

TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
August 24, 2009

Members Present: Chuck Bowen, Gary Burton, Dennis Caffery, Bill Ebert, Peggy Flannigan, Mike Godar, Mike Harris, Rich Karneboge (arrived 6:48pm), and Jamie Walsh.

Staff present: Amy Tippey, Janet Johnson, Ev Neavear and Sarah Fenton.

Members Absent: Bill Edwards and Gerald Stonecipher.

President Chuck Bowen called the scheduled monthly Board of Health meeting to order at 6:34 p.m. in the Health Center, Tremont.

Motion by Member Burton, second Member Ebert to approve minutes for 7-27-09. On voice vote; **motion carried.**

Agenda changes: None.

Handouts: Grant Title FY10-FY06 for Revenue, H1N1 Draft Clinic Schedule October-November 2009, and Tazewell County Environmental Health Fees Receipt.

Reports:

Item 1: Funding Update- Administrator Tippey informed members that the department is still owed \$292,000 in back payments for services prior to July 2009. The department is also still unaware of pending grant status for Solid Waste Enforcement and PHER funding of approximately \$249,697 is expected but no contracts have been received. PHER funding is to have three phases, with the first two for planning and the third for implementation of the H1N1 vaccine activities. Administrator Tippey confirmed that the department would not receive funding for the Heart Smart for Women program due to State funding. Contracts either in process or promised were reflected in the revenue figures as presented by Administrator Tippey.

Item 2: Personnel Update- Administrator Tippey informed the Board layoff notices were issued in early August to four full-time and one part-time staff. Two of the full-time staff were called back as a result of funding for their specific grants prior to actual layoff. The Hearing & Vision program was reinstated and services would continue to be provided per grant requirements and additionally to schools/districts willing to pay for the services provided. The three other positions are still in the layoff process. The department did receive the once terminated Local Health Protection and Teen Reach funds for FY10. This allows for nursing positions to be filled as they arise and fill those already vacant.

Member Harris stated that last year the Board was late with Administrator Tippey's evaluation and this year recommended that it be started before budget. Member Bowen planned to address issue later in the meeting under Announcements to have volunteers for the process.

Member Karneboge arrived at 6:48 pm.

With a decrease in maintenance staff, Administrator Tippey stated that mowing on the larger scale around the complex will decrease. Around the buildings and down the lane will be the primary focus. David Jones, David Zimmerman and all the surrounding building Department Heads were all informed.

Item 3: County Budget Timeline- Administrator Tippey was behind on providing budget projections to the County Administrator due to other obligations. She requested assistance from the Board in advance of the regular September meeting to prepare Budgets to present to the County Board. Members volunteered to set a date at the end of the meeting to review budget figures, not including personnel or benefits.

Item 4: H1N1 Update- Administrator Tippey discussed the process and information that had been received by the department in preparation for H1N1. See presented information in mailed packets. Handed out Draft Clinic Schedule October-November 2009. Reviewed six priority areas for vaccination, not value to each area, all were equal. The Department expects vaccine by mid-October and plan for two shots per person, 21-28 days apart. Nasal mists were also being formulated. Target population for Tazewell County in the priority areas was expected to be at 40,000. Explanations of the Clinic Schedule plans were provided. With the schedule presented, EH will continue to run, WIC will continue to see clients and Administrative services will continue to function. The uptake was hard to predict and community demand is unknown. The media perception and actual H1N1 occurrences would be deciding factors in uptake. Member Flannigan stated that Tremont, District 702 was not on the schedule, Administrator Tippey would correct and inform Board of date. Volunteers would be welcome in the clinic schedules from PRN staff, EMA, MRC and student nurses. Member Caffery questioned information being shared with medical providers. The State was to inform providers of option to receive vaccine, not necessarily commit to distribute. Member Caffery was unaware of registration process and Director Fenton would provide him the website information to register as a provider. Administrator Tippey requested input of possibility of charging an Administration Fee for the vaccine but wanted to proceed with what the Board felt was acceptable. The fee suggested would be ten dollars per dose. The issue of charging could vary from County to County and cause media/public confusion. Other issues discussed relating to charging were: audited grant deliverables, lack of funding from PHER to re-coop all costs for process, the public uptake could decrease due to charge, private offices could and probably would charge a fee and true costs are unknown. Member Godar asked if a budget had been completed for H1N1 costs and Administrator Tippey had not done so in detail but would complete a budget to present to the Board at a later date. Member Godar recommended it be presented to County Board, Administrator would keep them informed but truly felt the decision would be a Board of Health decision. Member Godar believed the costs should be evaluated to determine if the Public Safety Sales Tax could be utilized.

Action:

Item 1: Environmental Health Fees- Director Neavear presented information mailed in packets related to the increase and implementation of related Environmental Health fees (See packet). Seventeen fee revisions/implementations were presented individually. Director Neavear explained that fees related to Food Establishments and Geothermal wells were set by the County Board; Septic & Well fees were implemented by the State of Illinois. Costs were evaluated in relation to field and administrative staff time, postage, mileage, sample costs, and where TCHD related to surrounding counties in comparison. At the request of Member Godar, a handout was provided of current EH fees; see Tazewell County Environmental Health Fees Receipt.

Member Ebert recognized the time taken by Director Neavear to present the proposed fees, acknowledged her expertise and questioned how she could re-evaluate to where the Board would know better. Member Harris requested that she review costs in relation to staff time and determine what increases would be needed to re-coop actual program costs.

Motion by Member Ebert, second by Member Caffery to approve all fees as presented by Director Neavear. Member Harris requested roll call vote. **Denied by Roll Call Vote.** Aye: Ebert and Walsh. Nay: Bowen, Burton, Caffery, Flannigan, Godar, Harris and Karneboge. Absent: Edwards and Stonecipher.

Motion by Member Godar, second by Member Burton to approve Operation Septic Inspection of \$100, Operational Well Inspection of \$100 and new fee for Both Septic & Well combined for \$150 as presented. On voice vote; **motion carried.**

Motion by Member Burton, second by Member Harris to approve Priority Operational Inspection of \$200 for each or \$275 for both. Discussion held for clarification. **Call for Question by Member Harris.** On voice vote: **motion denied.**

Motion by Member Burton, second by Member Karneboge to approve Septic Permit for \$100. On voice vote; **motion carried.**

Motion by Member Godar, second by Member Karneboge to approve Re-inspection Fee for Operational Well and Septic for \$50 each. The fee for Septic would be lowered to \$50 to match the Well fee. On voice vote; **motion carried.**

Motion by Member Godar, second by Member Burton to approve Temporary Food Permit Fee for a ten dollar penalty in addition to the pre-pay amount if not submitted within the five day submittal requirement, not effecting on-site inspection fees. On voice vote; **motion carried.**

Motion by Member Godar, with no second to approve the Food Permit Late Fee Penalty of a 25% renewal fee. No action taken.

Motion by Member Burton, second by Member Godar to approve Septic Contractor Registration for \$50, Operational Contractor Registration Fee for \$25 if registered as a septic contractor for County and \$50 if not County registered, and Annual Effluent for \$50 plus the cost of the sample. On voice vote; **motion carried.**

Motion by Member Godar, second by Member Burton to approve Well Sealing Permit for \$50. On voice vote; **motion carried.**

Seven of the fees were denied approval as presented. Chairman Bowen welcomed Director Neavear to revise those fees and present them again at a later date.

Item 2: TCHD Emergency Operations Plan- Motion by Member Harris, second by Member Burton to approve the summarized plans as presented.

Member Walsh had to leave meeting: time noted at 9:22 pm.

Presentation was given by Members Bowen, Flannigan and Karneboge to summarize the TCHD Emergency Operations Plans. Administrator Tippey thanked them for their work on the review process and encouraged all members to become more familiar with the plans.

On voice vote; **motion carried.**

Item 3: Approve Invoices and Bills for August- Motion by member Ebert, second by Member Harris, after review and presentation of invoices to approve payments for the month of July in the amount of \$1,881.04 and the month of August in the amount of \$131,830.93. **Carried by roll call. Aye: Bowen, Burton, Caffery, Ebert, Flannigan, Godar, Harris and Karneboge. Nay: 0. Absent: Edwards, Stonecipher and Walsh.**

Motion by Member Bowen, second by Member Karneboge to approve single invoice presented for the purchase of syringes in the amount of \$16,884.00 for the H1N1 vaccination program. On voice vote; motion carried.

Motion by Member Burton, second by Member Ebert to allow Administrator Tippey to charge a ten dollar administration fee related to each H1N1 vaccination in upcoming clinic **Approved by Roll Call Vote. Aye: Bowen, Burton, Caffery, Ebert, Flannigan and Karneboge. Nay: Godar and Harris. Absent: Edwards, Stonecipher and Walsh.**

Discussion: Members Harris, Bowen and Karneboge agreed to meet for discussion of Administrator's evaluation. Time to be set by the group to meet prior to schedule of next meeting.

Announcements:

Next scheduled meeting would be on September 16, 2009 as a special meeting for County Budget minus personnel lines, H1N1 Budget and Administrator Evaluation to be held at 6:30 pm in the Health Center, Tremont. The regularly scheduled meeting would be on September 28, 2009 at 6:30 pm.

Member Flannigan moved to adjourn at 10:06 pm, seconded by Member Godar; motion carried.

Respectfully submitted,

Janet S. Johnson

Janet S. Johnson
Business Operations Director