



TAZEWELL COUNTY BOARD OF HEALTH  
Minutes of Meeting  
January 23, 2023

**Members Present:** Gary Burton, Steve Dickey (arrived 6:44), Jay Hall, Rich Karneboge, Sarah Koscica, Gloria Ranney, and Adam Sturdavant.

**Members Absent:** Dave Dingedine, Peggy Flannigan, Bobbi Mullis, Aaron Yoder.

**Staff Present:** Amy Fox, Karla Burress, and Janet Johnson

Vice-President Burton called the scheduled BOH meeting to order at 6:32 pm in the absence of President Mullis. Meeting location in the Board Room, Tremont. There were no Public Comments. Introductions were made for new board member Jay Hall.

**Motion by Member Karneboge** to approve the December 5, 2022, minutes as mailed, **second by Member Ranney.**  
**Motion carried by voice vote.**

**Agenda changes:** Remove Discussion #5 and Action #3 related to Administrator's Evaluation and Discussion #7.

**Handouts:** None.

## Reports-

**Item 1. CRC Closing-** Administrator Fox stated the contact tracers closed out December 31<sup>st</sup>, when the grant ended. We thanked them for their service. They were able to provide us with 2½ years of outstanding service. There were only four staff resigned, two were transitioned to other positions at TCHD which included Julie Hamm who passed away in early December.

**Item 2. Longevity Pay-** Administrator Fox stated the payments were received by staff on this past payroll. The county administrator and finance director were aware. The amounts were the lower of the two options presented since they were not willing to let us mirror what probation uses.

**Item 3. Building Update-** Administrator Fox stated there was a meeting on 12/15/22 with Farnsworth. She passed around the designs. The meeting was to start discussing the drawing, placing of cabinetry, modifying the dental areas, etc. They went to property meeting in January. The county continues to have negotiations with the city for some property adjustments. This puts us on a bit of a hold. Plan is to have some dentists comment on plans for input. Next steps would be when county feels appropriate to move forward – Pekin will need to assist with power setbacks, alleyway direction and curb cuts. Then the bid proposal will be completed and put out for bid.

**Item 4. Finance Report-2021 Audit-** Administrator Fox shared that we finally received the 2021 Audit Report. County had it in August 2022 but had not sent it to us. There were no findings specific to the health department. The county still has some findings to address. We finished the year in the positive, adding to our cash balance. A meeting has been held with the outside auditors to start work for the FY2022 audit. Member questioned the accuracy of investment percentages – Director Johnson will confirm and report next meeting. (Member Dickey arrived at 6:44pm). We will revisit page five shortly. The packet, starting on page 5 are the financials for the health department in detail. Pages 5-17 are old year and pages 18-32 is new year information. The old year information will be provided again next month to capture all income and expense for FY22. The Payment Status Report shows what we are owed for grants at a glance that is outstanding.

**Item 5. Workforce Development Plan Revision Draft-** Administrator Fox pointed out the plan starts on page 33 in the packet. Administrator Fox and Assistant Administrator Burress decided this year to pair up directors and have them work on reviewing all of our plans, since they have been sitting idle through Covid years. Directors Beachy and Goetze took on this plan. It has gone through the directors and supervisors for review. It is for your review and will be brought back for your approval at a later meeting. There will be more plans the remainder of this year.

## **Discussion-**

**Item 1. Community Health Improvement Plan (CHIP) Draft-** Administrator Fox doesn't have the plan tonight. It will come to you in an email between this meeting and the next meeting. It will need to be approved at that time. Peoria City County Health Department is writing the plan for the entire group this time, but it will need to be Tazewell specific after that. It needs to be into the State for the health department certification.

**Item 2. Strategic Planning-SWOT/Mission, Vision, Values-** Administrator Fox mentioned that strategic planning is starting with the staff. Every three years there is an assessment, plan and a strategic plan. During COVID we allowed four years but there is a desire to get back on schedule. Mission, vision and values have been reviewed. The SWOT(Strengths, Weaknesses, Opportunities, and Threats) analysis has been started with staff. Next month in your packet will be a simple form for BOH members to provide their input related to the health department and public health. Staff/BOH information will be presented at a later meeting.

**Item 3. Mass Vax Grant-Final Amount-** Administrator Fox informed the members that this is the grant that came last year after the other Covid Grants. It was around \$629,000 and we were paid in advance of the grant. Unfortunately it came late in the process and most deliverables were being met by other grants. The grant ended December 31<sup>st</sup>. It was projected that we would return around \$161,000, actual return will be \$165,811.28. This was discussed with the County Finance Director, the County Administrator and the outside Auditors to have these funds returned from our FY22 revenue, not this year's budget. The state is then starting a new grant for vaccination focus in the amount of \$200,000 sometime around March. There is a purchase order to approve to process the check and it may be pulled from the initial revenue line and not an expense line.

**Item 4. Additional Line-Item Transfers (500 Fund)-** Administrator Fox pointed out the handout for final FY22 line item transfers. It has already been sent to finance and will go to County Board this month. This is a second batch of revisions. They total \$54,800. Director Johnson also recommended that in the future the county considers fiscal year cutoff prior to line-item transfer deadline so the figures can be fully corrected.

**Item 5. Administrator's Evaluation-** REMOVED

**Item 6. Annual Board of Health Reception (Poquette/Burt Awards)-** Administrator Fox asked the members if April 20<sup>th</sup> would be acceptable to return to Countryside Banquet Facility for our annual reception and awards. Requested members check their calendars, we can also discuss at a later date if there should be a combined April/May meeting. Typically, it is from 5-7pm where the Poquette and Burt Awards will be presented. Staff service awards will also be issued. The Tazewell Public Health Foundation will probably do their raffle baskets at that time as well and present their grants.

**Item 7. Approval of Invoices and Bills-** REMOVED

## **Action-**

**Item 1. Mass Vax Final Amount-** Motion made by Member Karneboge to approve processing a return payment for the Mass Vaccine Grant totaling \$165,811.28 to Illinois Department of Public Health (IDPH) for unused grant funds paid in advance in fiscal year 2022. **Second by Member Dickey.** Motion Carried by Roll Call Vote. Aye: Burton, Dickey, Hall, Karneboge, Koscica, Ranney, and Sturdavant. Nay: 0. Absent: Dingledine, Flannigan, Mullis, and Yoder.

**Item 2. Line-Item Transfers-** Motion made by Member Karneboge to approve the Line-Item transfers as presented in the amount of \$54,800.00 for fiscal year 2022 budget lines. **Second by Member Hall.** Motion Carried by Roll Call Vote. Aye: Burton, Dickey, Hall, Karneboge, Koscica, Ranney, and Sturdavant. Nay: 0. Absent: Dingledine, Flannigan, Mullis, and Yoder.

**Item 3. Administrators Evaluation-** REMOVED.

**Item 4. Approve Invoices & Bills-** Motion made by Member Karneboge to approve invoices totaling \$199,504.99 for 5 batches of bills, 1 batch of Mammos, the December Mileage, and the January Insurance. **Second by Member Dickey.** Motion Carried by Roll Call Vote. Aye: Burton, Dickey, Hall, Karneboge, Koscica, Ranney, and Sturdavant. Nay: 0. Absent: Dingledine, Flannigan, Mullis, and Yoder.

## **Announcements-**

The next scheduled meeting will be Monday, February 27, 2023.  
Picture was taken of present members for our Annual Report.

**Meeting Adjourned by Vice-President Burton, at 7:06pm.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Janet S. Johnson".

Janet S. Johnson, Business Operations Director