

**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 19th, 2024, Zoom call and in the conference room at the Coles County Health Department, 753 Windsor Road, Charleston, Illinois. The meeting was called to order at 5:31pm by Dr. Huffman.

Present:

Board members present: Dan Haifley, Dr. Stan Huffman, Dr. Bernie Rancho, Dr. Phil Kepp, Mr. Jeremy Doughty, Mr. Bret Hyland, Mr. Matt Bower

Board members present via Zoom call: Dave Cole

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear, Dr. Sheila Simons

Minutes Approved:

At 5:32pm, a motion was made by Mr. Doughty and seconded by Dr. Rancho to approve the minutes of the May 16th, 2024 board meeting. Motion carried by unanimous decision.

Administrator's Report:

Mrs. Spear began a discussion regarding the Coles County Board of Health bylaws. Changes to the bylaws recommended by the CCHD Bylaws Committee were explained. These changes included: Adding a vice president to the officers of the board; Officers being elected annually; Wording changed to 'CCHD employee' takes meeting notes; Article IV childcare obligations added as reason for board member to attend meetings remotely; Wording changed to allow board members to vote on committee members.

After presenting the changes to the board Mrs. Spear explained that the changes required a two-week review period before bylaws changes can be voted on, and implemented. Mr. Doughty started a discussion about rotating board positions annually. Board members discussed whether this should be an informal rule or added to the bylaws as a rule.

It was agreed upon by the board members to hold a special board meeting at 5:30pm on October 3rd, 2024.

Financial Reports: May, June, & July 2024

Mr. Howarth presented to the board the three most recent months of financial statements provided by the Coles County Treasurer, and spoke on the following items: The current cash balance is \$1,402,000. At this time CCHD has 4 CD's for \$100,000 and a request has been submitted to add 3 more \$100,000 CD's. Income is trending as expected. Expenses are also trending normally with the exception of rent / facility expense, which includes the extra expense of the building purchase and building maintenance that was approved at the March 14th 2024 special board meeting. All grant funds for SFY24 grants have been received and SFY25 grant applications have been submitted and approved, with only the Local Health Protection grant still being processed. The rent / facility expense line item needs to be changed separated out into 3 line items: Utilities, Trash Collection, building maintenance.

A motion to remove the rent line item expense and add expense line items for: Utilities, Trash Collection, building maintenance, was made by Dr. Huffman and seconded by Dr. Kepp. Motion carried by 5:55pm

Personnel

Mrs. Sorensen led the discussion regarding the Nursing Department's personnel. Tamara Morgan, Public Health Office Staff member retired in June. Melissa Duszynski, Public Health Nurse, RN was hired in August.

Mrs. Spear, Administrator led the discussion regarding Environmental Health Staffing. Environmental Health Inspector Lisa Blackwell has resigned. A new hire has already been found for the Environmental Health Inspector position.

Nursing Report by Lisa Sorensen:

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

The WIC Program caseload was at 66% in July. This was due to WIC staff being out of the office with long term illnesses during this month. Caseload and staffing has returned to normal since then.

CCHD is up to date with all the administration for the HealthWorks Program. The number of children in the program was at 55 in June and 57 in July. Many of them are considered high risk due to parental drug use during pregnancy. HealthWorks clients are DCFS wards and HealthWorks staff help these clients manage the paperwork for court appearances. The APOR's Program monitors children with development delays diagnosed at birth and those who have parents with a history of drug abuse. STD testing continues at the new facility and outreach efforts are being made to create awareness of the service. Lead screening on pregnant women continues at CCHD with results provided to clients at the time of their appointment.

Currently there are no influenza cases that have led to hospitalization in the County. CCHD has recently monitored three COVID outbreaks at healthcare facilities.

Mr. Doughty asked about rabies testing on people who have been bitten by bats and how the animal is tested. Mrs. Sorensen explained that if the animal can be tested and tests come back negative then the patient can avoid the rabies treatment. Mr. Doughty pointed out that treatment can cost \$5,000 per shot. Mrs. Sorensen agreed and added that E.R. medical staff will sometimes start that treatment before the animal is tested.

Environmental Health Report & Personnel Report by Gloria Spear:

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

Environmental Health inspections completed are where they need to be, with only 6 EIU inspections still to be done. The preliminary opening of Chick-fil-A is being held up as they wait on electrical work to be completed. The delay is not caused by any pending inspections by CCHD.

237 temporary permits have been issued. Professional food permit holders have been showing up at locations in the County where no event is taking place. These vendors have had to stop serving food if they are not attending an organized event. Mr. Hyland enquired about what would allow a vendor to serve at a location where no event was taking place. Mrs. Spear explained that the vendor would have to hold an annual food permit, which requires the vendor to have their commissary or kitchen at their permanent location inspected. The location of that facility needs to be in Coles County to be inspected. Mrs. Spear then gave an explanation as to the differences between category 1, 2, & 3 food establishments. Mr. Doughty remarked that he understood the

reasoning for food permit restrictions and limitations and liked to see the solution-based approach being implemented.

Mrs. Spear spoke about the temporary food permit fees being waived for the students in the school district's LIFT program. This policy is a way to help students develop the skills needed to apply for food permits, which will benefit both the students and CCHD in the years to come.

Old Business:

A. The final 2024 board meeting date was reviewed and approved by the board:

November 14th, 2024

B. New Building Update: Mrs. Spear led the discussion and spoke about the new security door now fully installed and the cubicles also being installed.

New Business:

A. Mr. Howarth presented the annual CCHD budget and spoke about the County contribution being an estimate at this time. The other expense and income line items were reviewed and discussed by the board. The board agreed to make a motion, approving the CFY25 budget.

At 6:32pm, a motion was made by Dr. Kepp and seconded by Mr. Jeremy Doughty to approve the CFY25 CCHD budget. Motion carried by unanimous decision.

B. Mr. Howarth presented the annual SIPA budget for the SIPA grant that is funded through IDPH. The board agreed to make a motion, approving the CFY25 SIPA budget.

At 6:33pm, a motion was made by Dr. Kepp and seconded by Mr. Jeremy Doughty to approve the CFY25 SIPA budget. Motion carried by unanimous decision.

C. Mr. Howarth presented the TB contractual expenses agreement for CFY25.

At 6:34pm a motion was made by Dr. Kepp and seconded by Dr. Rancho to accept the TB Care & Treatment contractual expenses agreement for CFY25. Motion carried by unanimous decision.

D. The Resolution to Accept Grants for SFY25 was presented to the board by Mr. Howarth

At 6:34pm, a motion to approve the SFY25 Grants was made by Dr. Huffman and seconded by Mr. Matt Bower. Motion carried by unanimous decision.

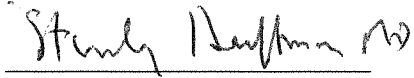
Miscellaneous

Mr. Doughty spoke about the students in the On TRACC Program who would be coming to CCHD as part of the work experience program and thanks CCHD staff for participating in the program.

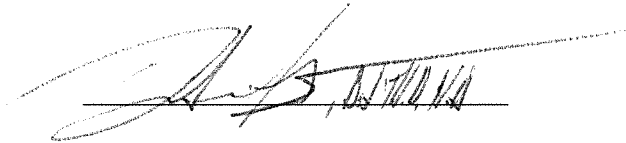
Mrs. Sorensen spoke about the COVID vaccine and CCHD's inability to bill Medicare for the vaccine. Only flu and pneumonia vaccines are eligible for reimbursement through Medicare at this time. Also the cost of the RSV vaccine is over \$500 and currently Medicaid does not cover the vaccine for their clients.

No further business:

A motion to adjourn the meeting was made by Dr. Ranchero and seconded by Mr. Bret Hyland. Meeting adjourned at 6:40pm

Handwritten signature of Stan Huffman in cursive, written over a horizontal line.

Dr. Stan Huffman, President

Handwritten signature of Dan Haifley in cursive, written over a horizontal line.

Dan Haifley, Secretary/Treasurer