

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

DATE: March 28, 2018 START TIME: 7:00 p.m. END TIME: 9:32 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Stan Glazier; Dr. Susan Cole; Lisa Maynard, secretary; Jim Johnson

Staff present: Hillary Aggertt, Administrator; Dustin Schulz

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Stan Glazier	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH minutes from January 29, 2018 were reviewed.	Jim Johnson moved to approve the January 29, 2018 minutes as presented. Dr. Susan Cole seconded. Motion carried.
	BOH March 19, 2018 Executive Meeting minutes were reviewed.	Lisa Maynard moved to approve the minutes as presented and keep confidential. Johnson seconded. Motion approved.
<u>Department Reports</u>	Hillary Aggertt reviewed and presented the Environmental Health and Maternal Child Health reports.	

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<p><u>FINANCIAL REPORT</u></p>	<p>Through February 28, 2018 WCHD expended \$133,631.71 (22%) of the \$617,906 budget. At the end of February WCHD had \$892,150.97 in the bank.</p> <p>All grants have been executed and day to day operations are continuing.</p>	<p>Maynard moved to approve the financials as presented. Johnson seconded the motion. Motion carried.</p>
<p><u>OLD BUSINESS</u></p> <p>Health Department Building Discussion</p>	<p>Aggertt stated there continues to be discussion around purchasing space for the health department. Aggertt has worked with the Architect and they will present figures for the needs. The board had a discussion about different spaces and location, as well as, the expectation moving forward.</p>	
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>As of March 9, 2018 CDP is no longer billing claims on behalf of WCHD. This was finalized with CDP 3/15/18 via conference call. They will continue to allow access to their systems to complete any outstanding claims through June 15, 2018. NueMD contract was executed 3/16/18 and payment was made for start-up and first month access on 3/20/18. Jenna is working with NueMD to complete account set up and training next week. Billings can potentially be submitted to insurance companies 4/2/18 when 1st stage trainings are complete. Billings being submitted will be from date of service 3/12/18 and on. NueMD has a \$25/check processing fee. Due to internal billing procedures we will be paying invoices quarterly to reduce this payment fee.</p> <p>WCHD applied for the MRC Challenge award and was granted the \$2,500 to complete an Emergency Preparedness Summit for the community. Dustin and Hillary will be working on this over the summer to hold in October.</p> <p>WCHD held the dispensing drill on 3/21/18 at Church of the Nazarene. Hillary was not available and had Dustin be the Incident Commander for the day to gain experience since he is the backup. More information about authorization will be presented at the meeting.</p> <p>The Food Ordinance changes will be coming. EH plans to present a revised Food Ordinance to the BOH in May and present to committee and full County board in June. This has to go into effect on July 1, 2018 per the Administrative code.</p>	<p>Johnson moved to approve the administrator's report as presented. Seconded by Maynard. Motion carried.</p>

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	<p>The Partnership for a Healthy Community hosted an Annual Partnership meeting to get together to gain knowledge about each priority and what is being done throughout the tri-county area. I believe there were about 65 people in attendance.</p>	
<u>Building Lease</u>	<p>Aggertt stated she is still working with the States Attorney and the landlord to present a lease for Dr. Bucher to sign. She hopes to have this completed in May.</p>	
<u>Public Health Award</u>	<p>Aggertt presented the public health award nominations to be considered and awarded.</p>	<p>Dr. Cole moved to appoint the 2018 Public Health Award to Bryan Miller and Tim Allen. Maynard seconded. Motion carried.</p>
<u>Proposed: Back-up Incident Command Authority</u>	<p>Aggertt stated per the Emergency Operations Plan Dustin Schulz is the backup Incident Commander. He would be responsible for the incident. Aggertt wanted to discuss the EOP authority, as well as the infectious disease, COOP plan and internal backing authority when the Administrator is unavailable.</p>	<p>This item has been tabled.</p>
<u>Proposed: WIC Policies 101, 102, 103, 107, 108a, 109a, 112, 113, 115, and 116</u>	<p>Aggertt proposed WIC policies 101, 102, 103, 107, 108a, 109a, 112, 113, 115, and 116 all be eliminated and achieved. These policies are presented to no longer be used for WCHD purposes. The board of health reviewed.</p>	<p>Maynard moved to approve the elimination of all WIC polices as presented. Johnson seconded. Motion carried.</p>
<u>Proposed Policy Change: 104 (turns to 101) WIC Outreach</u>	<p>Aggertt presented Policy 104 will now be referred to policy 101 WIC outreach. The board of health reviewed and discussed.</p>	<p>Maynard moved to approve the changes to Policy 104 now referred to 101 WIC Outreach as presented. Dr. Cole seconded. Motion carried.</p>
<u>Proposed Policy Change: 106 (turns to 103) WIC referral procedures</u>	<p>Aggertt presented Policy 106 will now be referred to policy 103 WIC referral procedures. The board of health reviewed the changes and discussed.</p>	<p>Maynard moved to approve the changed Policy from 106 to be referred to 103 WIC referral procedures as</p>

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		presented. Dr. Cole seconded. Motion carried.
<u>Proposed Policy Change: 108b (turns to 102) WIC Deferred Blood work</u>	Aggertt presented Policy 108b will now be referred to policy 102 WIC Deferred Blood Work. The board of health reviewed the changes and discussed.	Johnson moved to approve the changed Policy from 108b to be referred to 102 WIC deferred blood work as presented. Dr. Cole seconded. Motion carried.
<u>Proposed Policy Change: 110 (turns to 106) WIC Breastfeeding Friendly Environment.</u>	Aggertt presented Policy 110 will now be referred to policy 106 WIC Breastfeeding Friendly Environment. The board of health reviewed the changes and discussed.	Johnson moved to approve the changed Policy from 110 to 106 WIC breastfeeding friendly environment as presented. Dr. Cole seconded. Motion carried.
<u>Proposed Policy Change: 111 (turns to 108) WIC Breast Pumps</u>	Aggertt presented Policy 111 will not be referred to policy 108 WIC Breast Pumps. The board of health reviewed the changes and discussed.	Dr. Cole moved to approve the change policy from 111 to 108 WIC Breast Pumps as presented. Maynard seconded. Motion carried.
<u>Proposed Policy Change: 114 (turns to 105) WIC immunization screening procedure</u>	Aggertt presented Policy 114 and will now be referred to policy 105 WIC immunization screening procedure. The board of health reviewed the changes and discussed.	Dr. Cole moved to approve the change of policy 114 to 105 WIC immunization screening procedures as presented. Maynard seconded. Motion carried.
<u>Proposed Policy: 104 Communication with Medical Providers regarding abnormal</u>	Aggertt presented the new WIC policy 104. The board of health discussed.	Dr. Cole moved to approve 104 as presented. Johnson seconded. Motion

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<u>values/health concerns</u>		carried.
<u>Proposed New Policy: 107 WIC Breastfeeding promotion and support</u>	Aggertt presented new WIC policy 107. The board of health reviewed and discussed.	Dr. Cole moved to approve WIC policy 107 as presented. Johnson seconded. Motion carried.
<u>Proposed: OSF, Unity Point, Advocate EMR “Read Only” Access</u>	Aggertt stated within the CD portion of the clinical side, it has been difficult to gather correct information to close out and assist with Communicable Disease cases. The EMR access “Read Only” will provide WCHD with additional information that has already been collect to assist with closing out cases and provide care to our clients. The board of health discussed.	Dr. Cole moved to approve CD staff to have EMR Read-Only access to OSF, Unity Point and Advocate as needed. Maynard seconded. Motion carried.
<u>Proposed: Bookkeeper/Grant Manager Job Description</u>	Aggertt presented changes to the Bookkeeper/Grant Manager Job Description. The Board of Health reviewed and discussed.	Maynard moved to approve the Bookkeeper/Grant Manager JD as presented. Johnson seconded. Motion carried.
<u>Proposed: Office Manager Job Description</u>	Aggertt presented changes to the Office Manager Job Description. The Board of Health reviewed and discussed.	Dr. Cole moved to approve the Office Manager JD as presented. Maynard seconded. Motion carried.
<u>Executive Session</u>	The Board of Health entered into Executive Session at 8:51pm for Part 1.	Maynard moved to enter into executive session according to 5 ILCS 120/2 (c) (1). Dr. Cole seconded. Roll Call vote was taken. Motion approved.

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	Per Executive session items, the board of health approved for the Bookkeeper Grant Manager's salary be moved to \$18.00 as of March 30, 2018.	Maynard moved to approve the Bookkeeper Salary to be moved to \$18.00/hour as of March 30, 2018. Johnson seconded. Motion approved.
<u>Executive Session</u>	The Board of Health entered into Executive Session at 9:15pm for Part 2.	Maynard moved to enter into executive session according to 5 ILCS 120/2 (c) (1). Johnson seconded. Roll Call vote was taken. Motion approved.
	Per Executive session items, the board of health approved for the Office Manager's salary to be moved to \$15.00 as of March 30, 2018.	Dr. Cole moved to approve the Office Manager's salary be moved to \$15.00/hour as of March 30, 2018. Maynard seconded. Motion carried.
<u>Adjournment</u>		At 9:32 p.m. Maynard moved to adjourn. Johnson seconded. Motion carried.
	Next Meeting Date: May 21, 2018	

Respectfully submitted by: _____

Secretary, Lisa Maynard