

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

DATE: May 20, 2019 **START TIME:** 7:00 p.m. **END TIME:** 9:06 p.m. **LOCATION:** Woodford County Health Department

Present: Board Members: Bonnie Allen- Vice President; Lisa Maynard, secretary; Emily Barker; Gary Schaer

Staff present: Hillary Aggertt, Administrator; Emily Kelly, 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.	
<u>REVIEW OF MINUTES</u>	Minutes from March 25, 2019 were reviewed.	Lisa Maynard moved to approve the March 25, 2019 minutes as presented. Gary Schaer seconded. Motion carried.
	March 25, 2019 Executive Session Part 1 meeting minutes were reviewed.	Maynard moved to approve and keep confidential the March 25, 2019 Part 1 meeting minutes as presented. Schaer seconded. Motion carried
	March 25, 2019 Executive Session Part 2 meeting minutes were reviewed.	Maynard moved to approve and keep confidential the March 25, 2019 Part 2 meeting minutes as presented. Schaer seconded. Motion carried.
	March 25, 2019 Executive Session Part 3 meeting minutes were reviewed.	Maynard moved to approve and keep confidential the March

	<p>October 23, 2017 meeting minutes were reviewed.</p>	<p>25, 2019 Part 3 meeting minutes as presented. Emily Barker seconded. Motion carried.</p> <p>Schaer moved to approve the October 23, 2017 meeting minutes as presented. Maynard seconded. Motion carried.</p>
<p><u>Department Reports</u></p> <p><u>Environmental Health Report</u></p> <p><u>Clinical/Maternal Child Health Report</u></p>	<p>Hillary Aggertt presented the Environmental Health report. The board reviewed.</p> <p>Aggertt stated, at this time, Paul and Eric feel they can manage the workload of EH. WCHD might have to look for a part-time summer intern to assist with WNV surveillance as an option.</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 is being publicized in the community.</p> <p>Emily Kelly was in attendance to introduce herself and meet the board of health. She went to Bradley for undergrad and graduate school in nursing. She has experience with clinical care and maternal child health at Marshall County. Ms. Kelly had the opportunity to meet Melissa Theleman and Hillary Aggertt at other meetings. She thought Woodford County Health Department was very progressive and energetic and thought it was very attractive for this position.</p> <p>Ms. Kelly went through her Maternal Child Health/Clinical Report.</p> <p>A discussion occurred about international travel happening more in and out of Woodford County. There are always potential for active TB cases and Aggertt wanted the Board of Health to</p>	

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<p><u>Third Party Billing Report</u></p>	<p>remember per Admin code for the state of Illinois, WCHD would be responsible to follow up and potentially pay for services if needed. There are other specifications for this but it is on a case by case basis. This could potentially cost about \$60,000-\$100,000 per case.</p> <p>The board of health reviewed the Third Party Billing report to see the income/expense for the program to include all of staff time and the fees associated with the software.</p>	
<p><u>FINANCIAL REPORT</u></p>	<p>As of the end of April 2019, WCHD has expended \$203,912.37 (28%) of the \$737,773 budget. At the end of April, WCHD had \$830,712.43 in reserves. Reimbursements for grants have started to filter through the month of April and will continue through May.</p> <p>A reminder that May and June are heavy spending months due to grant related expenses and the end of state fiscal year.</p> <p>Emily Barker asked how the claims are reviewed. Aggertt stated that WCHD receives the bill. The Grant Manager/Bookkeeper reviews and verifies the payment amount. Aggertt reviews the bill and signs off that it was an approved purchase. There are Purchase Orders that are created for all claims. Once this is completed, the Board of Health president reviews all bills and signs off on the monthly bills cover sheet that is submitted for the county to pay. The President or signature designee would review all monthly bills and would go through the list. If there are questions that come about, it can be clarified at the board of health meeting. If it is an expense more than \$5,000 it would come to the Board of Health to determine or an electronic email/phone call would be made for an emergent need. Aggertt has a threshold of \$2,500 for standard purchases. The BOH has given Aggertt authority to purchase vaccines over this threshold if there is a need, as well as paying rent.</p>	<p>Maynard moved to approve the financials as presented. Barker seconded. Motion carried.</p>
<p><u>OLD BUSINESS</u> <u>Building Discussion</u></p>	<p>Aggertt stated at the last BOH meeting, the BOH voted to amend the MOU to include common area costs for 2018 and the air conditioning units to be maintained by the County Board. The BOH wanted it to be similar with the private landlord contract. This MOU was presented at the Public Safety meeting and then passed through to the full board. The full board decided to have the BOH maintain the MOU as presented and the BOH will be responsible for the air conditioning units and the common area costs. Bonnie Allen will sign this and Aggertt will present to the full board.</p>	<p>Maynard moved to approve the MOU between the BOH and WCB as presented. Schaer seconded. Motion carried.</p>

<p><u>Admin Report</u></p>	<p><u>Emergency Response</u> Dustin attended the National Emergency Preparedness Conference in St. Louis March 26-28 and felt he learned a lot. He has brought back a few ideas to try to implement locally.</p> <p>The mandatory state PHEP Summit will be held the last week of June. The agenda has not been released but we have registered Andrea to attend this year to give additional training for other staff.</p> <p>In the FY2020 State year, WCHD will be looking at functional needs for Woodford County and creating a toolkit/plan around this.</p> <p><u>Health Education</u> WCHD 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 has been facilitating and assisting with the Cancer Action Team for the Partnership and has focused her time on Tobacco related initiatives. The tri-county approach to tobacco funding has been successful as there is consistency throughout the three counties.</p> <p>Andrea created a revised drafted version for the WCHD personnel policy handbook. This will be reviewed and discussed.</p> <p><u>Partnership for a Health Community</u> The Partnership for a Healthy Community is actively working on the FY16-2019 plan and is also working on the CHNA/CHIP for the FY20-2022 plan. The CHNA data was collected and a drafted version is being worked on. The Partnership Board hopes we can come to a resolution and still move one CHNA and CHIP forward.</p> <p>Hillary is still the co-chair of the Partnership Board and will be turning it over to Monica Hendrickson as of September 1 due to the leave.</p> <p><u>GATA</u> The County Board voted for the auditors to assist with the GATA requirements to finalize the CYFER report relating to all grants in Woodford County. The health department has transitioned the parent role to the county (as was recommended). This takes the burden if something doesn't occur off of the agency and focuses on the county as a whole. Hillary will continue to assist when</p>	<p>Maynard moved to approve the administrator report as presented. Barker seconded. Motion carried.</p>
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	<p>needed.</p> <p><u>IAPHA Report:</u> On April 10, on behalf of IAPHA, Hillary attended a meeting with Dr. Ezike and other organizations. The director has an open perspective which is nice to hear and understands the structure of LHD and state agencies. She wants to work together as much as possible.</p> <p><u>Admin</u> Dr. Bucher has resigned from the BOH and the board will need to send a recommendation to the County Board for a replacement. This person has to be a Dentist per state statute.</p> <p>Hillary will be attending the NACCHO Annual conference July 8-11 in Orlando, FL as the BOH approved.</p> <p>Hillary will be transparent with the Director's to understand her duties while on leave.</p>	
<p><u>Proposed: Placing recording on website for OMA/County</u></p>	<p>Allen stated the BOH has been asked by Public Safety to put the recordings of the BOH meetings on line. Discussion occurred.</p>	<p>Barker moved to approve the audio for BOH meetings on the WCHD website starting with this meeting. Maynard seconded. Motion carried.</p>
<p><u>Discussion: New Dentist recommendation for BOH</u></p>	<p>Allen stated WCHD has received Dr. Bucher's resignation and by state law, a dentist needs to be appointed. Discussion occurred.</p> <p>Maynard suggested to reach out to Eureka Dentistry as an option. Aggertt stated she has discussed this with the Bucher's and it was a formal recommendation. The dentists at Eureka Dental are not residents. The WCHD Board needs to reach out to all local dentists living within. Once WCHD Board has exhausted all options as they are aware. The board can reach out to a dentist that works within the county. Discussion occurred.</p>	
<p><u>Proposed: Election of a BOH President and other officers as needed.</u></p>	<p>Allen stated the WCHD Board needs to elect a new president in the resignation of Dr. Bucher.</p>	<p>Maynard moved to approve Bonnie Allen to be President of BOH. Schaer seconded. Motion carried.</p>

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	<p>Aggertt stated a Vice President needs to be established. Barker stated she would volunteer.</p> <p>Per by-laws, the President, Vice President and secretary have authority to sign on behalf of WCHD.</p>	<p>Maynard moved to approve Emily Barker as the Vice President of BOH. Schaer seconded. Motion carried.</p>
<p><u>Proposed: Support for IPHI Health Equity Framework paper</u></p>	<p>Aggertt stated this was reviewed at the last meeting. The vote was taken online to support. This is to make a formal motion.</p>	<p>Schaer moved to approve the IPHI Health Equity Framework paper. Maynard seconded. Barker opposed. Motion carried.</p>
<p><u>Discussion: Action on SB7</u></p>	<p>Aggertt stated through IAPHA, there is a legislative action team and a lobbyist is hired to assist. The information in front of you has been presented and Aggertt wanted to inform the BOH, the Sheriff and the States Attorney. This is not a final draft but what the latest is that is proposed. Discussion occurred.</p>	
<p><u>Proposed: Letter for opposition for recreational cannabis</u></p>	<p>Aggertt stated Peoria City/County Health Department has worked on a letter to show the effects and try to inform the stance of the health department relating to recreational cannabis. Peoria City/County Health Department reached out to Tazewell and Woodford Counties to see if we wanted to sign onto this as a tri-county. Discussion occurred.</p>	<p>No action occurred.</p>
<p><u>Proposed: Revision to EH policy 207: Plan review</u></p>	<p>Aggertt stated the amendment is the plan review fees are due at time of submission and non-refundable.</p>	<p>Maynard moved to approve Policy 207-Plan review as revised. Barker seconded. Motion carried.</p>
<p><u>Proposed: Cottage Food Operations Enforcement Policy</u></p>	<p>This policy would make cottage food code operations an official policy for enforcement. The process is in place for procedure and information present. This applies to farmer's markets locations only. Discussion occurred.</p>	<p>Maynard moved to approve the cottage food operations enforcement policy. Schaer seconded. Motion carried.</p>
<p><u>Proposed: Personnel Policy 509- Smoking revisions</u></p>	<p>Aggertt stated in the current personnel policy, it stated WCHD is only smoke free. Aggertt stated Ingwersen has worked on this policy to be compliant with the tobacco free campus policies we are working on within our grant. This policy would state tobacco free campus.</p>	<p>Barker moved to approve as presented. Maynard seconded.</p>

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		Motion carried.
<u>Proposed: Personnel Policy 511 Travel Reimbursement Revision</u>	Aggertt stated the per diem allowance in the travel reimbursement policy. She is asking to change the wording to read if you leave prior to 7:30 and return after 7:30pm.	Schaer moved to approve as presented. Maynard seconded. Motion carried.
<u>Discussion: Yearly trainings for all employees through ICRMT</u>	Aggertt stated the County Offices committee through the county is looking at required trainings for staff. Aggertt stated the Illinois Counties Risk Management Trust offers trainings and she is working with the Department Heads within the County to create a list for all. November 2020 would be the timeframe to complete all trainings. Discussion occurred.	Maynard moved to approve the ICRMT list of mandated trainings yearly as presented and the administrator has authority to add additional trainings as it fits for the agency. Barker seconded. Motion carried.
<u>Discussion: Summer Intern/AmeriCorps Member</u>	<p>Aggertt stated as we all know there have been issues with hiring new employees in the past due to limited funds and resources. The department has also had a hard time hosting interns as there hasn't been as much interest. Through Illinois State Physical Activity Grant (ISPAN) funds, have allowed us to hire a summer intern. Aggertt will be hiring this person to assist with ISPAN deliverables from June- August.</p> <p>Aggertt stated she applied for an AmeriCorps member. WCHD would have to pay approximately \$3,000 to host for 3 months. This would be a pilot program to see what the needs are for the Epidemiologist position. WCHD is currently not able to collect, analyze and create public friendly data sources with current staffing issues and responsibilities. Aggertt stated she has chosen an individual and they are trying to find housing. She has reached out to Eureka College to see if this could be an option. Additional discussion occurred. Aggertt stated she hopes this works out like is planned.</p>	
<u>Discussion/Proposed: Epidemiologist at WCHD</u>	Aggertt stated the past budget cycle WCHD did budget for this position but the grant that was proposed was not received. Aggertt stated more and more data is needed knowing grants are based on this as all grants are becoming competitive outside of the regular grants WCHD currently has. Aggertt stated it is a cycle now that if you don't have data available, you can't apply for specific grants which means the opportunities are not there. Aggertt stated she will be budgeting for this position in the FY9-20 county budget and we hope to have a grant pay for 50% of their salary. More discussion occurred.	
<u>Discussion/Proposed: Plan for</u>	Aggertt presented a list of potential positions to take on responsibilities during leave. This is a draft only and can be finalized going forward if needed. Aggertt stated this needs to be finalized	

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<p><u>Administrative coverage for FMLA</u></p>	<p>of who will do what and can be a running list. Aggertt asks all financials be signed by the President or VP for all bills and grants associated with the department.</p> <p>Discussion occurred to have the person in charge for Payroll and take over the administrative authority for time off, attend county board meetings, facilitate BOH meetings and documentation, and take on-call for the majority with assistance with another director.</p> <p>Aggertt stated she believes Eric Lane can take on the roles identified as a director to take over the duties that need to get done in her absence. Aggertt is planning to come back part-time in December and give Director’s leave time around the holidays. More discussion occurred.</p>	
<p><u>Executive Session</u></p>	<p>Roll call vote was taken.</p>	<p>Maynard motioned to go into Executive Session 5ILCS 120/2 (c) (1). Schaer seconded. Motion carried</p>
	<p>At 8:45pm regular session resumed.</p>	
	<p>Action taken coming out of executive session.</p>	<p>Maynard moved to approve a salary increase of \$5/hour for Director of Environmental Health Eric Lane for all Administrative Duties as assigned to cover while Administrator is on leave. Barker seconded. Motion carried.</p>
<p><u>Discussion/Proposed: Narcan Event</u></p>	<p>Aggertt stated Human Resource Center received a grant to provide Naloxone and education. Aggertt stated this is a controversial issue for some counties depending. Aggertt stated HSC wanted WCHD to host an event for staff. Aggertt stated this was denied but they would like to host an event at our facility. Aggertt didn’t feel comfortable stating either way due to potential issues. If it is for first responders only, there wouldn’t be a potential issue.</p> <p>Maynard asked if local first responders are on board to carry Narcan. Aggertt has attended police meetings and they are required to have this. Further discussion occurred.</p>	<p>Aggertt will reach out to law enforcement and EMS providers to see if they would support this at a community event. There is a potential offsite location for first responders in the county.</p>
<p><u>Discussion/Proposed:</u></p>		<p>Schaer moved to</p>

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<p><u>Funds to be transferred to a CD for Higher interest rate</u></p>	<p>Aggertt stated the Woodford County Treasurer contacted her to move funds from the account to a CD for 6 months. There are limitations with what public bodies can do with funds. Further discussion occurred.</p>	<p>approve to transfer \$500,000 from the BOH account to a CD for 6 months. Barker seconded. Motion carried.</p>
<p><u>Adjournment</u></p>		<p>At 9:06 p.m. Maynard moved to adjourn. Barker seconded. Motion carried.</p>
	<p>Next Meeting Date: July 22, 2019</p>	

Respectfully submitted by: _____
Secretary, Lisa Maynard