

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

DATE: November 27, 2017 START TIME: 7:00 p.m. END TIME: 8:37 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Dr. Bernard Bucher, Bonnie Allen, Stan Glazier, Gary Schaer, Jim Johnson

Staff present: Hillary Aggertt, Administrator;

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Dr. Bernard Bucher President of the Board of Health.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH minutes from September 25, 2017 were reviewed. BOH minutes from October 23, 2017 were reviewed.	Stan Glazier moved to approve the September 25, 2017 minutes as presented. Jim Johnson seconded. Motion carried. Bonnie Allen moved to approve the October 23, 2017 minutes as presented. Gary Schaer seconded. Motion carried.
<u>Department Reports</u>	Hillary Aggertt reviewed and presented the Environmental Health and Maternal Child Health reports.	
<u>FINANCIAL REPORT</u>	Through October 31, 2017 WCHD expended \$474,844.55 (83%) of the \$576,131 budget. As of the end of October, the health department had \$832,193.42 in reserves. WCHD is still working with the state to receive executed contracts. This would include all grants. Applications are being submitted and reviewed, contracts are being sent out and signed. Once contracts are executed, payments will come in.	Schaer moved to approve the financials as presented. Allen seconded the motion. Motion carried.

BOARD OF HEALTH

November 27, 2017

<p><u>OLD BUSINESS</u></p> <p>Personnel Policies (Handbook)</p> <p>Wellness Program (pilot) for the county</p> <p>Health Department Building Discussion</p>	<p>Hillary Aggertt presented the Personnel Policies handbook for review and discussion.</p> <p>Aggertt stated she attend the County Board Health Insurance committee and presented the survey results. Aggertt stated there will be a flyer going out with the employee paycheck stubs stating WCHD will provide immunizations, lab draws, and blood pressure checks.</p> <p>Aggertt stated the County Board continues to have discussions around the current building and potential other locations. No decision has been made. Aggertt mentioned to the County Board that the Board of Health will have a vote if the department were to move. More discussion will occur at future meetings.</p>	<p>Allen moved to approve the personnel policies handbook with revisions made by Ms. May. Stan Glazier seconded. Motion carried.</p>
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>The Clinical side of WCHD has been working with the lab draw program, communicable diseases and other programs.</p> <p>WCHD will be submitting an article relating to the CASPER survey to the state for publication. We are proud we have completed this and very appreciative to our MRC volunteers.</p> <p>The Partnership for a Healthy Community priority groups are meeting. Andrea has assisted with attending meetings and providing insight for WCHD.</p> <p>Hillary applied and received the BH TTA award to allow for technical assistance relating to behavioral health needs. This is an 8 month commitment and an all-expense paid trip to DC for additional learning and conference.</p>	<p>Schaer moved to approve the administrator's report as presented. Seconded by Johnson. Motion carried.</p>

BOARD OF HEALTH

November 27, 2017

<u>Proposed Change: Policy 204 Licensed Food Establishments</u>	Aggertt presented Policy 204 to the board for review and discussion.	Allen moved to approve policy 204 with the changes as presented. Johnson seconded. Motion carried.
<u>Proposed Change: Policy 205 Licensed Food Establishment Inspections</u>	Aggertt presented Policy 205 to the board for review and discussion.	Glazier moved to approve policy 205 with the changes as presented. Seconded by Allen. Motion carried.
<u>Proposed: Including Tanning Inspections in EH program for State FY19</u>	Aggertt stated WCHD removed the tanning program from services provided when the State of Illinois did not have a budget. WCHD would like to bring this back as a service provided for the county. Aggertt stated she would like to start this program back in the FY19 State fiscal year. This would be July 1, 2018- June30, 2019 timeframe.	Schaer moved to approve adding the tanning program back to WCHD starting in State FY19. Glazier seconded. Motion carried.
<u>Proposed: Billing insurance for shingles vaccine</u>	Aggertt stated WCHD was able to provide the Shingles vaccine but the risk was unknown for payment back to the agency so the BOH determined this a self-pay option only. WCHD would like to bill this service to insurance if there is an active contract with the insurer.	Johnson moved to approve billing insurance companies for the shingles vaccine. Allen seconded. Motion carried.
<u>Proposed: Clinical Fee changes</u>	Aggertt presented the current billing schedules for each insurance company for review and reflect changes if needed.	Schaer moved to approve WCHD to use the current BCBS fee schedule as presented. Allen seconded. Motion carried.
<u>Proposed: Policy 306 Clinic Administrative Fees</u>	Aggertt presented Policy 306 to the board for review and discussion.	Glazier moved to approve Policy 306 as presented. Allen seconded. Motion

BOARD OF HEALTH

November 27, 2017

		carried.
<u>Proposed: Administrator’s Educational reimbursement per 2017 contract</u>	Aggertt proposed for her educational reimbursement per her contract to be granted. Discussion occurred.	Schaer moved to approve for Aggertt’s educational reimbursement of \$2,000 be submitted for payment. Allen seconded. Motion carried.
<u>Proposed: Administrator’s Contract</u>	Aggertt presented her 2018 contract for review and discussion.	Schaer moved to approve the 2018 Administrator contract as presented. Glazier seconded. Motion carried.
<u>Proposed: Board of Health FY18 meeting schedule</u>	Aggertt presented a list of dates and time for the Board of Health to meet in FY18.	Glazier moved to approve BOH meeting schedule as presented. Johnson seconded. Motion carried.
<u>Proposed: Salary increases for exempt and non-exempt employees for FY18</u>	Aggertt presented a 1.5% and 2% increase for all WCHD personnel. Discussion occurred.	Johnson moved to approve a 2% increase for all WCHD personnel. Schaer seconded. Motion carried.
<u>Proposed: Retreat for staff- close office to conduct</u>	Aggertt stated it is important for staff to review policies often so everyone is familiar with the rules set in place for all WCHD staff. Aggertt is suggesting to close the office down for an entire 8 hour day to conduct a staff retreat to review policies and procedures.	Allen moved to approve for WCHD to be closed for an entire day to conduct a staff retreat. Glazier seconded. Motion carried.
<u>Proposed: FIT testing internally</u>	Aggertt stated FIT testing is required for staff. The State of Illinois infectious disease staff used to come to conduct this training annually but due to retirement and transitions, they are no longer able to provide this service. Aggertt is proposing for WCHD to purchase the materials to conduct FIT testing internally. Discussion occurred.	Johnson moved to approve for WCHD to purchase FIT testing materials. Seconded by

BOARD OF HEALTH

November 27, 2017

		Glazier. Motion carried.
<u>Proposed: Mail Meter</u>	Aggertt stated she has shopped around for a new mail meter. The current mail meter will no longer be functioning within the next few months. WCHD will need to purchase or lease a new mail meter and Aggertt presented three different options to review. Discussion occurred.	Glazier moved to approve WCHD to lease a mail meter with Walz for \$34.95 per month for 36 months. Seconded by Allen. Motion carried.
<u>Adjournment</u>		At 8:37 p.m. Johnson moved to adjourn. Glazier seconded. Motion carried.
	Next Meeting Date: January 22, 2018	

Respectfully submitted by: _____
Secretary, Lisa Maynard