



**Iroquois County Public Health Department  
Board of Health (BOH)  
1001 E. Grant  
Watseka, IL 60970  
November 7, 2018 at 6:00 p.m.**

**MEMBERS PRESENT:**

Dr. Aravind Reddy, Vice-President  
Mrs. Lisa Brey Meyer, Secretary  
Ms. Susie Legan  
Mr. Marvin Stichnoth  
Dr. Rodney Yergler  
Dr. Philip Zumwalt

**MEMBERS ABSENT:**

Mrs. Michelle Fairley, President  
Dr. James Tungate

**OTHERS PRESENT:**

Mrs. Dee Ann Schippert, ICPHD  
Mrs. Sandy Sikma, ICPHD  
Mrs. Taylor Eades

**CALL MEETING TO ORDER:** Dr. Reddy, Vice President, called the Iroquois County Public Health Department Board of Health meeting to order at 6:07 p.m. on Wednesday, November 7, 2018, in the boardroom of the Administrative Center. Roll call was taken. Absent were Michelle Fairley and Dr. James Tungate.

**APPROVE AGENDA:** Lisa Brey Meyer made a motion to approve the agenda. Motion seconded by Dr. Reddy and approved by a voice vote.

**PUBLIC COMMENTS:** No public comments.

**APPROVAL OF AUGUST 8, 2018 BOH MEETING MINUTES:** A copy of the BOH minutes was distributed for review and approval. Dr. Reddy asked if grants that were previously separated were now bundled, Mrs. Schippert confirmed that several grants were bundled under the Comprehensive Local Health Protection Grant and mentioned that she would go over this more while reviewing the grants and contracts list. Dr. Zumwalt made a motion to approve the August 8<sup>th</sup>, 2018 meeting minutes. Motion seconded by Mrs. Brey Meyer and approved by a voice vote with no oppositions.

**APPROVAL OF SEPTEMBER 4, 2018 BOH FINANCE COMMITTEE MEETING MINUTES:** A copy of the BOH Finance Committee meeting minutes was distributed for review and approval. Lisa Brey Meyer made a motion, seconded by Zumwalt to approve the meeting minutes of September 4, 2018. Motion approved by voice vote with no oppositions.

**APPROVAL OF OCTOBER 3, 2018 BOH FINANCE COMMITTEE MEETING MINUTES:** A copy of the BOH Finance Committee minutes was distributed for review and approval. Lisa Brey Meyer made a motion, seconded by Zumwalt to approve the meeting minutes of October 3, 2018. Motion approved by voice vote with no oppositions.

**REVIEW AND APPROVAL OF CLAIMS FOR OCTOBER 2018:** The claims listing for October was distributed for review and approval. Dr. Reddy asked if these claims were already approved, Mrs. Schippert clarified that claims for October 2018 would be approved as a full board. Mrs. Brey Meyer asked if the custom data processing renewal taken out of environmental health was for every department. Mrs. Schippert clarified that this program is specifically designed for food, water, and septic and therefore specific to environmental health. Dr. Reddy asked for clarification regarding non-clinician user subscription charge from CDP, Mrs. Schippert explained that this charge is for the bill processor. This program takes 14% of ICPHD revenue but is still considered a benefit because they acquired contracts with insurance companies and MCOs. Additionally, ICPHD does not have to chase claims. Mrs. Schippert noted that without CDP, ICPHD would need to hire another person. Mrs. Sikma enters all data needed but CDP handles the actual billing. Dr. Reddy asked about a charge from Area-Wide Technologies. Mrs. Schippert explained that Iroquois County hired Area-Wide therefore ICPHD does not have a choice to use a different I.T. service. ICPHD purchased two tablets for the senior service department employees. Due to the nature of their services, senior services needs special programs to protect client confidentiality. These programs had to be installed on each tablet, Area-Wide charges \$90/hour to install. This charge includes not only the tablet bud

additionally monitors, keyboards, stylus pens, portable printers, and installation fees included in a bundled deal. IDPHD is experiencing issues with the new tablets but Area-Wide agreed to resolve the issue. Mrs. Brey Meyer asked how many years use are expected out of the tablets, Mrs. Schippert said roughly 4. Mrs. Brey Meyer moved to approve the claims for October, seconded by Dr. Yergler. Motion approved by roll call vote: Aye- Lisa Brey Meyer, Susie Legan, Dr. Reddy, Marvin Stichnoth, Dr. Yergler, Dr. Zumwalt; Absent- Michelle Fairley, Dr. Tungate.

#### ICPHD ADMINISTRATOR REPORTS:

- a. Grants and Contracts Update- The Grants and Contracts listing was included in the board packet. Mrs. Schippert explained that The Comprehensive Health Protection Grant (CHPG) is comprised of what use to be several individual grants including Local Health Protection, Lead Poisoning Prevention & Response, Tanning, Body Art, and Vector Surveillance & Control. Mrs. Schippert stated that the total of the Comprehensive Health Protection Grant for fiscal year 2019 as compared to the total of all individual grants for fiscal year 2018 is approximately \$12,000 larger. This is due to ICPHD now being considered a lead delegate. Mrs. Schippert stated that the Preschool Vision & Hearing Screenings Program Grant was not finalized but representatives verbally told her ICPHD would received the same allocation amount as the previous year. When the grant is complete it will be retroactive to July 1<sup>st</sup>. ICPHD is continuing vision and hearing screenings despite grant delay.
- b. ICPHD Programs Update- A summary report of programs through October was included in the board of health packet. Mrs. Schippert stated that only 2 out of 19 water samples came back unsatisfactory in the month of October. Compared to previous months, waters samples are improving. It is a testament to well owners who are chlorinating and mitigating their wells properly. ICPHD has been supplying water testing (previously \$15) free of charge due to the flooding and water issues the county has been experiencing. Mrs. Schippert asked for the board's approval to continue this practice, all agreed. Dr. Reddy asked if ICPHD instructed well owners what steps to take when test come back unsatisfactory. Mrs. Schippert confirmed that ICPHD provides instructions. Mrs. Schippert stated that childhood immunizations have increased for the month of October. Of the 203 childhood immunizations given approximately 50 were private pay, the remainder were from the Vaccines for Children Program. Mrs. Brey Meyer inquired about Hepatitis C cases. Mrs. Schippert stated that the number of cases are not outbreak related but rather due to an increase in testing. Mrs. Schippert noted the number of flu clinics. ICPHD does not require an appointment for flu vaccines unless requested by the client, which has been successful.
- c. Administrator Comments- Mrs. Schippert noted that ICPHD had an ECIAAA audit. None of the issues found were programmatic, all 10 were regarding policy and of that 8 were regarding financial policies and new GATA requirements. Iroquois County is currently working to resolve this issue along with their auditing firm, Clifton, Larson, Allen. ECIAA is aware of this and satisfied. Mrs. Schippert discussed ICPHD's IPLAN process. The first meeting was held October 16, 2018, approximately 45 community members. The next step in this process includes a survey (provided on table for board members) Mrs. Schippert asked that board members complete survey. The next IPLANN meeting will be held Tuesday November 12<sup>th</sup>, 2018 from 10 AM to 1 PM. At this meeting, survey result will be reviewed and priorities will be selected. It is important to note that the priorities selected may not fall under the jurisdiction of the health department.

**REVIEW FINANCIAL DATA FOR FISCAL YEAR 2018:** The complete October Revenue & Expense (R&E) report was not available due to changes in the county finance office. Mrs. Schippert assured board members that ICPHD finances were on track to end the fiscal year under budget. ICPHD may not need to use the contingency fund. Mrs. Schippert reminded the board of a well needing to be drilled. ICPHD has not needed to use most of its \$7500 Med Lines, all treatments needed by clients were paid for by private insurance or medical card. ICPHD will fall under budget on service contracts, it was originally budgeted \$20,000 to hire a consultant for IPLAN. The cost is \$7500 out of this years budget and \$7500 out of next years budget, totally only \$15,000. Mrs. Schippert also noted that ICPHD will be over budget on salaries for fiscal year 2018. This is due to employee retirement benefit payments and new employee cost. Overall ICPHD will remain under budget.

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

**REVIEW AND APPROVE PUBLIC HEALTH ADMINISTRATOR CONTRACT:** : Motion was made by Dr. Zumwalt and seconded by Dr. Reddy to approve the 2-year contractual agreement to employ Dee Ann Schippert as ICPHD Public Health Administrator with a 2.5% increase the first year. Motion approved by roll call vote: : Aye- Lisa Breymeyer, Susie Legan, Dr. Reddy, Marvin Stichnoth, Dr. Yergler, Dr. Zumwalt; Absent- Michelle Fairley, Dr. Tungate.

**ESTABLISH AND APPROVE BOARD OF HEALTH MEETING DATES FOR FISCAL YEAR 2019:** A suggested meeting date schedule was included in board packets for review. Discussion held on meeting dates. Dr. Yergler made a motion to approve the Board of Health meeting dates for fiscal year 2019 as amended. Motion seconded by Ms. Legan and approved by unanimous voice vote.

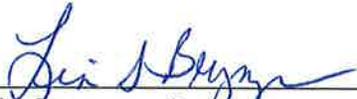
**ELECT BOARD OF HEALTH OFFICERS FOR FISCAL YEAR 2019:** Dr. Yergler made a motion, seconded by Mr. Stichnoth, to maintain the current slate of officers. Motion approved by unanimous voice vote. Board of Health Officers for fiscal year 2019: President Michelle Fairley, Vice-President Dr. Reddy, Secretary Lisa Breymeyer.

**ELECT BOARD OF HEALTH FINANCE COMMITTEE AND OFFICERS FOR FISCAL YEAR 2019:** Dr. Yergler made a motion, seconded by Dr. Reddy, to keep the Board of Health Finance Committee the same. Motion approved by unanimous voice vote. Board of Health Finance Committee member for fiscal year 2019: Dr. Zumwalt, Lisa Breymeyer, Marvin Stichnoth.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** Dr. Zumwalt made a motion, seconded by Dr. Reddy, to adjourn at 7:03 p.m. on Wednesday, November 7, 2018. Motion approved by unanimous voice vote. The next scheduled full Board of Health meeting is Wednesday, January 9, 2019 at 6:00 p.m. in the Iroquois County Administrative Center Boardroom. The next Board of Health Finance Committee meeting is Wednesday, December 5, 2018 at 1:00 p.m. in the office of the Public Health Administrator.

  
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Lisa Breymeyer, Secretary  
Iroquois County Public Health Department  
Board of Health

  
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Date