

**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 21<sup>st</sup>, 2023, call-in and in conference room 1 at the Coles County Health Department's Charleston location, 825 18<sup>th</sup> Street, Charleston, Illinois. The meeting was called to order at 5:28pm by Dr. Huffman.

**Present:**

Board members present: Dave Cole, Bret Hyland, Jeremy Doughty, Dr. Stan Huffman, Dr. Bernie Rancho, Dave Cole, Matt Bower, Dr. Kepp

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear, Kim Ross

**Minutes Approved:**

At 5:31pm, a motion was made by Mr. Doughty and seconded by Mr. Hyland to approve the minutes of the May 16<sup>th</sup>, 2023 regular board meeting. Motion carried by unanimous decision.

**Introduction of New Board Member:**

Matt Bower was introduced as a new member of the Public Health Board of Directors.

**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: After 8 months of CFY23 the income line items are on target to meet the forecasted income amounts for the fiscal year. CD interest rates have greatly increased and the amount of income expected from interest has already exceeded the budgeted amount, so 2 additional CD's will be bid for with CCHD funds to take to the total back to 5 CD's. Expense line items were tracking within budget after 8 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.

**Personnel**

Mrs. Sorensen reported on personnel changes: One nurse had left CCHD without any prior notice. The nurse had been in a supervisory position. Samantha Bubeck was recently hired as a WIC Nutritionist but the CCHD Nursing Department is still in need of nurses. Lisa had reached out to Lakeland College for assistance with upcoming flu clinics and ways to improve retention are being looked into.

Mrs. Spear spoke about the resignation of two staff in Environmental Health and then introduced Kim Ross as the new Director of Environmental Health. Mrs. Ross then spoke and informed the

board that two new employees had recently been hired to fill the vacant positions in the Environmental Health Department. Both new employees have experience working in the food industry and one of them has already had experience with food inspections while working for Douglas County as an intern.

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

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

The SFY23 WIC Supplemental Nutrition Programs assigned case load was 714. The new SFY24 caseload (beginning July 1<sup>st</sup> 2023) is 654. This number is determined by the State. The no show rate is currently 20% for WIC clients and 6% for clients cancelling appointments.

The WIC Farmer's Market Program runs from July to September and WIC staff have been handing out Farmer's Market vouchers to clients, achieving the goal of handing out all of the assigned vouchers for this season.

The APORS Program currently has a caseload of 23 children. The APORS Program follows high-risk pregnant women, infants diagnosed with a high-risk condition after hospital discharge, and/or infants and children at medical and/or environmental risk because of an adolescent parent, drug-abusing parent, or other high-risk situation identified by a Provider.

CCHD continues to provide flu clinics and lead services at this time. STD testing continues at CCHD and the program has seen 10 clients since the previous board meeting. Communicable disease data for the County are in the usual range. The Hepatitis A vaccine has also been offered at CCHD during this time.

There have been 4 COVID-19 outbreaks at long-term care facilities reported since the previous board meeting and CCHD monitors them. The COVID-19 vaccine now has to be purchased and an order has been given to destroy the previously recommended vaccines. CCHD is in the process of ordering the new vaccine, which is no longer considered a booster and is now an annually recommended vaccine similar to the flu vaccine. CCHD is expecting this to be covered by Medicare and Medicaid.

Dr. Rancho asked if this was the MRNA vaccine to which Mrs. Sorensen replied yes and that Pfizer and Moderna were the manufacturers. Dr. Kepp asked if CCHD had the RSV vaccine in stock. Mrs. Sorensen said CCHD does not at this time, but will be ordering it. A conversation was had regarding the recommendations for having multiple vaccines at one office visit. Mrs. Sorensen spoke about the recommendations allowing for multiple vaccines at one visit.

Mr. Doughty asked Mrs. Sorensen about EIU's medical screening process for international students. Mrs. Sorensen said screening for Tuberculosis is performed but not for Hepatitis A.

However, Hepatitis A vaccines were recently offered for free by CCHD to EIU students who were potentially exposed during an outbreak.

### **Environmental Health Report & Personnel Report by Kim Ross:**

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

Annual food permit inspection numbers are up to 179 so far in 2023 and temporary food vendor inspections are probably over 300 for the year to date. Permits for septic systems are slowing down and there are also not a lot of water wells going in at this time. Nuisance complaints continued at normal levels.

Mr. Doughty asked if the Health Department received complaints about dust levels. Mrs. Ross stated that dust would be an issue the EPA would deal with but the Health Department does receive smoke complaints from Coles County residents who are burning. Dr. Kepp asked about the type of food complaints that were received by CCHD. Mrs. Ross provided examples such as cold food being served and unclean environments in restaurants. Mrs. Ross also spoke about a food retailer that was recently closed and ordered to clean up the debris from construction work.

One new tanning facility has been opened in the County. A dead bat was sent for testing and returned with a positive result for West Nile. Mrs. Ross gave a presentation at the recent IPHA conference and spoke about how that had been a positive experience.

### **Old Business:**

- A. Remaining board meeting dates were reviewed and confirmed: November 9<sup>th</sup> 2023
- B. Dr. Rancho asked Mrs. Spear if there was anything to report with regards to ways of investing funds in current cash balance and CCHD's office location. Mrs. Spear informed the board that she had no current plans that needed to be discussed, however she continues to look for the right opportunities that would benefit the Health Department. A discussion, led by Mrs. Spear, was had regarding the services provided by the Mental Health (708) board.

### **New Business:**

- A. Mrs. Spear spoke about TB Care & Treatment Board's desire to have a greater presence on the internet, possibly on the current CCHD website. A discussion was had among board members about the TB Care & Treatment board having a separate website or the CCHD board would need to approve the content if it was added to the CCHD website. Mrs. Sorensen spoke about the benefit of using links to the CDC website rather than creating content locally, as this content would need to be approved, monitored, and updated regularly.

Mr. Howarth presented the TB contractual expenses agreement for CFY24. At 6:32pm a motion was made by Mr. Doughty and seconded by Dr. Ranchero to accept the TB Care & Treatment contractual expenses agreement for CFY24. Motion carried by unanimous decision.

- B. Mr. Howarth presented the annual budget and spoke about a reduction in the County contribution that was made during the week. A discussion was had regarding the salary line item and whether or not this would cover salary expenses. Then the board agreed to make a motion, approving the CFY24 budget.

At 6:38pm, a motion was made by Dr. Kepp and seconded by Mr. Doughty to approve the CFY24 CCHD budget. Motion carried by unanimous decision.

- C. The Resolution to Accept Grants for SFY24 was presented to the board by Mr. Howarth

At 6:40pm, a motion to approve the SFY24 Grants was made by Mr. Doughty and seconded by Bret Hyland. Motion carried by unanimous decision.

- D. Mrs. Spear presented information regarding the SIPA grant that was recently approved by IDPH for the Coles County Health Department. The documents included policies for employee merit bonuses, tuition reimbursement, student loan reimbursement, and cost of living wage adjustments. Mrs. Spear spoke about the methods for allocating the new funds and the need to have policies in place to do so. Mr. Cole asked how much the grant funding was. Mrs. Spear stated that the grant was for a maximum of \$550,000 over a 5-year period.

At 6:43pm, a motion was made by Mr. Doughty and seconded by Dr. Ranchero to approve the new fiscal and personnel policies pertaining to the SIPA grant. Motion carried by unanimous decision.

Mrs. Spear presented the new cash policy update for the CCHD Fiscal Policies and Procedures, explaining that the new policy was intended to prevent cash being left in offices of CCHD staff overnight. Instead cash will be collected at the end of each day and kept in a secure centralized location. Other changes with the Cash Policy were explained to the CCHD board members and a motion was made to approve the change.

At 6:45pm, a motion was made by Dr. Ranchero and seconded by Mr. Bauer to approve the new Cash Policy. Motion carried by unanimous decision.

- E. The changes to CCHD's travel policy was presented to the board by Mrs. Spear. These changes allowed for more flexibility for the staff travelling for work purposes and staying in hotels, avoiding any forced sharing of hotel rooms.

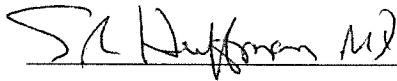
At 6:46pm, a motion was made by Mr. Hyland and seconded by Dr. Ranchero to approve the changes in CCHD's Travel Policy. Motion carried by unanimous decision.

**Misc.**

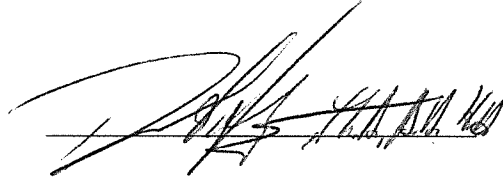
Mrs. Spear spoke about new activities for rewarding staff that go above and beyond. Mrs. Spear presented the board members with a price sheet for services that were available to employees and board members.

**No further business:**

A motion to adjourn the meeting was made by Dr. Rancho and seconded by Mr. Hyland. Meeting adjourned at 6:52pm

Handwritten signature of Dr. 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

