

## **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 February 22nd, 2022 via Zoom meeting / call-in and in conference room 4 at the Coles County Health Department's Charleston location, 825 18<sup>th</sup> Street, Charleston, Illinois. The meeting was called to order at 5:20pm by Dr. Huffman.

### **Present:**

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

### **Minutes Approved:**

At 5:22pm, a motion was made by Dr. Kepp and seconded by Dave Cole to approve the minutes of the November 9<sup>th</sup>, 2021 regular board meeting. Motion carried by unanimous decision.

### **Financial Reports: October & November 2021**

Mr. Howarth presented to the board the most recent two months of financial statements provided by the Coles County Treasurer, and spoke on the following items; The Local Health Protection Grant funds were received for County Fiscal Year 22 (CFY22). This is an important grant for CCHD and is recorded on a separate income line item from other CCHD grants. Income from fees is close to what was budgeted although this was budgeted lower than previous years' fees income due to limited services offered during the COVID-19 pandemic. Salary expense for CCHD is low this year due to the COVID Contact Tracing fund paying a substantial amount of salary expense for staff who have worked on that grant. Expenses for copying continue to be lower than previous years since switching contracts to Watts Copy Systems. Also, travel expenses are less due to the decreases need for travel as conferences and meetings have been conducted remotely. The current cash balance is \$1,163,079 and these funds are being used to invest in 5 \$100,000 CD's that have staggered maturation dates.

The COVID Fund tracks all grant income and expenses from the COVID-19 contact tracing grant. All expenses have been reimbursed thus far and we expect them to be until the grant ends on March 31<sup>st</sup> 2022. Salary expense has been kept well under the line item budget due to the use of current staff and part-time flexible staffing during the constant changes in contact tracing requirements in the County. Contractual expenses have gone over budget due to the grant being extended twice, leading to contractual agreements being extended for IT and HR management of grant employees. Despite the two extensions of the grant CCHD remains significantly below the overall grant budget.

## **Personnel**

Mrs. Spear talked about efforts to fill vacant positions through online advertisements and other opportunities, however there had not many applicants to date. Mrs. Sorensen was checking with the State with regards to using a Nurse LPN instead of a Nurse, RN for certain grant activities. Mrs. Sorensen also spoke about the differences with nursing in public health when compared to nursing positions at a hospital and how it is important to communicate the benefits of working in public health to prospective nursing staff. Mrs. Spear then mentioned the possibility of retaining staff members of the contact tracing team to work on other new grants.

## **President's Remarks**

Dr. Huffman asked current board members Dr. Kepp and Dave Cole about their interest in continuing on the board beyond their current term dates. Both board members expressed a desire to continue. Mrs. Spear explained what needed to be done to request an extension of term dates and offered her assistance for them to do that.

## **Nursing Report & Personnel Report by Lisa Sorensen:**

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

Members of the WIC Program had recently met with a client at a store in order to assist them with optimizing use from their food coupons. This proved to be a very positive experience and is something the staff hope to be able to do again for other clients.

The HealthWorks program continues to provide case management for children that are DCFS wards. Case numbers are still high with 64 current cases in January. Case levels are the highest CCHD has ever had.

The STD Program has been referring patients out to walk-in clinics or medical providers for testing and treatment during the pandemic. However, current nursing staff our now being trained to provide these services at the health department again.

Communicable disease investigations continue for COVID-19 and non-COVID-19 outbreaks with 12 COVID-19 outbreak cases being monitored. CCHD will make phone calls to Coles residents who are related to an outbreak. The State is now responsible for all other contact tracing with phone calls made to people over 65 years old and a text messaging system allows those under 65 to opt in or opt out of the automated online contact tracing platform. Mr. Cole asked if the State was doing a good job since taking over much of the contact tracing in the County. Mrs. Sorensen stated that the State is reporting that contact tracing is going well.

The Lead Program has screened less children since WIC office visits have been deferred for the WIC Program. However, CCHD staff will be attending lead training next month and will be ready to conduct more lead screenings when the opportunity arises. A conversation was had regarding

the risk of lead exposure and conducting outreach in the County. Mrs. Sorensen spoke about using pamphlets to provide information and working with local hospitals to pass them on to the parents of newborns and young children.

**Environmental Health Report & Personnel Report by Gloria Spear:**

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

There has been a growing interest and increasing number of phone calls in regards to cottage foods. This involves baking goods at home and then selling them on-site or off-site. The popularity stems from this type of business being easier and less expensive to operate with less regulations. The State does allow health departments to determine fines for any food borne illness that stems from this type of business.

New nuisance complaint reports have been low and there has been less private sewage work for the Environmental Health Department recently. Staffing levels in Environmental Health are still low and there are at least two vacant positions that need to be filled. A discussion was had with board members regarding the qualifications and salaries for these positions.

**Old Business:**

- A. Mrs. Spear reviewed the remote attendance policy with the board with all members agreeing that remote attendance was still necessary.
- B. Mrs. Sorensen provided an updated on COVID-19 in Coles County stating that there had been over 15,000 cases in the County. This led to a conversation among board members and staff with regards to vaccination status and the continued risk of contracting COVID-19.
- C. 2022 Board meeting dates were reviewed by the board members: May 19<sup>th</sup>, September 15<sup>th</sup>, November 10<sup>th</sup>

Mr. Doughty asked the other board members present if it would be possible to move the May 19<sup>th</sup> board meeting to the following Thursday, May 26<sup>th</sup> 2022. The board members present were in agreement.

**New Business:**

- A. Accept and allow the distribution of the Coles County Health Department 2021 Annual Report.

Mrs. Spear presented the annual report and Mrs. Sorensen spoke about corrections that had been made since the report was initially sent out to the board members. The board unanimously accepted the 2021 CCHD Annual Report.

- B. Statement of Economic Interest Forms.

Mr. Doughty explained some of the changes to the 2022 form and provided helpful information on what needed to be done for correct submission.

- C. Review and approve – COVID-19 Infection or Exposure Employee Policy.

Mrs. Sorensen stated that the policy followed CDC guidance and was fair and consistent for all staff. Members of staff with symptoms would require a rapid test before returning to work and fully vaccinated staff would not have to quarantine.

- D. Review and approve – CCHD approval to write for a mobile unit through ARPA county funds

Mrs. Spear spoke about the opportunity to apply for ARPA grant funds in order to finance the purchase of a mobile medical unit. A conversation was had among the board members present and CCHD staff about the uses and benefits of a mobile medical unit. All board members present approved the application.

**Miscellaneous:**

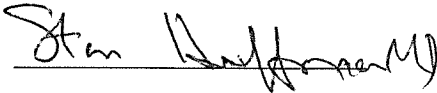
- A. Mrs. Spear asked for the board members present to approve salary increases for two staff members, Director of Nursing and Environmental Health Inspector, in order to better reflect the level of work responsibilities taken on since the retirement of former CCHD Administrator Diana Stenger. After a brief discussion the board moved approve the raises.

At 6:18pm a motion to approve the two salary increases was made by Dan Haifley and seconded by Dr. Kepp

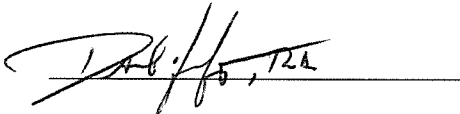
- B. A conversation started by Board Secretary Dan Haifley regarding to how the County dealt with staff members missing work due to being a close contact to a COVID-19 positive case or a COVID-19 positive case. Mrs. Spear spoke about funding being available to during the first year of the pandemic through the CURES grant to cover employee time off and that this was no longer available. Therefore, time off benefits of twelve days per year of sick time and three personal days, as well as vacation time were the options available for full-time employees missing work.

**No further business:**

A motion to adjourn the meeting was made by Dr. Kepp and seconded by Mr. Haifley. Meeting adjourned at 6:22pm

Handwritten signature of Stan Huffman in black ink, written over a horizontal line.

Dr. Stan Huffman, President

Handwritten signature of Dan Haifley in black ink, written over a horizontal line.

Dan Haifley, Secretary/Treasurer

