

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

DATE: May 21, 2018 START TIME: 7:00 p.m. END TIME: 8:31 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Dr. Bernard Bucher- President; Lisa Maynard, secretary; Jim Johnson; Bonnie Allen; Gary Schaer

Staff present: Hillary Aggertt, Administrator; Eric Lane

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Dr. Bucher	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH minutes from March 28, 2018 were reviewed.	Jim Johnson moved to approve March 28, 2018 minutes as presented. Gary Schaer seconded. Motion carried.
	BOH March 28, 2018 Part 1 Executive Meeting minutes were reviewed.	Lisa Maynard moved to approve the March 28, 2018 Part 1 Executive Session and keep confidential. Johnson seconded. Motion carried.
	BOH March 28, 2018 Part 2 Executive Meeting minutes were reviewed.	Maynard moved to approve the March 28, 2018 Part 2 Executive meeting minutes as presented and keep confidential. Johnson seconded. Motion

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<p><u>Department Reports</u></p>	<p>Hillary Aggertt reviewed and presented the Environmental Health and Maternal Child Health reports.</p>	<p>carried.</p>
<p><u>FINANCIAL REPORT</u></p>	<p>Through April 30, 2018, WCHD expended \$220,252.84 (36%) of the \$617,906 budget. At the end of February WCHD had \$829,904.03 in the bank.</p> <p>The State is working on submitting grant applications and WCHD should know more at the next meeting to discuss budgeted numbers. WIC will take a cut as the number of clients have decreased. This is for various reasons and it is nationally.</p>	<p>Bonnie Allen moved to approve the financials as presented. Maynard seconded the motion. Motion carried.</p>
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>WCHD is working with CDP to close out all outstanding cases. WCHD has taken on all responsibilities for third party billing. Staff seem to like NueMD and are utilizing the scheduling system. WCHD will be using the reminder call feature and monitor status going forward to see how effective it works.</p> <p>Partnership for a Healthy Community- Each priority meeting is continuing to meet. Hillary is still the support for the Cancer group. This group has separated into two different groups of Lung and Breast. Hillary is focusing more on the Partnership Board and Community Health Needs Assessment groups. Andrea is assisting with the cancer sub meetings.</p> <p>This continues to be a large task but movement is occurring within the tri-county effort.</p> <p>Through HEAL there is a local fresh food partners group and Andrea has lead this group through WCHD. The farmers markets is a plus to help get the word out.</p>	<p>Maynard moved to approve the administrator's report as presented. Seconded by Allen. Motion carried.</p>
<p><u>Proposed: Well variance request for 1219 Sunset Dr.</u></p>	<p>Hillary Aggertt had Director of Environmental Health, Eric Lane present the variance and answer questions relating to the variance request. The board reviewed and discussed the variance request.</p>	<p>Maynard moved to approve the variance request as presented by Eric Lane. Schaer seconded. Motion carried.</p>
<p><u>Proposed: Woodford</u></p>	<p>Aggertt presented the new Woodford County Food Ordinance for review. The ordinance is</p>	<p>Maynard moved to</p>

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<p><u>County Food Ordinance</u></p>	<p>adopting the FDA food code per IL code. There will no longer be scoring to occur, as well as, other language changes and time associated with inspections.</p>	<p>approve the Woodford County Food Ordinance as presented and send to the full County Board. Johnson seconded. Motion carried.</p>
<p><u>Proposed Policy Change: Environmental Health 201</u></p>	<p>Aggertt presented Policy Change 201 Power Outage. The Board reviewed.</p>	<p>Maynard moved to approve policy 201 as presented. Allen seconded. Motion carried.</p>
<p><u>Proposed Policy Change: Environmental Health 202</u></p>	<p>Aggertt presented Policy Change 202- Refunds from Division of Environmental Health Food Program. The board reviewed.</p>	<p>Maynard moved to approve Policy 202 as presented. Allen seconded. Motion carried.</p>
<p><u>Proposed Policy Change Environmental Health 203</u></p>	<p>Aggertt presented Policy 203 Temporary Food Permits. The board reviewed.</p>	<p>Maynard moved to approve policy 203 as presented. Allen seconded. Motion carried.</p>
<p><u>Proposed Policy Change Environmental Health 204</u></p>	<p>Aggertt presented Policy 204 Licensed Food Establishment Permits. The board reviewed.</p>	<p>Maynard moved to approve policy 204 as presented. Allen seconded. Motion carried.</p>
<p><u>Proposed Policy Change Environmental Health 206</u></p>	<p>Aggertt presented Policy 206 Metal-Stem Thermometer Calibration. The board reviewed.</p>	<p>Maynard moved to approve policy 206 as presented. Allen seconded. Motion carried.</p>
<p><u>Proposed Policy Change Environmental Health 207</u></p>	<p>Aggertt presented Policy 207 Plan Review Policy. The board reviewed.</p>	<p>Maynard moved to approve policy 207 as presented. Schaar seconded. Motion</p>

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		carried.
<u>Proposed Policy Change Environmental Health Policy 208</u>	Aggertt presented Policy 208 Hazard Analysis Critical Control Point (H.A.C.C.P). The board reviewed.	Maynard moved to approve Policy 208 as presented. Schaer seconded. Motion carried.
<u>Proposed Policy Change Environmental Health Policy 209</u>	Aggertt presented Policy 209 Procedures for investigating foodborne outbreaks. The board reviewed.	Maynard moved to approve Policy 209 as presented. Allen seconded. Motion carried.
<u>Proposed Discussion regarding WCHD staff time, CHNA, & CHIP</u>	Aggertt stated the Community Health Needs Assessment (CHNA) process is currently going on since the board agreed to go to a three year cycle. OSF is proposing WCHD pay for the CHNA and prioritization. The six hospitals, Federally Qualified Health Center, United Way and the 3 health departments are trying to complete one CHNA and one Community Health Improvement Plan. The board discussed the CHNA and CHIP with staff time involved to collect surveys.	No action taken.
<u>Proposed: Options for WCHD on-call</u>	Aggertt stated she has always been on-call and it wasn't much the last couple of years. Aggertt stated she is being called more often and is looking to present a few different options to rotate among staff and/or directors.	The board directed Aggertt to bring back options from other health departments to the next meeting.
<u>Executive Session</u>	The Board of Health entered into Executive Session Part 1 at 8:15pm.	Maynard moved to enter into executive session according to 5 ILCS 120/2 (c) (5). Johnson seconded. Roll Call vote was taken. Motion approved.
<u>Executive Session</u>	The Board of Health entered into Executive Session Part 2 at 8:25pm.	Maynard moved to enter into executive session according to 5 ILCS 120/2 (c) (17). Allen seconded. Roll Call vote was taken. Motion

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		approved.
<u>Adjournment</u>		At 8:31 p.m. Maynard moved to adjourn. Allen seconded. Motion carried.
	Next Meeting Date: July 23, 2018	

Respectfully submitted by: _____
Secretary, Lisa Maynard