

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

DATE: July 23, 2018 START TIME: 7:00 p.m. END TIME: 9:20 p.m.

LOCATION: Woodford County Health Department

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

Staff present: Hillary Aggertt, Administrator;

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>	Minutes from May 21, 2018 were reviewed.	Stan Glazier moved to approve May 21, 2018 minutes as presented. Bonnie Allen seconded. Motion carried.
	May 12, 2008 executive meeting minutes were reviewed.	Glazier moved to approve the May 12, 2008 executive session minutes and keep confidential. Allen seconded. Motion carried.
	November 5, 2008 executive meeting minutes were reviewed.	Glazier moved to approve the November 5, 2008 Executive meeting minutes as presented and keep confidential. Allen

BOARD OF HEALTH
July 23, 2018

<p><u>Department Reports</u></p>	<p>March, 23, 2009 executive meeting minutes were reviewed.</p> <p>May 14, 2012 executive meeting minutes were reviewed.</p> <p>Hillary Aggertt reviewed and presented the Environmental Health, Maternal Child Health, and Third Party billing reports.</p>	<p>seconded. Motion carried.</p> <p>Glazier moved to approve March 23, 2009 executive meeting minutes and keep confidential. Gary Schaer seconded. Motion carried.</p> <p>Glazier moved to approve May 14, 2012 executive meeting minutes and keep confidential. Allen seconded. Motion carried.</p>
<p><u>FINANCIAL REPORT</u></p>	<p>Through June 30, 2018, WCHD has expended \$326,925.44 (53%) of the \$617.906 fiscal budget. WCHD has had a few Contingency line items but this will be documented under the correct line item and will be reconciled at the end of the county fiscal year.</p> <p>One item was the IT VPN connection renewal. This was \$2,076.82 charge that was paid in July for 3 year VPN subscription. If the board of health approves to use the architects to formulate a plan for this building that will also be a contingency line item paid in the contractual line.</p>	<p>Schaer moved to approve the financials as presented. Dr. Susan Cole seconded the motion. Motion carried.</p>
<p><u>NEW BUSINESS</u></p>	<p>MCH has been busy with back to school immunizations and back to school clinic is scheduled for August 15th. There are a lot of different CD issues that have come about and WCHD nursing staff</p>	

BOARD OF HEALTH
July 23, 2018

<p><u>Administrator's Report</u></p>	<p>has responded.</p> <p>Dustin and Hillary are planning an emergency preparedness workshop for the public that will take place in late September or early October. The health department was awarded funds from the NACCHO challenge award program to develop and implement the workshop. The workshop will feature a guest speaker and will focus on infectious/communicable disease outbreaks and how the health department is prepared to respond to these events. CEUs will be offered to Nurses through the IPHNA group. The event will also serve as a recruiting event for the WCHD Medical Reserve Corps.</p> <p>The Woodford County Food Ordinance was passed in June. The Food Enforcement policy will be presented at the meeting.</p> <p>The tobacco grant structure has changed at the state. Counties received additional funds if you work regionally rather than take a 50% cut if you did it locally. Peoria, Tazewell and Woodford are already working together regionally on tobacco prevention through the Partnership. As the three county health departments, we thought this would be a great idea to apply as a region with Peoria as the lead. WCHD would report to Peoria C/C Health Department and they would then report all three counties information to the state. It is agreed that we will function just like we had the state grant directly and we will take on the cost of this program until a contract is in place and reimbursements are able to be submitted.</p> <p>There are different grant opportunities the IAPHA group is looking at taking on with IPHA and IPHI.</p>	<p>Schaer moved to approve the administrator's report as presented. Seconded by Dr. Cole. Motion carried.</p>
<p><u>Proposed: Archive 104 Enforcement Procedures for Violations and replace with 104 Food Enforcement Policy and Procedure</u></p>	<p>Hillary is requesting for the updated Enforcement Policy to replace the old relating to FDA food code changes. Discussion occurred.</p>	<p>Lisa Maynard moved to approve the Food Enforcement Policy and Procedure as presented. Glazier seconded. Motion carried.</p>
<p><u>Proposed: IT plan to include updated equipment, software and emails</u></p>	<p>Aggertt stated Windows 7 will no longer be supported in 2020. Aggertt created an IT plan to replace all Windows 7 computers by the 2020 deadline and she will only be purchasing laptop computers going forward.</p> <p>Aggertt stated the email provider has had many issues in the past year and it has completely shut</p>	<p>No action needed. Communication only.</p>

BOARD OF HEALTH
July 23, 2018

	the department down regarding to communication for entire days. Aggertt will be looking at other options in the future if the county does not change providers in the next year.	
<u>Proposed: Contracting an Architect for additional space</u>	Aggertt stated the county agreed to work with an architect to see how much it would cost to complete the inside of a building in Roanoke. Aggertt would like to contract with an architect to see what it would cost to do the additions needed in the current building. Discussion occurred.	Allen moved to approve for WCHD to contract with an architect to see estimated cost for expansion project. Jim Johnson seconded. Motion carried.
<u>Discussion: Health Department MOU w/County</u>	Aggertt stated if the current building is a potential for purchase, she believes WCHD should have an MOU at the same time allocating the allotted space for the agency. Discussion occurred.	No action.
<u>Proposed: Health Department building internal issues to address</u>	Aggertt stated there are issues to bring up that the BOH and County board will need to look into going forward with our current building. Aggertt provided the list and the board discussed.	No action.
<u>Proposed: Options for WCHD on-call</u>	Aggertt stated WCHD is having more and more after hour calls. Aggertt presented three different options and discussion occurred.	Maynard moved to approve for WCHD to have an on-call phone number that will be transferred through Directors and Administrator for after-hours. Johnson seconded. Motion carried.
<u>Budget discussion</u>	Aggertt stated there are many unknowns for FY19 county budget process. She needed some guided areas of focus for what to put together to present at the next board of health meeting.	

BOARD OF HEALTH
July 23, 2018

<u>Proposed: FMLA approval process</u>	Aggertt stated since the county does not have an HR person on staff to assist with HR concerns that arise (mainly FMLA related), she would like the board of health to assist with finalizing approval going forward. Discussion occurred.	Maynard moved to approve for the Board of Health to assist with approval/denial process for FMLA cases (those without PTO to use) going forward. Dr. Cole seconded the motion. Motion carried.
<u>Executive Session</u>	The Board of Health entered into Executive Session Part 1 at 8:34pm.	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.
<u>Executive Session</u>	The Board of Health entered into Executive Session Part 2 at 9:12pm.	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.
<u>Executive Session</u>	The Board of Health did not deem necessary to go into executive session for Part 3.	The third executive session was not necessary.
<u>Adjournment</u>		At 9:20 p.m. Maynard moved to adjourn. Glazier seconded. Motion carried.
	Next Meeting Date: November 26, 2018	

Respectfully submitted by: _____
Secretary, Lisa Maynard