

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

DATE: September 24, 2018 START TIME: 7:00 p.m. END TIME: 8:15 p.m. LOCATION: Woodford County Health Department

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

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 Part 1- Executive Session were reviewed.	Gary Schauer moved to approve the May 21 2018 Part 1 Executive Session as presented and keep confidential. Bonnie Allen seconded. Motion carried.
	Minutes from May 21, 2018 Part 2- Executive Session were reviewed.	Allen moved to approve the May 21, 2018 Part 2 Executive Session as presented and keep confidential. Lisa Maynard seconded. Motion carried.
	Minutes from July 23, 2018 were reviewed.	Schauer moved to approve the July 23, 2018 minutes as presented. Allen seconded. Motion carried.

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<p><u>Department Reports</u></p>	<p>Aggertt presented the Environmental Health report. The board reviewed.</p> <p>Aggertt presented the Clinical/Maternal Child Health report. The board reviewed.</p> <p>Aggertt presented the Third Party Billing report. The board reviewed.</p>	
<p><u>FINANCIAL REPORT</u></p>	<p>Through August 31, 2018, WCHD has expended 415,122.61 (67%) of the 617,906 budget. We still have September, October, and November. Hillary will purchase 2 computers in October if the budget allows.</p> <p>Current funding streams are only WIC at this time. WCHD hopes to have additional contracts in place by the end of October. There are discussions about payments from contract execution date or the first of the fiscal year. This is an unknown at this time.</p>	<p>Maynard moved to approve financials as presented. Allen seconded. Motion carried.</p>
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>Clinical has their back to school clinic set for October 11th from 930AM to 6pm. This is for all students that still need immunizations to be able to attend school.</p> <p>There is several flu clinics setup. October 17 & 18 from 830am to 12pm on both days. The County Flu clinic will be October 12 from 830-1130. There are several other contracts Clinical is working on.</p> <p>WCHD is hosting a MRC event on September 27, 2018. The title is "A Closer Look at Public Health Preparedness and Infectious Disease." This event is focused to recruit additional nurses into the MRC. This event will be held from 6-8pm located at the Cerf Center, Terrill Room. Registration is required and this can be done through the WCHD Facebook page. The event will feature Dan Reilly, Resilience International Consultants; Melissa Theleman, WCHD; and Dustin Schulz, WCHD.</p> <p><u>Tobacco:</u> WCHD is still waiting for the tobacco grant to become available in Egrams. This will still be a tri-county approach. More information to be discussed at the meeting.</p> <p><u>CASA:</u> WCHD did not receive DFC funding. The National Guard is assist the coalition to revamp and apply for funding during the next cycle.</p> <p><u>Partnership for a Health Community-</u> There recently was a Chair meeting for all priorities. Hillary and Andrea both attended. This was an update meeting for all four priorities and determine</p>	<p>Schaer moved to approve the administrator's report as presented. Seconded by Allen. Motion carried.</p>

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	<p>structure going forward.</p> <p>The CHNA is completed and analysis of the survey will continue. More discussion about timelines and process are continuing. More information to be discussed at the meeting.</p> <p>Hillary has stated the health department is the “Parent” Organization for the county. She will discuss this more from her IAPHA meeting. More GATA requirements will be coming in the near future. One policy that needs to be approved is the Fraud, Waste and Abuse policy.</p> <p>IPHI received funding to work with Peoria, Tazewell and Woodford Counties around Physical Activity and Nutrition. Peoria will be the lead and this is minimal funding but at least some to support the HEAL and Reproductive Health groups.</p>	
<p><u>Proposed: Change in Clinical Fee Schedule</u></p>	<p>Aggertt presented a clinical fee schedule to reflect the recommended 125% per CDC. This fee structure will stay consistent with CDC recommendations rather than reviewing it yearly based on insurance provider. Discussion occurred.</p>	<p>Maynard moved to approve the clinic fee schedule based on the 125% rate per CDC guidelines. Allen seconded. Motion carried.</p>
<p><u>Proposed: STD Program fee</u></p>	<p>Aggertt stated the STD Program fees. Currently the urine ‘go bags’ and treatment with positive result from a physician or the partner is being treated are free. Aggertt stated the amount of use is increasing and we are needing to potential charge a fee for this service. Discussion occurred.</p>	<p>Allen moved to approve for the ‘go bags’ and treatment per doctor referral be charged a \$20 admin fee for the nurse time associated with the service. Schaer seconded. Motion carried.</p>
<p><u>Proposed: Fraud, Waste and Abuse Policy</u></p>	<p>Aggertt stated the Health Department will need a Fraud, Waste and Abuse policy in place to meet GATA requirements. Policy was reviewed.</p>	<p>Allen moved to approve the Fraud, Waste, and Abuse policy as presented. Maynard seconded. Motion carried.</p>
<p><u>Proposed: Policies to be</u></p>	<p>Aggertt asked the board of health if they would want to post the internal policies online.</p>	<p>Maynard moved to</p>

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<u>posted online as they are updated.</u>	Discussion occurred.	disapprove to post policies online. Allen seconded. Motion carried.
<u>Proposed: Fee schedules to be posted online</u>	Aggertt asked if the board of health would like to post fee schedules online. Discussion occurred.	Maynard moved to approve for fee schedules to be posted online. Schaer seconded. Motion carried.
<u>Proposed: Flu prices for MRC and County Employees/Dependents \$18 for regular and pediatric and \$45 for high dose.</u>	Aggertt stated we have offered in the past the cost of the vaccine to county employee/dependents and MRC members. A survey went out ahead of time to gain approval by quorum status. Discussion occurred.	Allen moved to approve the flu prices as presented for MRC members and County Employee/Dependents as presented. Schaer seconded. Motion carried.
<u>Proposed: Closure on December 31, 2018</u>	Aggertt stated there are many staff wanting time off on Monday, December 31 st with the Holiday being January 1, 2019. Aggertt is proposing to close the building and have staff take PTO. Aggertt surveyed the staff and unanimously the vote was to close and use PTO. Discussion occurred.	Maynard moved to approve for the health department to be closed on December 31 with staff taking PTO. Allen seconded. Motion carried.
<u>Proposed: Rabies testing fee and/or alternatives</u>	Aggertt stated there have been a lot of rabies testing and/or potential calls that have come through the department. The testing is expensive and is conducted at the U of I. Aggertt is proposing a fee for the testing of \$33 for bat and \$63 for other animals, include an admin fee of \$23 and shipping which will depend on the animal. An invoice would be billed to the client. If there is a hardship, the individual would fall under the hardship policy.	Schaer moved to approve the fee as presented. Allen seconded. Motion carried.
<u>Proposed: Health Department Budget</u>	Aggertt presented the budget as amended with the suggestions for raises to be included. Aggertt had two option. Discussion occurred.	Maynard moved to approve the budget to include raises and rent to be sent on to finance and the full county

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		board. Allen seconded. Motion carried.
<u>Adjournment</u>		At 8:15 p.m. Maynard moved to adjourn. Allen seconded. Motion carried.
	Next Meeting Date: November 26, 2018	

Respectfully submitted by: _____
Secretary, Lisa Maynard