

**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 April 4<sup>th</sup>, 2023 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.

**Roll Call:**

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

**Minutes Approved:**

At 5:21pm, a motion was made by Dr. Ranchero and seconded by Mr. Doughty to approve the minutes of the November 10<sup>th</sup>, 2022 regular board meeting. Motion carried by unanimous decision.

**Financial Reports: October through December 2022**

Mr. Howarth presented to the board the most recent 3 months of financial statements provided by the Coles County Treasurer, and spoke on the following items: Program Expense, Rent & Equipment line item expenses were over budget for the CFY22 fiscal year. However, this was caused by additional COVID grant funding received mid-fiscal year, giving CCHD unexpected additional funds for the purchase of supplies and equipment and rental space. Income from fees was above the budgeted amount at year end, as CCHD recovers from the effects of limited services during COVID. Grant income was also much higher than budgeted due to the COVID grant funding received mid-fiscal year. All other income and expense line items seemed to be within budget.

Dr. Kepp questioned the additional rent expense. Mrs. Spear explained that additional space was rented in the building to secure the space necessary for vaccine clinics.

**Personnel**

Mrs. Sorensen reported on personnel changes: Two staff members plan to retire in April / May 2023. A new nurse was hired but lasted only three weeks. Interviews for the open nursing positions are taking place.

Mrs. Spear reported on new hires in Environmental Health: The two new hires have been very productive. One is highly experienced, while the other new hire is learning very quickly.

Mr. Doughty spoke of his own personal experience with the staff from the Environmental Health Department and stated that they were extremely professional.

Mrs. Spear spoke about interviews with nurse candidates who had not accepted the position and that she was looking into what was reasonable and customary for nursing salaries at other health departments. A discussion was had with the board members about the numerous opportunities for nurses and the excellent pay rates. Mr. Doughty asked what the starting salary for nurses at CCHD was. Mrs. Spear stated that it was currently \$40,000

and this was being reviewed. Mrs. Spear then asked if the board wanted to be able to approve salary increases if they were within the current salary budget for CCHD. The board members all agreed that CCHD needed to focus on retention of employees and gave permission for the Administrator to review and adjust salaries.

### **President's Remarks**

Dr. Huffman thanked Mrs. Spear and Mrs. Sorensen for their help leading up to the meeting to aid in his preparation.

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

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

The WIC Supplemental Nutrition Program current case load is 525. This is expected to increase as access to other services, such as SNAP is becoming more limited. The no-show rate is currently 21% for WIC clients and 13% for clients cancelling appointments.

WIC Breastfeeding Peer Counselor (BFPC) Program has been reporting weekly success stories un the directions of the new program coordinator Amber Pedigo, CCHD Nurse RN.

The APORS program has a caseload of 20 children. APOR's clients are asked about marijuana use during pregnancy and this risk factor has led to more pregnancies qualifying for APOR's program.

STD testing continues and CCHD continues to see an increase in the number of clients.

Communicable disease cases have been at normal levels. 10 influenza cases were admitted to the ICU. 2 deaths were reported from influenza. There have been 5 COVID outbreaks reported in long term care facilities. CCHD continues to offer a variety of vaccines including flu and international travel vaccines.

Lead screening for the Lead Program continues, with 4 new cases during this period. Lead screening was restricted during COVID due to not seeing clients in-person. New cases are being discovered as clients are being seen and can be tested. Mr. Hyland asked about the source of lead contamination. Mrs. Sorensen stated that it often comes from old lead based paint chips.

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

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

Food inspection numbers were down in 2022 due to new staff being training, but they are back up now. There were also 7 water well and 42 septic system inspections Nuisance, currently 11 outstanding complaints. A lack of information as well as other issues are making it difficult to address some complaints.

Mr. Cole asked if there were any issues with getting employees hired in Environmental Health. Mrs. Spear stated there wasn't. Mrs. Spear also spoke about a new hire, Mrs. Carrie Rabe, being bilingual and being able to assist with Spanish speaking clients.

**Old Business:**

Review remote board attendance policy: With the end of the Illinois Governors disaster proclamation coming in May 2023 the board reviewed the remote attendance policy. A discussion was had regarding the creation of a committee with CCHD's Board of Health in order to review the bi-laws concerning this matter.

Remaining board meeting dates were reviewed and confirmed: May 16<sup>th</sup>, September 21<sup>st</sup>, November 9<sup>th</sup> 2023

Mrs. Spear led a discussion on ARPA funding a mobile medical unit: The cost of the mobile medical unit has increased 11% since the original quote, placing more expense on CCHD. There are also concerns about the capacity of a mobile unit and its limited capabilities with the number of clients that can be seen at any given location. Dr. Ranchero then spoke about the depreciation of the vehicle and the loss of value on the investment.

A discussion was then had with regards to alternative investments, such as purchasing and owning CCHD's own premises. This discussion included topics such as the size and location of such a building, as well as the cost.

Mr. Haifley asked if there needed to be a motion to now decline the ARPA funding for the mobile medical agreement. Mr. Doughty explained that the funds would be returned and reallocated if this was the decision. Mr. Cole asked when the reallocation would occur and Mrs. Spear stated that no date was set by the ARPA committee for this yet.

At 6:29pm, a motion was made by Mr. Haifley and seconded by Mr. Cole to decline the ARPA funding meant to contribute toward the cost of a mobile medical unit. Motion carried by unanimous decision.

**New Business:**

Mrs. Spear presented the annual report. The board unanimously accepted the 2022 CCHD Annual Report.

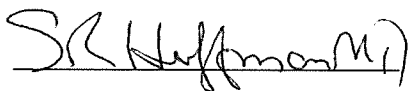
At 6:30pm, a motion was made to accept and allow the distribution of the Coles County Health Department 2022 Annual Report by Mr. Doughty and seconded by Mr. Hyland. Motion carried by unanimous decision.

**Miscellaneous:**

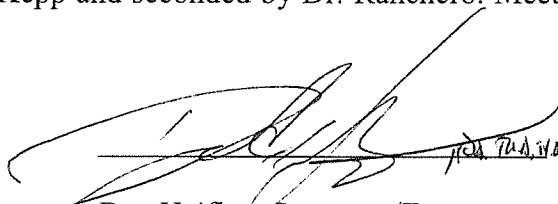
Mrs. Spear informed the board that Dr. Gillespie would be leaving the board when his term expires in June. Mrs. Spear then spoke of efforts to promote staff appreciation, including bringing in a comedian on a recent staff appreciation day.

**No further business:**

A motion to adjourn the meeting was made by Dr. Kepp and seconded by Dr. Ranchero. Meeting adjourned at 6:39pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasure

