



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
February 22, 2021

Members Present by Call In & In Person-Roll Call Conducted: Call In- Bill Atkins, Dave Dingedine, Sarah Koscica, and Adam Sturdavant. **In-Person-** Gary Burton, Rich Karneboge and Bobbi Mullis.

Members Absent: Steven Dickey, Peggy Flannigan, Tricia Larson, Lynne Johnson.

Staff Present on Call: Amy Fox, Karla Burress, and Janet Johnson.

President Burton called the scheduled BOH meeting to order at 6:34pm. No Public Comment.

Motion by Member Karneboge to approve the December 7, 2020 and January 25, 2021 minutes as mailed with **second by Member Mullis. Motion carried by voice vote.**

Agenda changes: None.

Handouts: Newspaper articles emailed to members.

Reports-

Item 1. Finance Report-Year to Date-a. Open Business Operations Supervisor Position – Administrator Fox shared that we received resignation from our Grants Manager/Supervisor of Business Operations -Yoko Kato. Her last day will be March 5th. We currently have the position posted in house, with one applicant. It will need to be posted out of house as well.

Item 1b. Financial Outlook- Administrator Fox stated we have been given a verbal extension for the Contact Tracing Grant to be extended through December 30, 2021. The no-cost extension should be manageable since the grant is currently under spent. The Mass Vaccination Grant was received in the amount of \$325,000. It will not be enough to run clinics through the end of December, but it should be useful through March 2021. After that, we will turn to FEMA reimbursement for all other expenses. We are unsure how quickly the dollars would appear after submission of requests. Director Johnson pointed out the financial part of the packet starting on page seven. Balances started again as of December 2020 for the new county fiscal year. These reports will continue to be provided throughout the new fiscal year. The county is still planning to go live in the new system March 1, 2021. The reports will be provided in both systems when they are able to be run. Current cash balance is still pretty solid for this time of year.

Item 1c. Audit- Director Johnson stated that the outside auditors are currently working with the County. We have received the requests for paperwork. Supervisor Kato has provided all of the grant documentation. We expect to see them mid-late March in-house. The single audit grants to review are not determined yet. Most likely it will be WIC and some of the Federal funding for COVID (Crisis Grant, Contact Tracing, Cures Funding).

Item 2. COVID-19 Update-a. Case updates- Administrator Fox shared as of 2/19/21-test positivity is at 5.5% - higher than Peoria, McLean, and Woodford Counties. We had three in-home deaths in the past week. These are the first deaths in a long time out of LTC facilities. Most of the LTC facilities have had the opportunity for vaccination for both residents and employees. We are at 13,404 county cases to date. Our hospitalizations are down. Vaccinations are at 5.62% of our population being fully vaccinated, with 30,320 doses between TCHD and other county healthcare providers. School metrics are more stable than previously seen. Contact Tracing in Region 2 have seen 85% attempted, 69% have been interviewed. Tazewell County has attempted 93%, with 68.74% interviewed. There are variants occurring in Illinois – British and South African. Total COVID cases in the tri-county area are at 33,938. Peoria has had 16,875, Woodford with 3,659 and Tazewell at the 13,404.

Item 2b. Broadway location update- Administrator Fox reported the location was toured by the County. There was no purpose specifically for the tour other than for county personnel to see the site.

Item 2c. Drive Thru- Administrator Fox stated there are plans for a drive-thru option, date being possibly March 13th. The Morton Auto Auction facility has offered their location. It would be an invite only clinic, to target daycare providers and grocery store workers. There has been an invite from FEMA to possibly be a FEMA vaccination site. Details are unknown. Dawn Cook, EMA Director and Amy Fox will be in attendance.

Item 2d. Holiday Schedule for Easter Weekend- Administrator Fox stated there is a plan to give staff the weekend off for Easter. With the use of the Morton Auto facility for a Saturday drive-thru helping. There was an unexpected break this past Saturday due to the delay in vaccine arriving for the past two weeks. PCCHD and Unity Point provided us some doses to complete today and cover tomorrow, getting us through our arrival of vaccine this week. We are thankful for the partnership. We will be working this Sunday due to last Saturday's closure.

Item 3. Public Health Accreditation- Assistant Administrator Burress reported the documents have been turned in for reaccreditation. PHAB is to review the documentation next and send response regarding site-team plans. If changes are requested, then we will resubmit those. A site visit is expected sometime in April or May. It will be virtual. Staff did a great job with narratives and examples.

Discussion-

Item 1. Administrative Fee for Vaccine 1st and 2nd Doses- Administrator Fox reminded members of her concern with the costs for mass vaccination. The department has the ability to bill insurance and public programs for the administration of vaccinations and administering rapid tests. There is not cost to vaccine. For the first dose we could bill up to \$16.94. The second dose could be billed allowable up to \$28.39. Our current \$25 administration fee is below that. Board to discuss cost currently for vaccine administration. Due to the volume of vaccines, we will be administering, this could be a considerable amount of income to cover our costs. We have already done close to 7,000 vaccinations.

Item 2. Administrative Fee for Rapid Testing- Administrator Fox also requested confirmation on whether or not members wanted the department to seek the approval of the fees. We could receive a collection fee allowable of up to \$23.46 per test administered, this would be considered a specimen collection fee, not an administrative fee. There would be no charge for anyone to self-pay for either service. Extra staff time will not be spent to gain insurance information from clients, if they provide it, we will accept it. The \$25 administrative fee we currently have has not been revisited in over six years. There are more costs with specimen collection due to PPE and safety.

Item 2. Administrator's Evaluation- President Burton explained how the BOH has done the Administrator's evaluation in previous years. He pointed out pages 16-19 in the packet. Member Burton agreed with the self-evaluation that was provided in the categories and he requested other member provide input. Members provide their remarks and confirmation of an Exceeds rating for the evaluation term. No suggestions were given for improvements. Staff have received a 2% COLA, and 1% for each step-in merit. President Burton also wanted members to consider a Hazard Pay component. Administrator Fox voiced her opinion to decline the Hazard Pay. She was not in favor of the BOH providing that payment for various reasons. It had become a point of contention in other areas of the state.

Action-

Item 1. – Approve Invoices & Bills- Member Karneboge presented the four batches of monthly invoices, mileage, mammograms, and insurance costs with a total of \$153,259.38. **Motion by Member Karneboge, second by Member Atkins** to approve the invoices as presented. **Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingledine, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Flannigan, Johnson, and Larson.

Item 2. – Approval of Fees Structure for COVID Vaccination and Binax Testing- **Motion by Member Mullis and second by Member Dingledine** to approve the increase to the clinical administrative fee to \$30.00 as presented and also to add a specimen collection fee in the amount of \$40.00. **Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingledine, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Flannigan, Johnson, and Larson.

Item 3. – Administrator’s Evaluation- Motion by Member Koscica, and second by Member Atkins to approve the rating of Exceeds for the Administrator’s Evaluation covering the period of July 2019-June 2020. Salary to be increased by 2% for COLA and 2% for Merit, retroactive to December 1, 2020. **Motion Carried by Roll Call Vote. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingedine, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Flannigan, Johnson, and Larson.

Announcements-

The next scheduled meeting will be Monday March 22, 2021 in-person and call-in. With the County returning to Phase 4 guidance, the meeting can be held in person.

Administrator Fox provided a copy of the UofI Extension Annual Report for viewing. She will try to remember to bring it again next month. It is a great example of our collaboration efforts.

Heartsmart face coverings were provided to all present members.

Card was also passed around for Ev Neavear’s retirement, which is later this week, after 43 years at TCHD.

Director Johnson shared that the newspapers articles were omitted this month. She provided hard copies to members who were present. She would send out an email to those on the call for viewing.

Motion by Member Burton to adjourn, **second by Member Karneboge. Motion carried by Voice Vote. Meeting adjourned at 7:22pm.**

Respectfully submitted,



Janet S. Johnson, Business Operations Director