WCHD. She has had a pleasure of working with the board of health and for a great department. Her last day will be May 9, 2019. She really appreciated the support the board of health while her time here. Emily Kelly will be taking on the Director of Nursing position and Theleman believes she will do a great job.

Clinic:

Shingrix has sold out in 30 minutes. She only orders 10 doses at a time due to the cost and the unknowns of the needs when it arrives.

There are several outbreaks nationally. There have been suspected measles and mumps outbreaks in the county.

Immunizations have continued. September, October, November had a lot of walk-in clinics. Flu increased almost 20% this year.

In the Lead program, there has been some denials of services and WCHD has had to turn them over to the state to gain services as it is required in the program. There are concerns relating to DCFS but that is not the true case when the state comes in for this program specifically. WCHD now has to make a home visit for a level of 5 now instead of 10.

In WIC, WCHD thought there would be an increase in show rates due to the shutdown of federal shutdowns.

WCHD is still waiting on the child passenger safety grant and should hear back in September.

Vaccine for Children (VFC) is the most intense audit WCHD has for the clinical side. They determine what type of refrigerators you can use and the requirements of eligibility are strict. The CDC allocates a specific number of vaccines to each State. Each state then disseminates the vaccines as they see appropriate based on the requests that are submitted from each local health department.

We currently do not have any active or latent TB cases at this time.

In Communicable disease, within our county WCHD tracks all reportable diseases and tracks

trends and provide surveillance for this program. The report has totals for the year for grant purposes. A long-term care facility reported a stomach bug only. Local Health Protection is split throughout several programs. On the Clinical side, surveillance is conducted by the INEDSS system working with the infectious disease nurses within the hospitals. If it is a Woodford County resident or they are being treated in Woodford County, the tracking occurs for the reportable diseases only.

Dr. Cole stated it reminds her of a situation to bring up to show the value of the department in the community. With all of the communicable disease outbreaks, there are more boots on the ground trained people ready to respond to an outbreak. It is invaluable. A lot of times, we are not called upon and forgotten. Both locally and nationally, it is important to know what we can do. When you see things in the national news, this shows the work of public health departments.

Dr. Cole feels within our immigration system there is a lack of surveillance of immunizations and who has them. There should be a program if there isn't one already. This reminds her of it.

As an example of an outbreak. If you remember the cylvaspora outbreak in the McDonald's salads. This was a national issue that occurred. On the local level, we conduct case management for each case and send to the state. The state then is required to send state level numbers to the CDC and that is how the data is collected. This occurs for all reportable issues including Sexually Transmitted Infections (STI). The local level collects all data and sends to give you an umbrella of information of how the data and numbers are collected.

There are two additional documents presented relating to reported illnesses.

Again, Theleman has stated it has been a pleasure to work at WCHD and she wishes the department and all BOH members well.

Melissa Theleman left the meeting.

Third Party Billing Report

Aggertt presented the Third Party Billing report. The board reviewed.

Third Party Billing

This gives an overall of the NueMD system is and the profit/loss of the program. The nurse's time will be added to the next report to give a better picture of the immunizations program relating to TPB.

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<p><u>FINANCIAL REPORT</u></p>	<p>As of February 2019, WCHD has expended \$123,141.64 (16.7%) of the \$737,773 budget. WCHD had \$763,871.39 in reserves. The Comprehensive Health Protection Grant has been executed and payments have started to come in including the lump sum for the Local Health Protection Grant.</p> <p>All grants have been submitted to the comptroller's office now that all contracts have been executed. Aggertt wanted to recognize Jenna Tallyn for submitting all of the grant reimbursements as they come in. This year, you cannot submit at once, each month has to be approved before the next is released through Egrams (IDPH reporting system).</p> <p>WCHD has spent \$1,835 on snow removal and salt so far this year.</p>	<p>Maynard moved to approve the financials as presented. Dr. Susan Cole seconded. Motion carried.</p>
<p><u>OLD BUSINESS</u> <u>Building Discussion</u></p>	<p>Aggertt stated she attempted to do her 'homework'. She contacted the Federally Qualified Health Center (FQHC) SIU School of Medicine several times and several emails. She has not received a call back. She reached out to other health departments that have contracts with SIU School of Medicine and they also have a hard time communicating.</p> <p>Aggertt stated she has had discussions with Peoria City/County Health Department as they are working with Heartland (FQHC) in Peoria. WCHD needs to collect data to show that Heartland is used for our client's primary or OB/GYN and then we can potentially start this conversation. Aggertt needs to see if they are willing to open it or wait until Peoria is setup to see how things go or the 'pilot' project.</p> <p>Aggertt stated she had a conversation with Mr. Logan and if a decision needed to be made, we would probably go with rent because of all of the unknowns. If the county is looking at the health department taking on the entire building, we would need additional time to make sure things were in place.</p> <p>Maynard asked if the partnership idea is not able to take place at the moment. Aggertt stated there was potential over 2 years ago but they have added additional sites and this has taken on a huge responsibility for SIU School of Medicine. Heartland still may be a potential but that is data and communication to show a need since they are trying to be as efficient with funds as we are. They have a new CFO and Aggertt hopes to have further conversation in the future.</p>	

Aggertt stated she also asked other health departments who rent vs. own. She presented a full list to show the differences. There are a few that pay rent. A few that are given space but maintain space with utilities. There are several that have satellite clinics that they rent or maintain. Aggertt stated this was a comparable list.

Maynard asked if the County owned it, would Heartland be able to utilize space. Aggertt stated it would be a true partnership that WCHD would take on all internal expenses and they provide the physician. Maynard asked it could only occur if BOH owned the building. Aggertt stated if the BOH rented space, it could occur. Aggertt stated she did not see expansion of space due to how long partnerships take. There is potential but to understand what is available and how well that would work with the WCHD structure. There is always possibility but it just takes time when other entities are working together.

Maynard asked if the current options were to rent to own or rent to rent. Aggertt provided the list that Mr. Logan had presented in January to see what options are available.

Johnson asked if the county has moved off of the dollar amount at all. Aggertt stated Mr. Logan has been the lead and he is the one that has presented these options. There could potentially be negotiations if the BOH wanted. Mr. Logan was trying to streamline the process by coming to the BOH first and getting perspectives before presenting to the county board. He is trying to have both boards work together to compromise some.

Allen asked if everyone had seen the lease agreement from ADDWC. The lease was a reference point to show other agreements in the county. Aggertt stated WCHD is part of the county but sometimes the department is compared to ADDWC. Aggertt stated we are not like ADDWC as they pay for everything including their bills, audits, benefits, etc. WCHD is like ADDWC when it comes to budgets that the tax levy is set and does not increase if the need is there unless the county board votes on it. The health department has been part of the county in this way to save the tax payers money in the long run. Aggertt stated she agrees with this as it is a true benefit of tax payers.

ADDWC lease was presented at the county level to pay \$10/year for 99 years and this was approved by the full county board.

Aggertt stated WCHD will have to pay something. If it is a 3 or 5 year lease, it can be revisited again. If there are other ideas that come about, it can be revisited at any time per county board or

	<p>board of health. The space will not be guaranteed but if it is available, we can revisit at a later time.</p> <p>Allen brought up there is an issue that comes about relating to last year's budget cycle. Allen stated there were 2 budgets. The finance committee didn't like that rent was in it and they took it out of the budget. Now the County Board is asking for rent and this is creating an issue between the two boards. This is part of Allen's issue, as well as, asking ADDWC and the health department to pay rent that is not even close to each other in the ask. Allen asked if a decision had to be made tonight. Aggertt stated it is up to the BOH.</p> <p>Maynard stated the county would make it all ok in the financial records. Johnson agreed and stated they would figure it out and that is no longer an issue.</p> <p>Dr. Cole stated what this says to me is I don't trust them. I don't want to be dependent on them as the county board changes. Dr. Cole would prefer to own the building.</p> <p>Allen stated there are draw-backs to owning the building. The BOH cannot rent out the building due to the state laws. There are a lot of loop-holes to try to figure out. Dr. Cole asked where this information came from. Aggertt stated this is from the States Attorney based on the BOH Admin code per state statue. The States Attorney provided a letter supporting his decision.</p> <p>Aggertt stated there could be a work around that the ownership would stay under the county but the rent would come back to the BOH. Take the ownership of the building but the county board would deem the health department the landlord of the building on their behalf. This could be an option then.</p> <p>Aggertt stated she would like to have a vote if at all possible since the BOH stated in the January meeting they would. Aggertt stated she would like to rent and if the building is still available and the BOH would like to purchase, we can determine what that looks like if the opportunity comes about later on. Maynard stated she agreed we should make a decision.</p> <p>Aggertt presented the rent MOU that was created between Mr. Logan and her. Dr. Cole asked if the \$40,000 gives us everything we had before for the \$40,000 paid to our private landlord. Aggertt stated for the majority. The differences are this figure included common area costs and the landlord taking on the responsibility of the air conditioning units. Dr. Cole stated she would like to change those to reflect we get everything we did before for the rent that was paid. Maynard agreed.</p>	<p>Maynard moved to approve the MOU between the BOH and WCB to reflect the changes made to include common area costs for FY18 and air conditioning units and to send to the county board. Johnson seconded. Motion carried.</p>
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	<p>Aggertt stated now this has been approved with the amendments, she will send to Mr. Logan to present to the Public Safety Committee and it will move on to the full-board.</p>	
<p><u>Admin Report</u></p>	<p><u>Emergency Response</u> Dustin is attending the National Emergency Preparedness Conference in St. Louis March 26-28. The state conference will be held in Bloomington in June.</p> <p>In the next cycle of grants, WCHD is looking to utilize funds for a specific project. We hope this will assist with plans in the future.</p> <p><u>Health Education</u> Andrea Ingwersen has been busy with the tobacco grant. She is focusing on smoke free housing, events, businesses, and government facilities to provide information and guidance to assist with creating policies around smoke free campuses.</p> <p>Andrea was also part of the planning committee for the Teen Jamboree event. She attended the event and stated she thought it went well for the new logistical pieces in place. Lisa Maynard was also the lead for this event for this year. The event was held on March 13th at Eureka College with approximately 400 students in attendance.</p> <p><u>Partnership for a Health Community</u> The Partnership for a Healthy Community held the 2nd Annual meeting on February 12th at Countryside Banquet Center. There were approximately 80 people in attendance. The three health departments created an annual report. This report will be given to you at the meeting for review.</p> <p>The Partnership for a Healthy Community data committee has been meeting weekly to discuss the data within the CHNA and additional reports to put information together to present at the prioritization day. Thanks to Taylor the Epidemiologist at Tazewell County Health Department, we were successful in having data sheets to provide to participants. This event was 4 hours long. The agenda was broken into the Partnership overview (Hillary presented), each of the 7 areas of focus, the Hanlon methodology, discussion at the tables and scoring from the tables. This format worked well to have experts in the room to provide further information. The scoring was based on size of impact, seriousness, and effectiveness. The next cycle (2020-2022) of prioritizes were</p>	<p>Maynard moved to approve the administrator report as presented. Johnson seconded. Motion carried.</p>

finalized as Mental Health, Obesity, Cancer (including breast, lung and colorectal) and substance abuse. Reproductive Health will continue on as a strategies for the Partnership but will not be addressed within the IPLAN and IRS guided plan. Hillary will explain in more detail the process and what the Partnership Board is looking potentially changing in the future.

Hillary is continuing to attend the following meetings: data, HEAL, Partnership Board and others as needed. Andrea has taken on the lead support for the cancer group and will continue to stay involved. As it progresses, other staff members will be invited to participate as needed.

GATA

Melissa Andrews (Treasurer), Jenna Tallyn and Hillary Aggertt attended a DHS GATA training earlier in March. The health department will have to provide the county as the parent organization. Hillary will continue to assist when needed. Hillary has spent a lot of time assisting in understanding the expectations. Hillary has been in communication with the auditors about what needs to be in the report in the future and present to the county the additional fee for assistance for the current year per GATA requirements.

IAPHA Report:

Dr. Ezike is the new IDPH Director and she was on the call last week. She will be appointing an Assistance Director soon and they will be attending the IAPHA meetings in the future to continue to have communication between the state and locals. On April 10, on behalf of IAPHA, Hillary will be attending a meeting with Dr. Ezike and other organizations.

DHS is struggling to find a way to work with HFS. The Family Case Management program is in limbo at the moment due to federal match. There are 3 different programs within the overall FCM grant. WCHD was looking at adding 1 piece but is hesitant until caseloads would be assigned. Currently WCHD is not providing and FCM services. We are 1 of 5 counties in the state.

Hillary completed the NACCHO University Adaptive Leadership program and it was excellent. IAPHA is trying to bring it to the state to provide other administrators.

Emails are still an issue with more than 40 different email addresses not sending and/or receiving. OIC will only fix our issue if WC provides them with more money per month. The county is looking at different options and this will be voted upon at the Ad Hoc committee meeting. The March meeting was cancelled and Hillary is hopeful this will be approved in April.

Hillary has met with multiple potential interns. There are some great candidates but the interns

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	<p>have to choose your agency as they are unpaid. Many are looking for paid internships or other opportunities as needed. WCHD hopes to utilize an intern for assistance in Administration, EH (WNV program) specifically.</p>	
<p><u>Partnership for a Healthy Community Update</u></p>	<p>Aggertt stated there has been a lot going on through the tri-county area relating to the Partnership for a Healthy Community (PFHC). Aggertt presented the annual report for the PFHC and stated there is a lot of great work occurring. We need to increase Woodford County participations in the future. The current plan is working from 2016-2019 calendar years to include Behavioral Health, Healthy Eating, Active Living (HEAL), Cancer (Breast/Lung) and Reproductive Health. In this cycle, the 3 health departments (Peoria, Tazewell, Woodford) completed one assessment and one implementation plan. The hospitals conducted their own and allocated resources on their own.</p> <p>The next cycle planning has also started. The next cycle will be from 2020-2022 to work on the following priorities: Mental Health, Substance Abuse, Cancer (Breast/Lung/Colorectal) and Obesity (Healthy Eating, Active Living). The hospitals and health departments in the tri-county are trying to work out the logistics of having one assessment and one implementation plan for this cycle.</p> <p>This is exciting if all the pieces fall into place and the use of resources are truly allocated to the needs within each of the three counties. This is a work in progress.</p>	
<p><u>Proposed: Public Health Award</u></p>	<p>Aggertt presented the public health nominations to the board. Discussion occurred.</p> <p>Aggertt stated for future reference, there were nominations for individuals that worked in the county but were not residents. This might be something to change in the next cycle of nominations.</p>	<p>Dr. Cole moved to approve both Lisa Doty and Doug Long to receive this year's Public Health Award. Maynard seconded. Motion carried.</p>
<p><u>Proposed: Support for IPHI Health Equity Framework paper</u></p>	<p>Aggertt stated there has been discussion for some time the Governor was going to pass recreational marijuana. Since the Governor has taken office, the public health community is trying to be proactive in creating factual information to share regarding health concerns with the pass of recreational marijuana. Illinois Public Health Institute created the paper that is presented to you this evening. They were looking for organizations to sign on to the paper. Aggertt wasn't sure if they were still looking but she would like the BOH to approve to use at the local and state level for advocacy.</p> <p>Allen stated she has not had a chance to read the paper. Many others stated the did not have a</p>	

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	<p>chance either.</p> <p>Emily Barker stated she read the paper and believes there are many other factors that should be in the paper. Aggertt stated this was a starting point for discussion as this will spearhead into other discussions. The IPHI paper is a starting point to have consistent messaging across the public health spectrum.</p> <p>Barker mentioned she was not aware that CBD oil was available and if taken, you could fail a drug test. This product is being advertised and she is not in favor of this.</p> <p>Aggertt stated she has had a few residents calling to inquire about what they can do to stop the pass of recreational marijuana. This has not been presented as a bill thus far but will be in the near future or as an amendment to a current bill.</p> <p>There was consensus of the board of health they would support this paper due to the health risks associated to recreational marijuana. The board has instructed Aggertt to give them 1 week to read and send an electronic vote to them to vote. This will be discussed again at the May meeting.</p>	
<p><u>Proposed: Closure for July 5</u></p>	<p>Aggertt stated Holidays that fall close to the beginning or end of a week have high requests for PTO. Since our department is so small, she has taken a poll of those that would like to close on July 5th. All employees stated they would be willing to take PTO on July 5th from 8-12. Aggertt mentioned this has occurred a few times and the BOH has approved in the past because it is PTO being used and not a paid holiday. Aggertt asked for the BOH approval to close on July 5th.</p>	<p>Maynard moved to approve the closure of July 5th for the agency and for all employees to take PTO. Emily Barker seconded. Motion carried.</p>
<p><u>Discussion: GATA</u></p>	<p>Aggertt stated she has worked with Melissa Andrews at the County and she has transitioned the GATA parent organization over to the County as requested by the state. Aggertt will still continue to assist as needed. Aggertt and Andrews will be presenting to the finance committee in April assistance with the Consolidated Year End Financial Report that is required to meet GATA standards. Aggertt believes the auditors will be the best to complete the form as it is reflective of the audit for each grant.</p>	
<p><u>Executive Session Part 1</u></p>	<p>Roll call vote was taken.</p>	<p>Johnson motioned to go into Executive Session 5ILCS 120/2 (c) (1). Maynard seconded. Motion carried</p>
<p><u>Executive Session Part 2</u></p>		<p>Maynard motioned to go into Executive Session 5 ILCS 120/2 (c) (1).</p>

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		Johnson Seconded. Motion Carried.
	Action taken coming out of executive session.	Maynard moved to approve the salary of the new Director of Nursing at \$58,000 per year. Dr. Cole seconded. Motion carried.
<u>Executive Session Part 3</u>		Maynard motioned to go into Executive Session 5 ILCS 120/2 (c) (1). Johnson seconded. Motion carried.
	Action taken coming out of executive session	Maynard moved to approve for the full-time public health nurse hours be reduced from 36 hours per week to 32 hours per week. Johnson seconded. Motion carried.
	At 9:20 pm regular session resumed.	
<u>Discussion:</u> <u>Organizational Chart</u>	<p>Aggertt stated she has had staff in the past create procedure manuals so if they are unavailable or on leave, others can access information to complete tasks as needed. Coverage within the department has been identified for each position excluding the Administrator.</p> <p>Aggertt believes this is a need to understand who would take on specific responsibilities in her absence or if she is not available.</p> <p>Aggertt stated it also depends on the time of year for the needs of the department. She will start with the fall timeframe and work to present this quarterly in the future. Discussion occurred.</p> <p>Aggertt has some thoughts about this for internal coverage but she wasn't sure what direction the board of health would have. She would like to discuss this further at the next meeting.</p>	
<u>Adjournment</u>		At 9:31 p.m. Maynard moved to adjourn. Barker seconded.

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		Motion carried.
	Next Meeting Date: May 20, 2019	

Respectfully submitted by: _____
Secretary, Lisa Maynard