

**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, 2023, call-in and in conference room 1 at the Coles County Health Department's Charleston location, 825 18th Street, Charleston, Illinois. The meeting was called to order at 5:35pm by Dr. Huffman.

Present:

Board members present: Dave Cole, Bret Hyland, Jeremy Doughty, Dr. Stan Huffman, Dr. Bernie Ranchoero, Dave Cole, Dr. Michael Gillespie
Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

Review Remote Board Attendance Policy:

The board members present reviewed and discussed the changes in the CCHD bylaws. These changes included the ability for a board member to attend the meeting remotely if they could not attend due to the reasons specified in the bylaws. Other requirements had to be met. These included having 5 board members present in order to have a quorum and notice being given prior to meeting.

Dr. Huffman asked the board members present if they had any further questions. There were no further questions and Dr. Huffman made a motion to accept the changes to the bylaws.

At 5:21pm, a motion was made by Dan Haifley and seconded by Dr. Ranchoero to approve the changes made to the bylaws that would allow remote attendance under the specified conditions. Motion carried by unanimous decision.

Present:

Following the motion to approve changes to the bylaws Dr. Kepp joined the meeting remotely and a second roll call was executed.

Board members present: Dave Cole, Bret Hyland, Jeremy Doughty, Dr. Stan Huffman, Dr. Bernie Ranchoero, Dave Cole, Dr. Michael Gillespie
Board members attending remotely: Dr. Kepp
Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

Minutes Approved:

At 5:51pm, a motion was made by Dr. Ranchoero and seconded by Mr. Doughty to approve the minutes of the April 4th, 2023 regular board meeting. Motion carried by unanimous decision.

Resolution to Reappoint Board Member:

Mrs. Spear informed the board that Dr. Gillespie would not be renewing his term with the CCHD board. Mr. Doughty explained how board members were reappointed. The request to reappoint a board member is submitted to the County Board Health & Safety Committee, who consider the request along with any other applicants for the position on the Coles County Health Board. Dr. Huffman ask for a motion to recommend the reappointment of current board members to the County board.

At 5:55pm, a motion was made by Dr. Ranchero and seconded by Mr. Haifley to support the reappointment for current board members to the Coles County Board of Health whose terms end June 2023. 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: All income and expense line items were trending within budget after 4 months of CFY24. The Transfer line item was added for the funds that had to be returned for the COVID Mass Vaccination grant, which had sent payment in advance. Most grants work on a reimbursement basis, so this was a one-off situation. A new vaccination grant had been written for and approved in 2023. This grant is intended to fund vaccinations other than the COVID vaccine and will benefit CCHD. CD interest rates have greatly increased and the amount of income expected from interest has already exceeded the budgeted amount.

Personnel

Mrs. Sorensen reported on personnel changes: Two seasoned staff members retire in May 2023. They were experienced nurses who were also friends and grew up together and they will be missed.

Mrs. Spear reported on new hires in Environmental Health: No new hires have been made since the previous board meeting, but CCHD continues to look to fill open vacancies. One previous employee had been interviewed for the Environmental Health Director position and other candidates have been assessed. Also, a paid intern from EIU had started and was working on new projects. Another intern had been interviewed but would not be able to start until January 2024.

Nursing Report & Personnel Report by Lisa Sorensen:

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

WIC Supplemental Nutrition Programs April case load is 526. The no show rate is currently 20% for WIC clients and 8% for clients cancelling appointments.

The WIC Program and Family Case Management Program are closely integrated, so following the retirement of the previous WIC Coordinator the decision was made to hire a coordinator to cover both programs. After interviewing candidates for position Amber Pedigo, CCHD Public Nurse RN, was hired for the position.

The HealthWorks program is currently monitoring 50 children. Various staff members in the nursing department have been cross trained to support this program. The APORS program currently has a caseload of 20 children.

STD testing continues at CCHD and testing is conducted for Gonorrhea, Syphilis, Chlamydia. Further training is required by CCHD nursing staff in order to allow the Health Department to provide HIV testing and services.

Communicable disease cases continue to be monitored. 2 COVID-19 outbreaks have been reported since the previous board meeting, but as of today there are 0 outbreaks of COVID-19 in Coles County. 12 Campylobacter cases have been reported, but 6 cases were from retests of previously reported cases.

There have been changes in COVID-19 vaccination recommendations. It is now recommended that you only get a booster shot if you have not yet had the vaccination covering the Omicron variant. The current bivalent vaccine is the recommended vaccination for COVID-19.

CCHD continues to provide service for international travel vaccination. A group from Indiana State University travelled to CCHD in order to receive vaccinations as we continue to serve clients from a large geographical area.

Lead screening for the Lead Program continues, with 1 new case during this period. CCHD is waiting on the State to come in and determine the source of the lead where the client resides.

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 are up to 127 so far in 2023, as newly hired staff continue to do an incredible job. 16 professional food permits and 1 water well permit has been issued this year.

Dr. Rancho enquired about the number of food establishments in the County in 2023, noting there are 10 less. Mrs. Spear stated that this is true and could be due to some not being able to recover following the limitations of COVID-19 restrictions. The County has also seen a reduction in tanning facilities.

The Mosquito vector program is starting up again, with applicants for the seasonal positions being interviewed in the near future.

5 nuisance complaints are ongoing. Some issues brought by the petitioner are beyond the Health Department's authority.

Old Business:

Remaining board meeting dates were reviewed and confirmed: September 21st, November 9th 2023

New Business: Alternative Investments

Dr. Rancho spoke about ways of investing funds with the current cash balance and presented a proposal for hiring a Nurse Practitioner on a part-time basis. He discussed the benefits this would provide including expanded services and prescribing medications. A discussion was had regarding the services a qualified nurse practitioner can and cannot provide. The topic of mental health treatment and the needs in the community for more resources was brought up, as well as the risks and precautions necessary with providing these services. Mr. Cole suggested that having a way to control referrals would be necessary and Dr. Rancho suggested starting with current clients in the WIC Program and other programs at CCHD. Mr. Doughty asked if the Mental Health Board (708) would be a potential funding partner if mental health services were provided and Mrs. Spear stated it was a possibility that she will investigate. Dr. Huffman suggested a motion to support this initiative.

At 6:41pm, a motion was made by Dr. Rancho and seconded by Dr. Gillespie to pursue the proposal for a nurse practitioner at CCHD. Motion carried by unanimous decision.

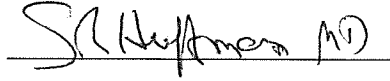
The board members present began a discussion on the subject of obtaining a bond or using funds available in CCHD's cash balance to purchase a building for CCHD as an alternative to renting at the current location. The discussion also included the possibility of using ARPA funds as well as the various locations that would be suitable and the price range that is feasible. Mr. Haifley questioned if the board had the authority to approve such a large purchase and the timeline was discussed. A decision was made for the board to try and set up a viewing of potential properties in the evenings or on a weekend in the coming months.

SFY24 Grants:

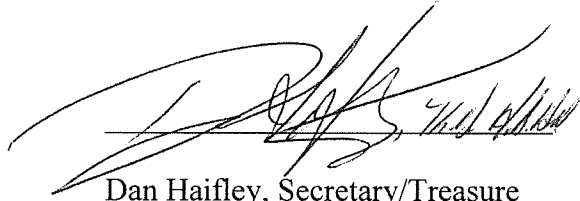
Mr. Howarth listed the grants that have been written for again for the SFY24 fiscal year and spoke about the new vaccine grant the was approved recently. Dr. Rancho asked if any grants out there would help CCHD support the hiring of a nurse practitioner and Mrs. Spear stated that it would be worth looking into.

No further business:

A motion to adjourn the meeting was made by Dr. Ranchero and seconded by Dr. Kepp. Meeting adjourned at 6:57pm

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/Treasure

