

COLES COUNTY HEALTH DEPARTMENT BOARD OF PUBLIC HEALTH DIRECTOR'S MEETING

A regular meeting for the Public Health Board of Directors of the Coles County Health Department (CCHD) was held on September 16th, 2021 via Zoom meeting / call-in and in Conference Room 4 at the Coles County Health Department's Charleston location, 825 18th Street, Charleston, Illinois. The meeting was called to order at 5:19pm by Dr. Huffman.

Present:

Board members in remote attendance: Dr. Philip Kepp, Dr. Bernie Ranchoero, Dr. Michael Gillespie, Dave Cole, Bret Hyland, Dan Haifley, and Jeremy Doughty. Board members present: Dr. Stan Huffman. Staff present: Diana Stenger, Gloria Spear, and Paul Howarth

Minutes Approved:

At 5:20pm, a motion was made by Dr. Kepp and seconded by Dr. Ranchoero to approve the minutes of the May 20th, 2021 regular board meeting. Motion carried by unanimous decision.

Policy for Remote Participation:

Dr. Ranchoero spoke about the need for remote participation policy during the pandemic due to having members of the board who were in various high risk categories, then gave his recommendation to approve the policy. A discussion was had regarding the timeline of the policy and it was agreed upon that the remote policy should be reviewed for its necessity at future board meetings.

At 5:27pm, a motion was made by Dr. Ranchoero and seconded by Dr. Kepp to approve the policy for remote participation. Motion carried by unanimous decision.

Appointment of CCHD Board Secretary:

A discussion between board members concerning who would be willing and would best fit the role of the Coles County Board of Health Board Secretary. It was then decided that Mr. Dan Haifley would make a good nominee. There were no other nominations.

At 5:30pm, a motion was made by Dr. Ranchoero and seconded by Dr. Kepp to approve Dan Haifley as Coles County Board of Health, Board Secretary. Motion carried by unanimous decision.

Financial Reports: April, May, June, & July 2021

Mrs. Stenger presented to the board the most recent three months of financial statements provided by the Coles County Treasurer, and spoke on the following items; All County contributions had been received for County Fiscal Year 2021; A lump sum payment of \$240,000 for the COVID-19 Vaccination grant was received by IDPH and roughly \$40,000 had been spent of that grant to-date. It is likely to leave CCHD in a payback situation, which will lower the current cash balance; The current cash balance stated on the financial reports for CCHD does include the funds currently invested in CD's; COVID fund salaries in May appear high on the financial statements because a reconciliation occurred during that month in which additional salary expenses were reimbursed by the COVID-19 Contact Tracing Grant for time spent on the grant by CCHD staff.

Personnel:

Nursing Division

The Nursing Department is currently dealing with staff shortages with the Nursing Director being out indefinitely and two WIC staff out of the office for an extended period of time. Jennifer King, Contact Tracing Nurse RN, has recently been hired full-time in order to assist with the increase in COVID-19 cases.

Environmental Health Division

The Environmental Health Department currently has low staff numbers and is working hard to make up for the shortage while trying to hire additional staff. A discussion about new-hire salaries was had between the board members and Mrs. Spear. Mrs. Spear spoke of the difficulties in hiring qualified staff in at current salary levels. Mr. Doughty inquired about the starting salaries and Mr. Hyland commented that the salary range compared more to jobs requiring less qualifications due to minimum wage increases.

President's Remarks:

Mr. Huffman spoke about the fantastic job Diana, Gloria and the rest of the staff have been doing to manage the contact tracing in Coles County. Dr. Gillespie voiced his supported as well, along with other board members.

Nursing Report by Diana Stenger:

The Nursing Report was reviewed by the board and Mrs. Stenger led the discussion.

Despite staff shortages 92% of the WIC caseload has been met by the end of August. The HealthWorks program continues to provide case management for children that are DCFS wards. Neglect and drug abuse are the most common reasons for children being in the program, with meth being the main drug.

The STD Program continues to refer patients out to walk-in clinics or medical providers for testing and treatment during the pandemic. Communicable disease investigations continue for COVID-19 and non-COVID-19 outbreaks.

The TB Care & Treatment office is currently investigating multiple cases of latent TB and a possible case of active TB. Dr. Rancho spoke on the County's legal obligation to fund TB expenses. Mrs. Stenger affirmed this and explained that TB is a separate program with a separate fund. Mrs. Stenger then talked about the expenses for uninsured patients needing specialist treatment with EIU international students often being uninsured or underinsured.

Environmental Health Report by Gloria Spear:

The board members present reviewed the Environmental Health Report and Mrs. Spear led the discussion

Inspections to date are low compared to previous years, due to low staff numbers and assisting with COVID-19 resource management, such as delivering care packets to households. The number of temporary permits has increased from the previous year as more 2021 events were able to take place than the previous year. There have been three professional food vendor licenses issued year to date and it is expected that the new license option for food vendors will be more popular next year. The number of septic systems being put in is normal compared to prior years. There is one less tanning facility in Coles County and there are three body art facilities currently operating.

The mosquito abatement program will be looking to replace the seasonal employee who has been working the position for a number of years and has done a very good job. Mosquitoes were tested for West Nile virus as part of the program but no positives were reported.

There is one nuisance complaint that has been ongoing since 2019. Despite the length of time we are still seeking a resolution to the complaint.

Old Business:

- A. Mrs. Stenger briefed the board on the current situation with COVID-19 in Coles County, stating there had been 6 deaths recently reported and 27 new cases reported today. All samples tested have been the Delta variant and Mr. Doughty spoke about the executive order to increase testing will likely result in an increase in cases. Dr. Ranchoero inquired about statistics for cases resulting in hospitalization and death when comparing the vaccinated to the unvaccinated patients. Mrs. Stenger reported that well over 95% of these cases were unvaccinated. Mrs. Stenger also reported that the spread of the virus among household members had increased due to the higher transmission rate of the Delta variant, as well as more reluctance with the public to quarantine when symptomatic. Dr. Kepp asked if restaurants in Illinois would start requiring proof of vaccination like California. Mrs. Stenger informed him that it was not something that was being done in Illinois to her knowledge.
- B. The remaining 2021 Board meeting date was reviewed by the board members: November 9th
- C. Mrs. Stenger started a discussion regarding staff vacation and difficulties in being able to take time off had caused vacation time to build up for some staff members. Options for paying out staff vacation were discussed as well as extending the time staff had to use up vacation. Dr. Ranchoero suggested giving staff another year to be able to use vacation time and then paying out excess vacation at the end of CFY22 if staff were unable to take the time off by then.

At 6:19pm, a motion was made by Dr. Ranchoero and seconded by Dr. Kepp to approve extending the vacation policy through CFY22. Motion carried by unanimous decision.

- D. Mrs. Stenger went on to explain how the increasing work load was causing some staff members to work over the normal hours per work week. There were possible financial penalties the County could incur from the IMRF retirement fund due to pay elevations, but Mrs. Stenger believed that necessary overtime and taking on additional responsibilities of COVID-19 contact tracing were exemptions from these penalties. Therefore Mrs. Stenger asked for the board's approval to pay overtime to employees work additional hours to manage contact tracing responsibilities.

At 6:23pm, a motion was made by Dr. Ranchoero and seconded by Dr. Gillespie to approve payments for overtime caused by additional responsibilities of COVID-19 contact tracing. Motion carried by unanimous decision.

- E. Mrs. Spear informed the board that the CCHD's IPLAN had been approved by the State for an additional 5 years. Mrs. Spear spoke about the 3 focus areas chosen by the IPLAN committee, which included increasing COVID-19 vaccination rates, interventions for community heart health, and substance abuse & suicide rates. Mrs. Spear explained that the IPLAN objectives were county-wide and not the sole responsibility of CCHD, but all community partners.

New Business:

- A. Mrs. Stenger talked about the CFY22 budget, telling the board members that it was difficult to know what to expect for the coming year making it to forecast income and expenses. Fees had been estimated at being low based on 2021 figures and the County contribution would hopefully remain the same. Mrs. Stenger then spoke

about the possibility of the County using ARPA funds for CCHD's CFY22 contribution, which would put limitations on what the funds could be used for. Mr. Doughty stated that he had not heard anything about that and could look into the matter if Mrs. Stenger requested. Mr. Kepp inquired about being able to provide salary raises while keeping the salary budget the same. Mrs. Stenger spoke about the reason for certain salary raises, explaining they were necessary in order to align with increasing entry level salaries.

At 6:38pm, a motion was made by Dr. Kepp and seconded by Dr. Ranchero to approve the CFY22 CCHD budget. Motion carried by unanimous decision.

- B. Mrs. Stenger presented the CFY22 Contact Tracing Budget pointing out that the grant was scheduled to end by December 31st, so the budget was for one month of expenses.

At 6:40pm, a motion was made by Dr. Kepp and seconded by Dr. Gillespie to approve the CFY22 Contact Tracing budget. Motion carried by unanimous decision.

- C. The Resolution to Accept Grants for FCY22 was presented to the board by Mrs. Stenger, who explained that some grants were fee for service and we would not expect to receive the full grant amounts on certain grants.

At 6:42pm, a motion to approve the SFY22 Grants was made by Dr. Kepp and seconded by Dr. Gillespie. Motion carried by unanimous decision.

- D. Mrs. Stenger spoke about the TB Employee Contract for CFY22, stating that no changes had been made to the previous year's agreement.

At 6:43pm, a motion to approve the TB Employee Contract for CFY22 was made by Mr. Doughty and seconded by Mr. Hyland. Motion carried by unanimous decision.

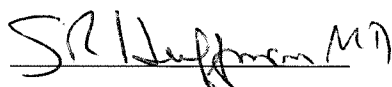
- E. Mrs. Stenger presented the building rental lease from the Coles County Mental Health Board, stating no changes had been made to the previous year's agreement.

At 6:44pm, a motion to approve the building rental lease from the Coles County Mental Health Board was made by Dr. Kepp and seconded by Dr. Gillespie. Motion carried by unanimous decision.

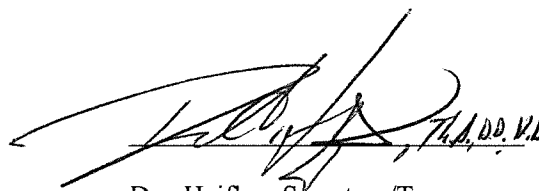
No further business:

Dr. Huffman thanked the board members present.

A motion to adjourn the meeting was made by Dr. Gillespie and seconded by Mr. Doughty. Meeting adjourned at 6:45pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer