

**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 November 14th, 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 5:32pm by Dr. Huffman.

Present:

Board members present: Dr. Stan Huffman, Dr. Bernie Ranchoero, Mr. Jeremy Doughty, Mr. Bret Hyland, Mr. Matt Bower, Mr. Dave Cole, Dr. Phil Kepp (present via Zoom call)

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

Minutes Approved:

At 5:34pm, a motion was made by Dr. Ranchoero and seconded by Mr. Hyland to approve the minutes of the October 16th, 2024 special board meeting. Motion carried by unanimous decision.

Administrator's Report:

Mrs. Spear began with a review of the special board meeting on October 16th and the changes made to CCHD's Bylaws. Then a conversation was had about the recent purchase of fencing behind the CCHD facility to provide privacy and separation from the properties that back up to the building. A recent security concern required a visit by Charleston City police, so the additional fencing should help prevent any future incidents. A discussion was had as to the best way CCHD could obtain an accurate valuation of the new facility. It was suggested by the board that a realtor should be hired to conduct a professional valuation of the building.

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 County contribution for CFY24 has been received in the amount of \$150,000. Income from interest is higher than budgeted due to favorable interest rates. Interest rates for CCHD's money market checking account are currently higher than the reimbursement rates received from CD's, so the County Treasurer has put a hold on investments in CD's. Equipment expenses are higher than budgeted for CFY24 due to unforeseen equipment purchases necessary when moving into the new facility. These costs included cubicles and desks.

Personnel

Mrs. Sorensen led the discussion regarding the Nursing Department's personnel. Melissa Duszynski, Public Health Nurse, RN was hired in August and training has gone well.

Mrs. Spear, Administrator led the discussion regarding Environmental Health Staffing. Environmental Health Inspector Lisa Pauley has been hired and brings experience/maturity, and is asking good questions. Training involves a lot of on-the-job learning.

Nursing Report by Lisa Sorensen:

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

A senior year nursing student is attending the meeting as a member of the public to observe as part of her course requirements.

The WIC Program caseload is 589 for the most recent month. CCHD continues to struggle to get WIC clients to come to their scheduled meeting. Barriers for clients include appointments being overly time consuming, so we are trying to work with WIC staff to streamline the process. Also client's expectations changed during COVID when remote appointments were permitted, so it is difficult to change client's mindset. Mr. Doughty asked if a time study had been conducted to measure the length of WIC appointments. Mrs. Sorensen stated that a time study has been done and the appointments take 1 ½ hours on average, which is a long time for a mother and a young child or baby. A discussion was had about the services provided during the WIC appointments and what could be prioritized to streamline those appointments.

HealthWorks has had about the same number of clients throughout the year, with some clients being new clients and others leaving the program. APOR's currently has one client. This client is transferring from APOR's to the HealthWorks Program.

Campylobacter infections appear to be high, but some cases go back to July. If cases are not reported in a timely manner it becomes too late to conduct food investigations. No flu cases with clients being admitted to the ICU have been reported at this time. COVID outbreaks in long term care facilities in the County continue to be monitored by CCHD. Community flu clinics have been completed for this flu season and nursing students assisted with the EIU flu clinic. The number of clients served at the EIU flu clinic have dropped in recent years due to the State contracting with Walgreens to provide flu shots for state workers in Coles County.

Two cases of clients with high lead levels have been reported. Both cases have come from clients who have transferred from the Chicago area. Ten screenings have been conducted for the new cancer screening program.

Sheila Simons has implemented the use of Hygrometers to measure humidity in long-term care facilities. Studies have shown that maintaining humidity levels between 40-60% creates conditions that are less conducive for airborne sicknesses to spread.

Environmental Health Report by Gloria Spear:

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

Environmental Health has issued more operating permits than the previous year. Food training sessions are not currently being conducted as new Environmental Health Department staff continue to be trained. Five inspections for new water well installations have been conducted this year, which is above average. Seven tanning and five body art inspections have been conducted in 2024. The Mosquito Vector Program activities have been completed for the year.

In 2024 forty food complaints, nine solid waste complaints, three pest complaints have been recorded. Four complaints were made that were incomplete due to information provided being too vague or too general. A complaint involving histoplasmosis has been resolved that involved the dumping of chicken farm waste. A conversation was had among the board as to the legality of dumping chicken waste and the process of incineration that should be performed on the waste before dumping it.

The State has approved a new domestic septic incinerator that residents of the county could potentially use an alternative to below ground septic systems. The systems will require an inspection and permit. A discussion was had among the board members regarding the functionality of this new type of septic system and the sort of residence that would need it. Mrs. Spear asked the board to approve a motion for a \$250 permit fee for surface discharge septic systems.

At 6:19pm, a motion was made by Mr. Doughty and seconded by Mr. Bower to approve the surface discharge permit fee of \$250. Motion carried by unanimous decision.

New Business:

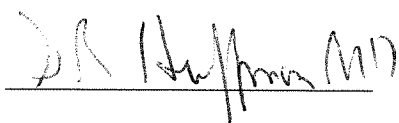
A. The 2025 board meeting dates were reviewed by the board members present:

February 20th, May 15th, September 18th, November 13th, 2025

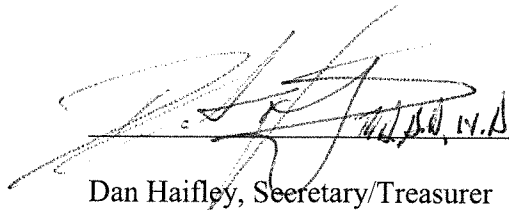
At 6:20pm, a motion was made by Dr. Huffman and seconded by Mr. Bower to approve the 2025 board meeting dates. Motion carried by unanimous decision.

No further business:

A motion to adjourn the meeting was made by Mr. Bower and seconded by Dr. Rancho. Meeting adjourned at 6:20pm



Dr. Stan Huffman, President



Dan Haifley, Secretary/Treasurer

