



**Iroquois County Public Health Department
Board of Health (BOH)
1001 E. Grant
Watseka, IL 60970
July 10, 2019 at 6:00 PM**

MEMBERS PRESENT:

Mrs. Michelle Fairley, President
Mrs. Lisa Breymeyer, Secretary
Ms. Susie Legan
Dr. Rodney Yergler
Dr. James Tungate

MEMBERS ABSENT:

Dr. Aravind Reddy, Vice-President
Dr. Philip Zumwalt
Mr. Marvin Stichnoth

OTHERS PRESENT:

Mrs. Dee Ann Schippert, ICPHD
Mrs. Taylor Eades, ICPHD
Mr. Ryan Wheeler, ICPHD

CALL MEETING TO ORDER: Mrs. Fairley, President, called the Iroquois County Public Health Department Board of Health meeting to order at 6:02 PM on Wednesday, July 10, 2019, in the boardroom of the Administrative Center. Roll call was taken.

APPROVE AGENDA: Dr. Tungate made a motion to approve the agenda. Motion seconded by Dr. Yergler and approved by a voice vote.

PUBLIC COMMENTS: No public comments.

APPROVAL OF May 8, 2019 BOH MEETING MINUTES: A copy of the BOH meeting minutes was distributed for review and approval. Dr. Tungate made a motion to approve the May 8, 2019 meeting minutes as presented. Motion seconded by Mrs. Breymeyer and approved by voice vote with no oppositions.

APPROVAL OF June 5, 2019 BOH FINANCE COMMITTEE MEETING MINUTES: A copy of the BOH Finance Committee minutes was distributed for review and approval. Mrs. Breymeyer made a motion, seconded by Ms. Legan to approve the meeting minutes of June 5, 2019 as presented. Motion approved by voice vote with no oppositions.

REVIEW AND APPROVAL OF CLAIMS FOR JUNE 2019: A claims listing for June was included in member packets for review and approval, discussion was held. Dr. Yergler moved to approve the claims for February as presented. Motion seconded by Mrs. Breymeyer. Motion approved by roll call vote: Aye- Lisa Breymeyer, Michelle Fairley, Suzie Legan, Dr. James Tungate, Dr. Rodney Yergler. Absent- Dr. Aravind Reddy, Mr. Marvin Stichnoth, Dr. Phillip Zumwalt.

Mrs. Schippert distributed a copy of ICPHD's cash balance as of July 10, 2019. Mrs. Schippert noted that the current balance was without this fiscal year's tax levy. Mrs. Schippert noted there was not an accurate revenue and expense report to distribute. Discussion was held regarding staffing changes in the Iroquois County Finance Office.

REVIEW PRELIMINARY BUDGET FOR FISCAL YEAR 2020: A preliminary copy of the fiscal year 2020 budget worksheet and justification notes was included in member packets for review. Mrs. Schippert stated the ICPHD fiscal year 2020 budget would not be released until after board approval. Mrs. Schippert proposed a 3% COLA increase for all ICPHD employees. All present board members expressed they were comfortable with the 3% COLA increase. Discussion was held regarding group health insurance. Mrs. Schippert explained that the significant increase in group insurance cost was due to new staff members potentially opting for insurance policies to include family, child or spouse coverage. Mrs. Breymeyer inquired about the decrease in service contracts. Mrs. Schippert explained that ICPHD would not need to pay for an IPLAN contract in FY2020. Discussion was held regarding utilities and maintenance contributions. Mrs. Schippert stated that ICPHD previously contracted with CDP for their food program operating system. Last spring the Iroquois County Board of Health and Iroquois County Board adopted the 2017 FDA food code. Mrs. Schippert explained that CDP's program did not operate effectively with the changes brought with the 2017 FDA food code and that Ryan Wheeler, Director of Environmental Health was use to a program called Digital Health Department, which is used by many other health departments in the State of Illinois. Discussion was held regarding yearly fees and set up cost associated with setting up Digital Health

Department. Mr. Wheeler explained that Digital Health Department would cover food, water, and septic programs along with complaints. Discussion was held regarding Iroquois County IT contracted services and ICPHD contributions to the IT fund. Mrs. Schippert proposed increasing the contingency fund to include the price of a new refrigerator because ICPHD was experiencing issues with their current refrigerators; discussion was held. Mrs. Fairly suggested listing the refrigerator as its own line item.

ICPHD ADMINISTRATOR REPORTS:

- a. Grants and Contracts Update- A Grants and Contracts listing for FY19 was included in Board of Health packets. Mrs. Schippert explained that an updated and restructured Grants and Contracts listing for FY20 would be included in August's Board of Health packets. Mrs. Schippert stated the new Comprehensive Health Protection Grant would now bundle seven previously separated grants. Discussion was held regarding ICPHD participation in the Vaccines for Children Compliance Program. Board of Health members agreed it was in ICPHD's best interest to not apply for that portion of the grant. Discussion was held regarding grant allocation amounts. Mrs. Schippert stated school nursing contracts were signed and returned for the same amount as the previous contracts. Discussion was held regarding the Illinois State Board of Education taking over the Summer Food Program.
- b. ICPHD Programs Update- A summary report of programs through June was distributed for review. Discussion was held regarding ICPHD reportable program numbers.
- c. Administrator Comments- Mrs. Schippert distributed new a organizational chart to reflect the recent staffing changes at ICPHD. Discussion was held regarding additional environmental health staff. Discussion was held regarding ICPHD tobacco grant requirements because of being temporarily understaffed. Mrs. Schippert has been in contact with IDPH tobacco program representatives who have agreed to do a site visit and educate new environmental health employees on the program.

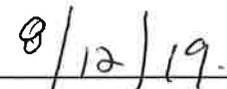
EXECUTIVE SESSION – 5 ILCS 120/2(c): The Appointment, Employment, or Compensation of Public Employees: N/A

OLD BUSINESS: No old business.

NEW BUSINESS: Mrs. Schippert distributed a copy of the July 2, 2019 Iroquois County Board Health Committee meeting minutes, which would normally be distributed at the August Board of Health meeting. Mrs. Schippert noted several errors she noticed and reported to the Iroquois County Board. Mrs. Schippert stated she requested an amendment to the July 2, 2019 Iroquois County Board Health Committee meeting minutes. Discussion was held regarding Mrs. Schippert's expectations and accuracy standards for meeting minutes. Mrs. Schippert informed Board of Health members of a possible hearing request from a mobile food vendor who would like to come to Iroquois County and requested a seasonal food permit. Discussion was held regarding seasonal food permits for which the 2019 FDA food code does not allow provisions. Discussion was held about possibly rescheduling the August 7, 2019 Board of Health meeting.

ADJOURNMENT: Mrs. Breymeyer made a motion, seconded by Dr. Yergler to adjourn at 7:44 PM on Wednesday, June 10, 2019. Motion approved by unanimous voice vote. The next scheduled full Board of Health meeting is Wednesday, August 7 at 6:00 PM in the Iroquois County Administrative Center Boardroom.


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


 Date