



**Iroquois County Public Health Department  
Board of Health (BOH)  
1001 E. Grant  
Watseka, IL 60970  
August 8, 2018 at 6:00 p.m.**

**MEMBERS PRESENT:**

Mrs. Michelle Fairley, President  
Mrs. Lisa Breymeyer, Secretary  
Ms. Susie Legan  
Mr. Marvin Stichnoth  
Dr. James Tungate  
Dr. Philip Zumwalt

**MEMBERS ABSENT:**

Dr. Aravind Reddy  
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, August 8, 2018. Michelle Fairley, President, called the meeting to order at 6:06 p.m. and asked Lisa Breymeyer, Secretary, to call the roll.

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

**PUBLIC COMMENTS:** None

**APPROVAL OF JULY 5, 2018 BOH MEETING MINUTES:** Motion made by Lisa Breymeyer to approve the BOH meeting minutes of July 5, 2018. Motion seconded by Dr. Zumwalt and approved by unanimous voice vote.

**ICPHD ADMINISTRATOR REPORTS:**

- a. Grants and Contracts Update – The Grants and Contracts listing was included in the board packet. Mrs. Schippert stated IDPH has decided to bundle grants. The bundle for ICPHD will consist of Local Health Protection, Safe Drinking Water, Lead Poisoning Case Management, Vector Control, Body Art, Tanning Inspection, and the VFC (Vaccines for Children) contract. Next year this bundle will be a 3-year grant. Notification on the Illinois Tobacco Free Communities grant indicates it will be reduced by approximately \$714. Preschool Vision and Hearing grant dollars should remain the same as last year. Radon and radon mitigation was discussed. The board discussed the bill raising the minimum age of legal access to tobacco products from 18 to 21. The bill has passed both the House and the Senate and is now awaiting the governor's approval.
- b. ICPHD Programs Update – A summary report of programs through July 2018 was included in the board packet. Mrs. Schippert went over the temporary permits numbers increase, the investigation of two cases of cyclosporiasis, the rabies cases, and the new shingles vaccine. Mrs. Schippert reviewed the childhood immunizations numbers and explained how other providers in the area and MCOs effect this number. Mrs. Schippert stated the Community Care Program has been increasing, bringing the current number of clients, as of today, to 165. The Total Clients on Services number does not include the pre and post-screens, need based reassessments, or the 3-month follow-up case management on all cases. These responsibilities are in addition to their regular casework and APS.
- c. IPLAN Update – Champaign-Urbana Public Health District will be helping ICPHD with the health assessment and IPLAN. Total cost will be \$15,000 with \$7,500 due this fiscal year and \$7,500 due in April 2019. Included in the cost is the completed IPLAN and a community health improvement plan booklet. Mrs. Schippert did not apply for an IPLAN extension. She believes the IPLAN for certification will remain a requirement with a larger emphasis on the needs assessment portion.

**REVIEW AND APPROVAL OF CLAIMS FOR JULY 2018:** The claims listing for July was distributed for review. Mrs. Schippert explained the HIPAA training is for updates and information on formulating a HIPAA plan. ICPHD is still offering free well water testing kits. Marvin Stichnoth made a motion, seconded by Dr. Zumwalt, to approve the

July bills. Motion was approved by roll call vote: Aye – Lisa Breymeyer, Michelle Fairley, Susie Legan, Marvin Stichnoth, Dr. Tungate. Absent: Dr. Reddy, Dr. Yergler.

**REVIEW AND APPROVE ICPHD JOB DESCRIPTIONS:** Four new job descriptions, Vision & Hearing Technician/Reception, Supervisor of Senior Services, Director of Senior Services, and Supervisor of Environmental Health, were included in the board packets for review. Mrs. Schippert explained there was a fifth job description, Sr. Services Professional, which just needed to reflect a reporting change from Supervisor to Director. The two supervisors will only supervise in the absence of their director. Michelle Fairley stated there should be a log of when the directors are out and who the acting supervisor is. Mrs. Schippert informed the board that ICPHD’s current Vision & Hearing Technician decided to go to part-time, working 3 days a week. An offer for another part-time employee for vision & hearing/receptionist to work 3 days a week during the school year and 2 days a week in the summer months has been accepted. A motion was made by Lisa Breymeyer, seconded by Susie Legan, to approve the job descriptions as listed. Motion approved by unanimous voice vote.

**REVIEW APPROVE FISCAL YEAR 2019 BUDGET:** Mrs. Schippert explained that two new expense items were included for FY19. These two expenses, line item Other under the Administrative budget, are county contributions to utilities and maintenance. Mrs. Schippert emphasized this is not rent. Mrs. Schippert stated she is not opposed to a volunteer contribution to maintenance and utilities, but the final decision is up to the board. The dollar amount in this line item (\$10,000) is specific to the county’s utilities (\$5,000) and the county maintenance (\$5,000) line items and not into the county’s general fund account. Mrs. Schippert stated Maintenance Supervisor, Chris Drake, has been very helpful to the health department. Dr. Tungate questioned the calculation of this dollar amount. Mrs. Schippert explained the overrun of salt costs last year for the county’s maintenance department, stating there was some discussion of only salting the sidewalks. Mrs. Schippert explained she based her calculation to the maintenance department on approximately 25% of the county’s salting costs last year. Marvin Stichnoth questioned whether the courthouse area was included in the salt expense last year. Dr. Tungate stated there was no justification to make this contribution. Discussion continued regarding justification of the contribution and the health department’s tax levy. Mrs. Schippert explained as future grant amounts are reduced, every health department is going to become more dependent on their tax levy.

A motion was made by Lisa Breymeyer, seconded by Marvin Stichnoth, to go into Executive Session for the purpose of – 5 ILCS 120/2(c): The Appointment, Employment, or Compensation of Public Employees. Motion approved by voice vote with no opposition at 7:06 p.m. on Wednesday, August 8, 2018.

**EXECUTIVE SESSION – 5 ILCS 120/2(c): The Appointment, Employment, or Compensation of Public Employees:** Return to regular session at 8:06 p.m. on Wednesday, August 8, 2018. Lisa Breymeyer called the roll. Present - Lisa Breymeyer, Michelle Fairley, Susie Legan, Marvin Stichnoth, Dr. Tungate, Dr. Zumwalt.

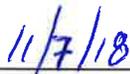
**APPROVE FISCAL YEAR 2019 BUDGET:** Dr. Zumwalt made a motion, seconded by Marvin Stichnoth, to approve the budget as presented. Roll call vote was taken. Yea – Lisa Breymeyer, Michelle Fairley, Marvin Stichnoth, Susie Legan, Dr. Zumwalt. Nay – Dr. Tungate. Motion approved.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** Susie Legan made a motion, seconded by Lisa Breymeyer, to adjourn at 8:08 p.m. on Wednesday, August 8, 2018. Motion approved by unanimous voice vote. The next scheduled full Board of Health meeting is Wednesday, November 7, 2018 at 6:00 p.m. in the Iroquois County Administrative Center Boardroom.

  
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Lisa Breymeyer, Secretary  
Board of Health

  
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Date