

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 May 16th, 2022 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: Dave Cole. Board members present: Jeremy Doughty, Dan Haifley, Dr. Stan Huffman, Dr. Bernie Rancho, and Dr. Philip Kepp. Staff present: Lisa Sorensen, Gloria Spear, and Paul Howarth

Minutes Approved:

At 5:23pm, a motion was made by Dr. Kepp and seconded by Dr. Bernie Rancho to approve the minutes of the February 22nd, 2022 regular board meeting. Motion carried by unanimous decision.

Financial Reports: December 2021 through April 2022

Mr. Howarth presented to the board the most recent five months of financial statements provided by the Coles County Treasurer, and spoke on the following items: Supplies & equipment line item expenses are currently within budget, but due to COVID grant funding received mid-fiscal year CCHD has unexpected additional funds for the purchase of supplies and equipment. This will likely cause spending to exceed the original budgeted amount, however grant funding is there to support the spending. The current cash balance is \$1,294,801 and funds continue to be used to invest in 5 \$100,000 CD's that have staggered maturation dates.

Dr. Kepp spoke about the low rates of interest for the current CD's and suggested a longer term for future CD's that might improve the rate of return. Mr. Howarth said that he would look into this possibility with the Coles County Treasurer's office, who administer the CD bidding process.

Personnel

Mrs. Sorensen spoke about the resignation of Hannah Burich Register Nurse (RN) who had been working towards her qualifications to become a Nurse Practitioner over the past few years. The CCHD nursing staff were all pleased to see Hannah achieve her goal in becoming a Nurse Practitioner, although she will also be missed as a valuable member of CCHD's nursing division. Melissa Walker RN, also resigned. Amber Pedigo RN, and Kim Colbert Licensed Practical Nurse (LPN) were recently hired as Public Health Nurses, filling vacant CCHD nursing positions. A discussion began about the differences between Nurse RN and Nurse LPN job functions. Mrs. Sorensen spoke about limitations on what RN's are permitted to do for certain grant activities. Dr. Rancho commented on the current shortage in nurses and hoped that this would create changes to those restrictions. Mrs. Sorensen said that she was working with the State grant contacts to see what can be done.

Mrs. Spear informed the board that two new staff members in Environmental Health had been hired to fill vacant positions. Additionally, a new part-time position for a Diversity and Ethics Coordinator had been created in order to ensure CCHD communications with the public was reviewed and changes made to be more inclusive for all clients.

President's Remarks

Dr. Huffman presented to document to the board members present that formally stated the Coles County Health Boards unanimous support for the reappointment of board members Dr. Kepp, Dr. Huffman, and Dave Cole.

At 5:38pm a motion to support the reappointment of Dr. Kepp, Dr. Huffman, and Dave Cole was made by Jeremy Doughty and seconded by Dr. Ranchoero.

Nursing Report & Personnel Report by Lisa Sorensen:

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

Current WIC caseload was 584, assigned caseload is 711. Lower caseloads are being seen statewide as families have had alternative assistance available to them since the COVID pandemic.

CCHD opened back up to in-person appointments on May 2nd. Wednesday's have been kept for phone call appointments in order to accommodate clients who still prefer this method.

The HealthWorks program continues to provide case management for children that are DCFS wards. Case numbers are high but have been steady over the past three months. An increase in APOR's clients has been caused by the question being asked to pregnant women about marijuana use during pregnancy and this risk factor has led to more pregnancies qualifying for APOR's program.

There have been few COVID-19 outbreaks in recent months and currently CCHD is managing 1 outbreak.

Dr. Ranchoero enquired about baby formula shortages and if CCHD had been effected by that. Mrs. Sorensen spoke about assisting clients by referring them to doctors who may have supplies of formula. Also, the shortage in the region is not as bad as in some areas, such Indiana.

COVID vaccinations continue to be offered at CCHD, with options for adult Moderna and Pfizer vaccines. The Pfizer pediatric vaccine is also available.

A discussion began with questions about CCHD's lab services. Dr. Ranchoero asked about the cost of labs for out of County clients. Mrs. Sorensen stated that the cost was the same. Dr. Ranchoero and Dr. Kepp spoke of the benefits of using the low cost lab services available through CCHD for uninsured and underinsured clients.

Environmental Health Report & Personnel Report by Gloria Spear:

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

Temporary food permit requests are increasing due to the time of year. The new professional food vendor license has been utilized by temporary food vendors who attend multiple events during the summer. The license covers a vendor for events they attend from May 1st until October 31st. Environmental Health staff are getting back into facilities to perform inspections again now that COVID restrictions are reduced.

The number of tanning facilities has decreased in the County. New staff are being trained to perform the annual inspections on body art and tanning facilities. Mackinley Beadles has been hired as our new seasonal worker for

the Mosquito Vector Program. In addition to distributing larvicide, Mackinley will be delivering informational fliers to educate County residents.

A discussion regarding Environmental Health staffing and the hiring of an Environmental Health Director was had and this led to Mrs. Spear explaining the qualifications required to become an Environmental Health Practitioner and the potential candidates for the director position. The board members present agreed to revisit the subject at the September 2022 meeting.

Dr. Kepp asked if the number of inspections performed by Environmental Health were returning to normal. Mrs. Spear talked about the demand for septic and water well inspections fluctuating and food inspections slowly getting back to normal levels as new staff members are trained.

Old Business:

A. COVID-19 Update

Dr. Rancho asked Mrs. Sorensen if the positive COVID tests were now coming from vaccinated and boosted residents. Mrs. Sorensen stated that the information was not available now that CCHD did not directly perform the contact tracing. Mrs. Sorensen also informed the board that Coles County COVID-19 new case numbers put the County at 'moderate' risk levels. Dr. Rancho spoke about home testing leading to some of the data for positive tests not being reported.

B. Grant Updates

Mrs. Spear provided information on the COVID vaccine confidence grant that was received through the National Association of County and City Health Officials (NACCHO). The grant is being used to reach diverse populations in the County and provide education with facts about COVID vaccinations. The grant requires attendance at the NACCHO conference and the grant covers those expenses. Additionally, the COVID Response grant provides funding to set up after hours COVID testing sites and plans are being made to provide these services in the coming months.

Mrs. Spear informed the board that grant applications for the traditional ongoing grants through IDPH and DHS had been submitted, with only the Public Health Preparedness grant and the Tobacco grant applications remaining. The Tobacco grant funding is a limiting factor as it does not cover the salary for one full-time staff member. Dr. Rancho asked if a graduate student could be considered for the grant project.

C. 2022 Board meeting dates were reviewed by the board members: September 15th, November 10th

Dr. Kepp informed the board members present that he would be unable to attend the September 15th meeting

New Business:

A. Review and approve personnel policies & procedure changes

Mrs. Spear led the discussion, explaining that small changes to the wording of the policies and procedures document were required to correct the language used, while other changes may need to be reviewed and discussed by the board. The board members present discussed various items such as changes to the allowance of

visible tattoo's as well as restrictions on staff members approved to provide professional references to other employees. Additional wording to clarify employees' rights to engage in political activity outside of work hours was included and a conflict of interest statement was added in order to align with DHS auditor requirements. Following a discussion on these matters a motion was made.

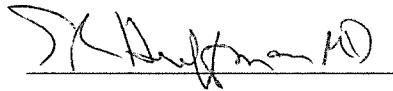
At 6:22pm a motion to approve the personnel policies and procedures changes presented at this board meeting was made by Dr. Kepp and seconded by Mr. Haifley. Motion carried by unanimous decision.

Miscellaneous:

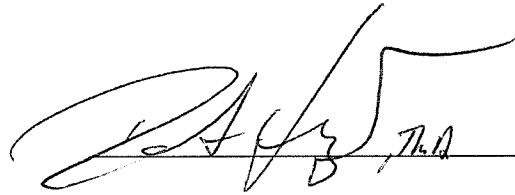
Mrs. Spear asked the board if they wanted to continue having oversight of policies and procedures updates and changes. The board members present agreed to continue reviewing changes at regular meetings. Dr. Kepp enquired about the ARPA grant funding request submitted for a mobile unit. Gloria said that the application was in the review stages. Mr. Doughty stated his support for the idea and said there was nothing to do at this time other than to wait.

No further business:

A motion to adjourn the meeting was made by Mr. Doughty and seconded by Mr. Haifley. Meeting adjourned at 6:28pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer