

**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 15<sup>th</sup>, 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 5:18pm by Dr. Huffman.

**Present:**

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

**Minutes Approved:**

At 5:20pm, a motion was made by Dr. Kepp and seconded by Dave Cole to approve the minutes of the May 26<sup>th</sup>, 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 three months of financial statements provided by the Coles County Treasurer, and spoke on the following items: Equipment line item expenses are over budget. This is due to COVID grant funding received during fiscal year and so CCHD has unexpected additional funds for the purchase of supplies and equipment. The current cash balance was adjusted in July 2022 as borrowed funds from the COVID fund were returned to CCHD's account.

Dr. Kepp asked about financial summaries for the COVID fund. Mr. Howarth explained that the grant had ended in March but a final summary could be provided at the next meeting. Dr. Kepp stated that he would like that to be included at the next meeting.

**Personnel**

Mrs. Sorensen spoke about the resignation of three employees, two for personal reasons and one staff member had relocated. Two new staff members have been hired for the WIC Breastfeeding Peer Counselor Program and are currently training.

Mrs. Spear talked about the recently hired staff in Environmental Health. One new staff member had passed the 90-day evaluation period but one staff member had their evaluation period extended due to low attendance.

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 stated he had nothing to add for this meeting.

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

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

The USDA waiver continued allowing WIC clients to continue with remote services. CCHD continued to keep Wednesday scheduled for providing remote services to clients while in-person services were provided on the other week days.

The HealthWorks program continues to see increases in the number of cases managed by CCHD. In 2020 the average caseload was 35, the average caseload in 2022 was 43 and the current caseload is 50. The caseload usually increases at this time of year as children start school again in the fall.

An increase in APOR's clients has been expected now that the question is being asked to pregnant women about marijuana use during pregnancy and this risk factor has led to more pregnancies qualifying for APOR's program. However, current APOR's client numbers are equal to the previous year's figures.

There are four COVID-19 outbreaks that are currently being managed by CCHD.

STD testing has resumed with Chlamydia and gonorrhea testing available. Additional staff training will allow for CCHD to provide testing for syphilis and HIV testing to be made available also.

Monkey Pox vaccine is not currently available at CCHD due to no cases being reported in the area. If cases are reported in Coles County the State will provide vaccines as needed.

The new COVID vaccine bivalent formulation is a COVID-19 booster that has just become available at CCHD and appointments for that are now being made.

Lead screening numbers are increasing as clients are seen in-person.

Lisa also spoke about the NACCHO conference that she attended in July and the interesting discussions that were had regarding the challenges of the COVID pandemic and the impact it had on staff involved in those challenges. Lisa also spoke about building the public's trust in public health services.

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

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

The new Environmental Health staff have been handling more sewage, water, and nuisance complaints as they gain experience, although services are still not at normal levels. Large plan reviews for sushi restaurants and a potential winery in Mattoon have required a lot of work but provided valuable experience to new staff.

The mosquito abatement program has ended due to the seasonal changes in weather.

Through ARPA funding there remains the possibility of receiving 50% of the funding for a medical mobile unit. However, those negotiations are still taking place.

Two staff members have received their qualifications as CPR instructors. This will allow CCHD to provide in-house classes to staff members for CPR certification.

COVID grant funding has allowed CCHD to promote COVID vaccinations through various media outlets in Coles County.

CodeRed is paid for and operated by CCHD for emergency notifications in the County. A policy is needed to control access and prevent overuse or misuse of the emergency

**Old Business:**

2022 Board meeting dates were reviewed by the board members: November 10<sup>th</sup>

**New Business:**

**A. Approve CFY23 CCHD Budget & Salary Adjustments**

Mr. Howarth spoke about the budget for CFY23 and the challenges in determining the following years expenses at this stage in the current fiscal year. The line items remain relatively similar to the previous year's budget although there is an expectation that fees will increase as CCHD opens back up to the public and some expenses such as travel will increase, as more training and work travel is approved.

Dr. Kepp asked about the salary total being lower than what had been budgeted for on the CFY23 budget. Mr. Howarth explained that a buffer was included for unexpected salary expense, such as vacation payout for staff who retire or have excessive vacation days due to accumulation during the COVID contact tracing time period.

At 5:50pm, a motion was made by Dr. Kepp and seconded by Mr. Cole to approve the CFY23 CCHD budget. Motion carried by unanimous decision.

**B. The Resolution to Accept Grants for CFY23 was presented to the board by Mr. Howarth**

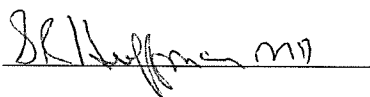
At 5:52pm, a motion to approve the SFY23 Grants was made by Mr. Doughty and seconded by Bret Hyland. Motion carried by unanimous decision.

**C. Approve TB employee contract for CFY23**

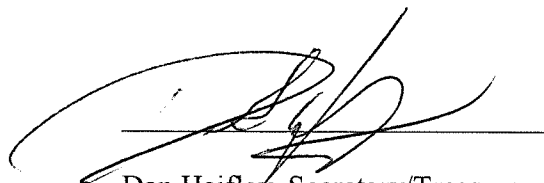
Mr. Howarth spoke about the TB contractual expenses for CFY23, but as the contract was not included in the board packet this item was moved to the November board meeting.

**No further business:**

A motion to adjourn the meeting was made by Mr. Hailey and seconded by Mr. Doughty. Meeting adjourned at 5:55pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer

