



**Iroquois County Public Health Department
Board of Health (BOH)
1001 E. Grant
Watseka, IL 60970
May 2, 2018 at 6:00 p.m.**

MEMBERS PRESENT:

Mrs. Michelle Fairley, President
Mrs. Lisa Breymeyer, Secretary
Dr. Aravind Reddy, Vice-President
Dr. James Tungate
Dr. Philip Zumwalt

MEMBERS ABSENT:

Ms. Susie Legan
Mr. Marvin Stichnoth
Dr. Rodney Yergler

OTHERS PRESENT:

Mrs. Dee Ann Schippert, ICPHD
Mrs. Cheryl Davis, ICPHD

CALL MEETING TO ORDER: Iroquois County Public Health Department Board of Health met at the Administrative Center in Watseka, IL on Wednesday, May 2, 2018 at 6:08 p.m. Michelle Fairley, President, called the meeting to order and asked Lisa Breymeyer, Secretary, to call the roll.

APPROVE AGENDA: Dr. Tungate made a motion, seconded by Lisa Breymeyer, to approve the agenda as distributed. Motion approved by unanimous voice vote.

PUBLIC COMMENTS: None

APPROVAL OF MARCH 7, 2018 BOH MEETING MINUTES: Revised meeting minutes were distributed. Motion made by Dr. Tungate to approve the minutes as corrected. Motion seconded by Dr. Zumwalt and approved by unanimous voice vote.

APPROVAL OF APRIL 4, 2018 BOH FINANCE COMMITTEE MEETING MINUTES: Motion made by Lisa Breymeyer, seconded by Dr. Reddy, to approve the April 4, 2018 Finance Committee meeting minutes. Motion approved by unanimous voice vote.

REVIEW AND APPROVAL OF CLAIMS FOR APRIL 2018: The claims listing for April was distributed. Mrs. Schippert presented two claims not included on the claims listing. The claims cover the license, registration, and insurance for a possible vehicle to be donated to the Emergency Management Agency (EMA). The vehicle would be registered and licensed under EMA. Mrs. Schippert shared an email from Eric Ceci, EMA Coordinator, asking ICPHD's assistance in paying these expenses for the remainder of fiscal year 2018 only (a one-time expense). Next fiscal year, EMA's budget would cover all expenses. Mrs. Schippert stated the Public Health Emergency Preparedness (PHEP) grant had dollars to be used and could pay these expenses. In return, through a Memorandum of Understanding (MOU) with EMA, ICPHD would have use of the vehicle. Eric Ceci, also ICPHD's Emergency Preparedness Coordinator, would be the designated driver for ICPHD. Maintenance of the vehicle would be the responsibility of EMA. Mrs. Schippert asked for approval for immediate payment to the Secretary of State in the amount of \$103 (title \$95 and municipal plates \$8) and to Iroquois County's insurance carrier, Schuldt Insurance Agency, in the amount of \$893 for full coverage insurance for the remainder of fiscal year 2018. ICPHD would have use of the vehicle via a signed MOU with Iroquois County EMA. Mrs. Schippert further explained the cost of the insurance is an estimate. Schuldt Insurance will credit the difference on ICPHD's liability insurance or refund any dollars owed ICPHD. Dr. Reddy made the motion for immediate payment to the Secretary of State in the amount of \$103 and to Schuldt Insurance Agency in the amount of \$893, contingent on a MOU approved by the state's attorney and language inserted in the MOU stating ICPHD has use of the EMA vehicle for the life of the vehicle. Motion was seconded by Dr. Zumwalt and approved by roll call vote: Aye – Lisa Breymeyer, Michelle Fairley, Dr. Reddy, Dr. Tungate, Dr. Zumwalt. Motion was made by Lisa Breymeyer, seconded by Dr. Zumwalt to approve all other claims as presented. Motion was approved by roll call vote: Aye – Lisa Breymeyer, Michelle Fairly, Dr. Reddy, Dr. Tungate, Dr. Zumwalt. Mrs. Schippert distributed the April Revenue & Expense (R&E) report. She explained the year-to-date column is correct, but the current month totals reflect adjustments made from the March R&E report.

ICPHD ADMINISTRATOR REPORTS:

- a. Grants and Contracts Update – The Grants and Contracts listing was included in the board packet. The Body Art/Tanning Inspection and Summer Food/CACCP grants were finalized. State of Illinois currently contracts EGrAMS for grant management. The Illinois Department of Public Health (IDPH) has decided to create a new state grants management system. EGrAMS will continue to be utilized until June 30, 2019.
- b. ICPHD Programs Update – A summary report of programs through March 2018 was included in the board packet. An updated program summary through April 2018 was distributed at the meeting. A contributing factor for the increase in Hepatitis-C cases is due to more providers testing. Free well water testing will continue as currently 37% of well water tests are coming back abnormal since the flood.
- c. 2018 Flood Activities – ICPHD is assisting the Long Term Recovery Committee (LTRC). ICPHD Senior Services personnel have taken casework for senior clients. LTRC funds will be used to assist with client needs, capping at \$2,500.
- d. IPLAN Update – Mrs. Schippert informed the board no decision has been reached regarding the IPLAN. She stated ICPHD will still do a community needs assessment, but would like to produce it in a 4-5 page concise document. ICPHD’s IPLAN is due April 2019. Mrs. Schippert spoke with Omayra Gianchello, Regional Health Officer. Ms. Gianchello stated up to 3 six-month extensions were being granted on IPLAN deadlines. Mrs. Schippert stated she believed a final decision would be made within the year. Michelle Fairley voiced that Mrs. Schippert apply for the first extension. After the extension, ICPHD would still have a year to prepare an IPLAN if necessary. Mrs. Schippert explained the dollars in contractual services budgeted for the IPLAN could be used to offset the salary line in Senior Services. Mrs. Schippert read a thank you note from a client to Nancy Reep. Nancy Reep retired last Monday. Mrs. Schippert shared the Adult Protective Services (APS) and Care Coordination audits results. A note from Joe Jones stating ICPHD has done a good job on the liquor control inspections was also shared.

REVIEW AND APPROVE SOCIAL MEDIA POLICY: After review of the social media policy, Michelle Fairley asked for the term “should” in the policy be changed to “will” in the appropriate places and for an annual review of the policy with employees’ signature acknowledgement be placed on file. Violation of the social media policy is covered under the Standards of Conduct policy. Motion made by Dr. Zumwalt, seconded by Lisa Breymeyer, to approve the presented Social Media policy pending changing “should” to “will” in the appropriate places and add into the policy employees’ annual review and signature acknowledgment to be kept on file. Motion approved by voice vote. ICPHD will also review their HIPAA policy annually as well. These policies will be included with ICPHD’s annual safety training.

REVIEW AND APPROVE 2017 ANNUAL REPORT: Motion was made by Dr. Reddy, seconded by Dr. Zumwalt, to approve the fiscal year 2018 annual report. Motion approved by roll call vote: Aye – Lisa Breymeyer, Michelle Fairley, Dr. Reddy, Dr. Tungate, Dr. Zumwalt.

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

OLD BUSINESS: No old business.

NEW BUSINESS: Mrs. Schippert stated there are two items she would like the board’s consideration on: contributing to the county salt costs at the administrative center and retrofit fluorescent light fixtures to LED bulbs for the health department. Further discussion to be held at the next full Board of Health meeting.

ADJOURNMENT: Dr. Reddy made a motion, seconded by Dr. Zumwalt, to adjourn at 7:34 p.m. on Wednesday, May 2, 2018. Motion approved by unanimous voice vote. The next scheduled full Board of Health meeting is Wednesday, July 5, 2018 at 6:00 p.m. in the Iroquois County Administrative Center Boardroom.

*Thursday
JB*

Lisa Breymeyer, Secretary
 Lisa Breymeyer, Secretary
 Board of Health

7/5/18

 Date