



**Iroquois County Public Health Department  
Board of Health  
1001 E. Grant  
Watseka, IL 60970  
January 7, 2015**

**MEMBERS PRESENT:**

Mrs. Michelle Fairley  
Dr. Aravind Reddy  
Mr. John Shure  
Dr. Rodney Yergler  
Dr. James Tungate  
Dr. Philip Zumwalt

**MEMBERS ABSENT:**

Mrs. Tammy Pree

**OTHERS PRESENT:**

Mrs. Dee Ann Schippert  
Mr. Toby Schippert  
Mrs. Ellen McCullough  
Ms. Anita Speckman  
Mrs. Cheryl Davis

**MINUTES:**

The Iroquois County Public Health Department Board of Health meeting was called to order by Mr. John Shure, Chairman, at 7:04 p.m. on Wednesday, January 7, 2015, in the Iroquois County Administrative Center Board Room. A motion was made by Dr. Yergler to change the agenda moving the review of the financial data for fiscal year ending November 30, 2014, to after Public Comments. The motion was seconded by Dr. Reddy and approved by voice vote with no opposition.

**PUBLIC COMMENTS:**

There were no public comments.

**REVIEW FINANCIAL DATA FOR FISCAL YEAR ENDED NOVEMBER 30, 2014:**

In attendance for the financial review was Ms. Anita Speckman, Iroquois County Finance Director. Mrs. Schippert distributed an updated financial packet to the BOH members. Mrs. Schippert explained the changes made from the preliminary results which were included in their board packet. Discussion of the financial data was held. Financial reporting for ICPHD is maintained and generated through the Iroquois County software system.

**APPROVAL OF MINUTES:**

A motion was made by Dr. Reddy to approve the November 5, 2014, minutes as distributed. The motion was seconded by Dr. Yergler and approved by voice vote with no opposition.

**REVIEW OF CLAIMS:**

In the BOH packets, BOH members had received copies of the meeting minutes from the November 3, 2014, and December 2, 2014, Iroquois County Health Committee meetings. Also included in their packets were the claims approved by the Iroquois County Board on November 12, 2014, and December 9, 2014. Mrs. Schippert distributed to the BOH members for review, copies of the unpaid claims approved by the Health Committee on January 6, 2015, subject to County Board approval on January 13, 2015. The question was raised regarding the rate used for mileage. Mrs. Schippert explained reimbursement for mileage to employees is based on the Iroquois County policy stating mileage reimbursement when using a personal vehicle will be determined by the current amount allowed under the Internal Revenue Code. She also stated effective January 1, 2015, the mileage rate did increase.

**ICPHD ADMINISTRATOR REPORTS:**

Dee Ann Schippert, PH Administrator, gave an update on the Iroquois County Public Health Department of the following items:

- a. IMH Programs Update – An IMH programs update was distributed. Progress on the FCM, WIC, and HFI programs, subcontracted to IMH, was reviewed and discussed. All programs are progressing well. Mrs. Ellen McCullough, WIC/FCM/HFI Coordinator for Iroquois Community Health & Social Services, also gave a verbal update. Mrs. Schippert reminded the BOH members that the current IMH contract is through June 30, 2015. She asked the board members to please start reviewing the current contract for discussion at the next ICPHD BOH meeting.
- b. ICPHD Programs Update
  - i. Provided in the BOH packet was an ICPHD programs update from July 1, 2014, through November 30, 2014, and also for the month of December 2014. Mrs. Schippert noted the food permits line indicating ICPHD had sent out 193 food permits and explained that 146 were for profit entities and 47 were for non-profit entities. As of today, ICPHD has received them all back with payment except for three. As of December 31, 2014, a late fee was assessed. The three establishments would be given until January 14, 2015, for permit and payment. After such time, ICPHD will refer them to the State's Attorney's office. There was also one critical violation establishment. This establishment will be assessed a re-inspection fee.
  - ii. All ICPHD employees would be participating in safety/quality training on January 14, 2015, to complete state mandated training.
  - iii. ICPHD has been approved by the state an HPV Intervention Site. Increased HPV vaccine uptake is an ICPHD IPLAN priority.
  - iv. Discussion was held regarding what the public health department can do regarding the growing substance abuse issue in Iroquois County. At this time, the public health department refers individuals to Iroquois County Mental Health.
  - v. Janie Sumner, Tobacco Grant Coordinator, has just started distributing Quitline (ITQL) information and referral partner packets to area medical providers. Focus has been placed on the dental professionals.
- c. Grants/Contracts Update – The grants/contracts update sheet was included in the BOH packets. Mrs. Schippert directed the board to the tanning grant program as the only change from the previous BOH meeting. This is for the inspection of licensed tanning facilities. This is a current 3-year grant which the state is allowing ICPHD to apply for each year.
- d. Approve Employee Performance Evaluation Forms – The ICPHD employee evaluation form was reviewed and implementation was discussed. A motion was made by Dr. Reddy to approve the updated form. The motion was seconded by Dr. Zumwalt and approved by voice vote with no opposition.
- e. Administrator Comments – Mrs. Schippert will be attending “New Administrator’s Training” on February 18, 2015 hosted by the Illinois Association of Public Health Administrators (IAPHA) in Springfield. The regular IAPHA bi-monthly meeting is scheduled for the following day.

**EXECUTIVE SESSION – 5 ILCS 120/2(c): The Appointment, Employment, or Compensation of Public Employees**

A motion was made by Dr. Zumwalt and seconded by Dr. Yergler to go into Executive Session – 5 ILCS 120/2(c): The Appointment, Employment, or Compensation of Public Employees at 7:45 p.m. on January 7, 2015. Motion approved by voice vote with no opposition.

A motion was made by Dr. Zumwalt, seconded by Dr. Yergler to adjourn Executive Session at 7:52 p.m. on January 7, 2015. Motion approved by voice vote with no opposition.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

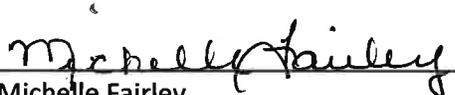
**DATE FOR NEXT MEETING:**

Regular meetings for the Iroquois County Public Health Department Board of Health for calendar year 2015 will be held bi-monthly on the first Wednesday of the month at 7:00 p.m. in the Iroquois County Administrative Center Board Room. The next ICPHD Board of Health meeting is scheduled for Wednesday, March 4, 2015, at 7:00 p.m.

Mr. Shure asked that a copy of the current Iroquois Memorial Hospital and Public Health Administrator's agreements be sent to the Board of Health members for review.

**ADJOURNMENT:**

It was moved by Dr. Zumwalt and seconded by Dr. Reddy to adjourn at 8:16 p.m. on January 7, 2015. Motion approved by voice vote with no opposition.

  
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Michelle Fairley  
Secretary  
Iroquois County Public Health Department  
Board of Health

3-4-2015  
Date

