

## Henry County Health Board Meeting September 26, 2018

**Members Present:** Jan Berghult, Breanne Cinnamon, DPT, Denise Haga, Jan May, and Art Cajigal, MD

**Members Absent:** Emily Snell, Thomas VanVooren, DMD Crystal Snider, MD

**Also present:** HCHD Staff: Duane Stevens, Administrator; Sandy Sommer, Dorothy David, RaeAnn Tucker-Marshall, Kelli Humphrey and Naomi Stahl.

### **MINUTES**

**Agenda Item:** I. Call to Order

**Discussion/Evaluation:** The quarterly meeting of the Henry County Health Board was held on September 26, 2018 at the HCHD office in Kewanee.

**Action:** President Jan Berghult called the meeting to order at 6:30 p.m. with 5 members in attendance.

**Conclusion/Follow Up:** None

**Agenda Item:** II. Introductions

**Discussion/Evaluation:** None

**Agenda Item:** III. Approval of Minutes

**Discussion/Evaluation:**

**Action:** Denise Haga made a motion to approve the minutes of the June 6, 2018 meeting as presented. Motion was seconded by Dr. Cajigal, all were in favor and the motion carried.

**Agenda Item:** IV. Comments from Visitors/Presentations

**Discussion/Evaluation:** None

**Agenda Item:** V. Department Overview - Informational Items

A. Monthly Reports

**Discussion/Evaluation:** The Incident Report and Complaint Management Report through July were included in packets sent to Board members prior to the meeting.

1. **Incident Report:** There were 4 incidents in June and 3 in July, summaries were included.
2. **Complaint Management:** There was 1 complaint in June and no complaints in July. A summary was included.
3. **Home Care:** Home Health information was provided. In July, there were 302 visits and 10 admissions. Home Services had 8,425.25 hours of services to 351 clients in July.

**Action:** None

**Conclusion/Follow Up:** None

## B. Clinic Services

**Discussion/Evaluation:** Sandy reported that our Family Planning Audit was completed. It went very well and was provided very positive feedback. The clinic has been busy with our new Nurse Practitioner, Marilou Johnson.

**Conclusion/Follow Up:** None

## C. Environmental Health

**Discussion/Evaluation:** Dorothy highlighted that there during mosquito surveillance, four pools (out of 27) came back positive for West Nile Virus, which aids to our vector control program funding.

**Conclusion/Follow Up:** None

### 1. Food Ordinance Changes

**Discussion/Evaluation:** We have a lot of ordinance changes due to IDPH adopting the new food code changes which incorporate the 2017 FDA Code. The new Illinois Food Inspection sheet will not have scores or grades. Instead, critical and minor violations will be replaced with priority, priority foundation and core violations.

**Action:** Jan May made a motion to recommend changes of the Henry County Food Ordinance to the Henry County Board. Brea Cinnamon seconded, all were in favor and the motion carried.

**Conclusion/Follow Up:** Jan May will take the recommendation to the Henry County Board.

### 2. Food Fee Schedule Change

**Discussion/Evaluation:** Fees are charged to offset costs such as food borne illness investigations for establishments exempted under the ordinance. The late fee has increased, however temporary events will not have late fees. A repeat violation fee of \$100 is new.

**Action:** Jan May made a motion to approve the Food Fee Schedule Changes. Brea Cinnamon seconded, all were in favor and the motion carried.

**Conclusion/Follow Up:** None

## D. Emergency Preparedness

**Discussion/Evaluation:** Duane referred to the report provided in the packet. Nine Health Department employees attended an All Hazards Incident Management Team Tier 3 Event training.

**Action:** None

**Conclusion/Follow Up:** None

## E. Health Promotion

**Discussion/Evaluation:** RaeAnn reported on all the promotions of our new provider. She reported that the Health Department is gearing up for flu clinics. There will be 12 community clinics. We will be promoting our clinic services to the Blackhawk College East Campus students. November is Home Health month and Veteran's Day, so we will promote our VA services.

**Action:** None

**Conclusion/Follow Up:** None

## **Agenda Item:** VI. Financial Report

Revenues should be at or above 66.67% at this time and are at 60.01%. Expenditures should be at or below 66.67% and are at 59.43%. The current bank balance at the end of July was \$985,571.74. August balance was \$875,000. We are steadily receiving FY 18 Medicaid monies. \$186,913 has been awarded for 5 grants, but we won't see payments until 2019. The financial auditors have conducted the FY 17 audit process. The CCP program is \$301,000 behind in payments.

**Agenda Item:** VII. Action Items

A. Election of Officers

**Action:** Jan May made a motion to nominate the current slate of officers Jan Berghult, President; Tom VanVooren DMD, Vice President; Emily Snell, Secretary and Jan May, Treasurer. Denise Haga seconded, all were in favor and the motion carried.

**Conclusion/Follow Up:** None

**Agenda Item:** VIII. Old Business

A. Discussion & Approval of Acquisition of New Clinic Site

**Discussion/Evaluation:** Architects compared renovating the Jager Agency and building a new building on Third Street. The Jager Agency has since been negotiating a sale of the building with another organization. The Jager Agency was also going to cost close to \$2 million, and a new building closer to \$1.6 million. With money we have allocated in the building fund, we would still come up short. The County agreed to levy \$400,000 more to ensure we could build. There's an unknown purchase price to the property on Third Street. The architects recommend not making an offer until we conduct an environmental study of the property. The Third Street site is 5.4 acres. There is interest for part of the property by another organization. Bids would go out and would need to be due back by February for building in April. A letter of intent was drafted with a proposed purchase price of the Third Street property of \$49,000.00.

**Action:** Jan May authorized Duane to pursue negotiations. Brea Cinnamon seconded. Roll Call vote was taken – 5 yes: B. Cinnamon, D. Haga, J. May, A. Cajigal and J. Berghult; 3 absent; and motion carried.

**Conclusion/Follow Up:** None

**Agenda Item:** IX. New Business

A. Personnel Policy Changes

**Discussion/Evaluation:** Policy 303 Vacation- It is difficult to operate a clinic with the number of current Holidays the county has maintained. In an effort not to reduce benefits, 5 days of vacation have been substituted for Holidays.

Policy 305 Holidays – A new Holiday schedule revised to be more accommodating to the public.

Policy 307 Sick Leave – Changes were made to convert hours to full days.

Policy 502 Work Schedule - Changes were made to convert hours to full days.

Policy 702 Drug and Alcohol Use – Changes match Henry County Courthouse policy.

**Action:** Denise Haga made a motion to approve all policy changes. Dr. Cajigal seconded, all were in favor and the motion carried.

**Conclusion/Follow Up:**

**Agenda Item:** X. Adjournment

**Discussion/Evaluation:** None

**Action:** Jan May made a motion to adjourn at 7:05 p.m., seconded by Brea Cinnamon. Motion carried via voice vote.

**Conclusion/Follow Up:** The next quarterly meeting of the Health Board will be December 5, 2018, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: \_\_\_\_\_