

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 November 9th, 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 5:13pm by Dr. Huffman.

Present:

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

Dr. Huffman made the announcement that he was authorizing Dr. Kepp to be Acting Chairman for the remainder of the meeting.

Minutes Approved:

At 5:26pm, a motion was made by Mr. Doughty and seconded by Dr. Ranchero to approve the minutes of the September 16th, 2021 regular board meeting. Motion carried by unanimous decision.

Financial Reports: August & September 2021

Mrs. Stenger presented to the board the most recent two months of financial statements provided by the Coles County Treasurer, and spoke on the following items; No Local Health Protection Grant funds are shown in the financial statements as being received. This is because both 2020 & 2021 grant funds were received during CFY2020. Fees from CCHD services are done but we are pleased to be getting back to offering regular services in all CCHD and TB departments. Salary expense for CCHD is low this year due to the COVID Contact Tracing fund paying a substantial amount of salary expense for staff working on that grant. Expenses for supplies, equipment, and copying are also low this year. Also, travel expenses are less due to the decreases need for travel as conferences and meetings have been conducted remotely. The COVID Vaccination grant has been extended through 2021-2022 and additional funds have been approved. Currently two CD's are bid out with CCHD funds and three additional 100,000 CD's have been request from the Coles County Treasurer's office.

Dr. Ranchero asked if there was a contingency plan if the COVID Contact Tracing grant goes away at the end of 2021. Mrs. Stenger spoke about most staff being part time and on notice regarding the issue. Also, the full-time staff working on the grant would be moved to other grants and programs once the contact tracing grant ends. However, Mrs. Stenger stated that it is hard to make plans until further notice from IDPH.

Nursing Report & Personnel Report by Lisa Sorensen:

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

Raven Isaac has been hired as a part-time WIC Breastfeeding Peer Counselor in the WIC Peer Counselor Program.

WIC caseload was 711 in August and 632 in September. The HealthWorks program continues to provide case management for children that are DCFS wards. With over 60 current cases, case levels are the highest CCHD has ever had.

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. At this time all of the 18 COVID-19 outbreak cases have been closed. The Lead Program has screened 10 children and the Medical Cannabis Application Assistance Program has assisted one person.

CCHD is offering four different quadrivalent flu vaccines this flu season: Fluzone, Fluzone High Dose, Fluarix, FluBlok. The high dose is recommended for the 65+ age group and fluBlok provides an egg free vaccine option.

Mrs. Sorensen thanked the board members for their support during her absence.

Environmental Health Report & Personnel Report by Gloria Spear:

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

Matthew Jacobs has been hired as an Environmental Health Sanitarian. Training in food and septic programs are going very well. There are 3 body art facilities that require inspection and 6 tanning facilities. These inspections are to be completed at the correct time for reporting during the grant year. The Mosquito Vector Program has had no positive West Nile virus birds after submitting 2 birds for testing.

There are no new nuisance complaints to report and 4 nuisance complaints that are ongoing. Most nuisance complaints are resolved with people opting to comply.

Old Business:

- A. Mrs. Stenger reviewed the remote attendance policy with the board with all members agreeing that remote attendance was still necessary. Mr. Doughty asked if in-person attendance was an option along with remote attendance. Dr. Kepp confirmed that both options were available.

New Business:

- A. 2022 Board meeting dates were reviewed by the board members: February 17th, May 19th, September 15th, November 10th, 2022

A motion to approve the CFY22 board meeting dates was made by Dr. Rancho and seconded by Mr. Cole, all in favor. Motion carried at 5:49pm

Closed Session:

At 5:50pm A motion was made by Dr. Kepp, seconded by Mr. Haifley that the Board enter closed session per 5 ILCS 120/2 (c)(1) for the discussion of personnel matters. Motion carried.

At 7:00pm the board returned to open session:

- A. Appointment of the new Coles County Health Department Administrator.

A motion was made to approve the appointment of the new Coles County Health Department Administrator, Gloria Spear, by Dr. Gillespie and seconded by Dr. Rancho, all in favor. Motion carried at 7:01pm

- B. Appointment of the Coles County Health Department Chief Financial Officer.

A motion was made to promote Paul Howarth to the position of Chief Financial Officer for the Coles County Health Department by Dr. Kepp and seconded by Mr. Cole, all in favor. Motion carried at 7:02pm

C. Approve vacation payout for current Coles County Health Department Administrator

After a discussion regarding the justifying circumstances that had led to the current Administrator unable to take paid vacation days off, a motion was made to approve the pay out of all remaining vacation days upon retirement.

Motion made by Dr. Kepp and seconded by Dr. Huffman. All in favor. Motion carried at 7:06pm

D. Approve overtime payments for current Coles County Health Department Administrator

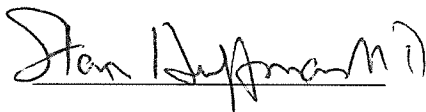
Dr. Kepp spoke about the overtime that Mrs. Stenger had accumulated in recent months due to the evening and weekend hours necessary to manage COVID-19 contact tracing during the current surge in cases.

A Motion was made to approve compensatory time to be paid out to Mrs. Stenger for time worked on the COVID-19 contact tracing grant. Motion made by Dr. Dr. Kepp and seconded by Dr. Gillespie. All in favor. Motion carried at 7:08pm

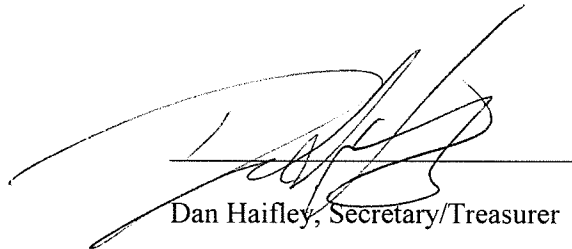
No further business:

Dr. Kepp thanked Mrs. Stenger for her service as the Coles County Health Department Administrator. Mrs. Stenger thanked the board members for their constant support during her time in the position.

A motion to adjourn the meeting was made by Dr. Ranchero and seconded by Mr. Haifley. Meeting adjourned at 7:10pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer

