

**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, 2024, 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 5:35pm by Dr. Huffman.

Present:

Board members present: Dan Haifley, Dr. Stan Huffman, Dr. Bernie Ranchero, Dr. Phil Kepp, Jeremy Doughty

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

Present via phone call: Matt Bower

Minutes Approved:

At 5:37pm, a motion was made by Dr. Kepp and seconded by Dr. Ranchero to approve the minutes of the March 14th, 2024 special board meeting. Motion carried by unanimous decision.

Administrator's Report:

Mrs. Spear presented letters of support for Mr. Bret Hyland & Mr. Dan Haifley, the two board members with terms up for renewal in June 2024.

A motion to support the renewal of terms and sign the letter was made by Dr. Ranchero and seconded by Mr. Haifley. Motion carried at 5:39pm.

Terms / Elections Discussion:

Mr. Doughty began a discussion on board positions and the length of the terms for these positions as well as the process for voting on the position. Mrs. Spear stated that these positions can change as needed, per the CCHD bylaws. The board members present came to an agreement that board positions could be rotated annually and that three positions should be rotated: President, Vice President and Secretary / Treasurer. Mrs. Spear explained that at least two weeks' notice needs to be provided to all board members before the matter can be voted on, so the subject would be tabled until the next meeting.

A motion to support the notice of changes to the create annual voting on board positions was made by Dr. Kepp and seconded by Mr. Haifley. Motion carried at 5:52pm.

Grants Update

Mrs. Spear led the discussion and spoke about a new IDPH grant called Local Health Department Respiratory Surveillance & Outbreak Response Grant that runs between 2024 and 2026. This grant will help fund the work that CCHD does to monitor and report outbreaks in the County. The grant funds total \$250,000. CCHD has taken on a cancer screening grant. This grant will allow CCHD to use blood testing to test for DNA markers associated with common cancers and is free of charge for clients with a family history of cancer. The grant funding is \$5,000 and the grantor provides all the necessary supplies. For clients without a history of cancer in the family the cost is \$250. However, insurance may cover the testing and there are other factors taken into consideration that can lower the cost per client.

Administrators Report:

Mrs. Spear spoke about a possible partnership with local schools, including LIFT, to familiarize students with the food permit application process at the Health Department. A discussion was had about student education with food handling and Mrs. Spear stated that she believed students had access to the food handler class online and this would be in addition to that. Mrs. Spear then said she would try to meet with school superintendents in Coles County to obtain permission for the project.

A motion to approve the school project for no cost permit for school students was made by Mr. Haifley and seconded by Dr. Kepp. Motion carried at 6:07pm.

Financial Reports: November & December 2023, January 2024

Mr. Howarth presented to the board the most recent four months of financial statements provided by the Coles County Treasurer, and spoke on the following items: The April financial report shows the purchase of the new building under the rent / facilities line item. Other expense line items are trending below the amount that is budgeted. Income is trending as expected. Income from fees appears to be low, but there are over \$30,000 income from fees that has to be transferred to the Treasurer's account, which will bring CCHD up to the projected fees income for CFY24. Income from interest has greatly increased due to a high interest rate on funds in CCHD cash balance account.

Mr. Howarth stated that CCHD currently has four CD's. The County Treasurer has asked if we are interested in increasing the number of CD's. A discussion among board members determined that CCHD should bid out for 3 additional CD's in the amount of \$100,000, taking the total to 7 CD's.

A motion to increase the number of \$100,000 CD's from 4 to 7 was made by Dr. Kepp and seconded by Dr. Rancho. Motion carried at 6:19pm.

Personnel

Mrs. Sorensen led the discussion regarding the Nursing Department's personnel. Samantha Bubeck, WIC Nutritionist handed in their resignation and one member of the Public Health Office Staff team is retiring in June.

Mrs. Spear, Administrator led the discussion regarding Environmental Health Staffing. Kim Ross, Director of Environmental Health has left CCHD to take the Administrator position at Edgar County. No other employee changes have been made, but Environmental Health Inspector, Lisa Blackwell is working towards obtaining her LEHP license.

Nursing Report by Lisa Sorensen:

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

The WIC Program case load is currently 539. Caseloads in WIC are trending lower throughout the State. Clients have access to SNAP benefits, which reduces the need for WIC. CCHD is looking into creative ways to encourage the combined use of WIC and SNAP for clients so they can maximize the use of both programs.

CCHD is up to date with all the administration for the HealthWorks Program. There continues to be an average of around 60 children in the program. Many of them are considered high risk due to parental drug use during

pregnancy. Megan Mattson, the WIC Breastfeeding Peer Counselor, who is also a qualified counselor, has been assisting with this program to meet program targets.

STD testing at CCHD has seen an increase in the number of tests performed over the past month. CDC monitoring continues with nothing unusual to report. There has been three COVID outbreaks that have been monitored at long term care facilities, as well as three influenza outbreaks and one RSV outbreak.

Immunizations and lab services are going well with the assistance of part-time Nurse, RN, Lorraine Munson.

Environmental Health Report & Personnel Report by Gloria Spear:

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

Mrs. Spear spoke about the new staff members in Environmental Health and stated that everything was going well. One nuisance case is going to court, but the CCHD is not being sued. The nuisance complaint is a legal grey area and CCHD has turned over all nuisance complaint documents requested from the lawyers.

Old Business:

A. The 2024 board meeting dates were reviewed and approved by the board:

September 19th, November 14th, 2024

B. New Building Update:

Mrs. Spear led the discussion and spoke about new carpets being put down at this time, clearing bushes outside to make way for painting, and a Durabox rented to clear out office furniture while improvements are made.

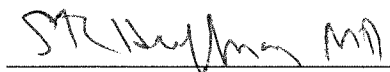
Miscellaneous

Dr. Kepp asked about SIPA grant funds being used for sign on bonuses. Mrs. Spear said that this could be done if we removed the 6 month waiting period for bonus payments from CCHD's policies & procedures. The board members present agreed to remove the 6 month waiting period.

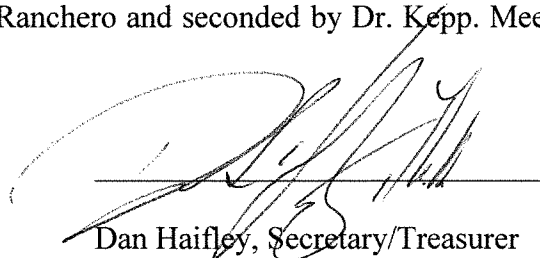
A motion to remove the 6 month waiting period for new employee eligibility for bonuses was made by Dr. Kepp and seconded by Dr. Rancho. Motion carried at 6:39pm.

No further business:

A motion to adjourn the meeting was made by Dr. Rancho and seconded by Dr. Kepp. Meeting adjourned at 6:40pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer

