



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
March 28, 2022

Members Present: Bill Atkins, Gary Burton, Lynne Johnson, Rich Karneboge, Sarah Koscica, Bobbi Mullis, and Adam Sturdavant.

Members Absent: Steve Dickey, David Dingledine, Peggy Flannigan, and Tricia Larson.

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

President Mullis called the scheduled BOH meeting to order at 6:30pm. Meeting location in the Board Room, Tremont. There were no Public Comments.

Motion by Member Burton to approve the February 28, 2022, minutes as mailed, **second by Member Atkins.**
Motion carried by voice vote.

Agenda changes: None.

Handouts: Copy of Annual Report for 2021.

Reports-

Item 1. Finance Report-a. County Conversion of Accounts Update- Administrator Fox shared there have been a lot of changes in the County. The county is without an Administrator and the Finance Director resigned and was finished March 25, 2022. There are several items in the Chart of Accounts that need to be addressed. She pointed out the revenue for Radon grant isn't in the proper funding category. The BOH line is in the budget book, but it isn't in the MIP system. We currently have no resolution to add new funding sources, grants and their expenses that were received after the budget was completed. The county is aware that the coding is a work in progress from the conversion last year to this year. They attempted to summarize amounts in categories for ability to flex the budget parameters, but it was tabled. We may have to present county transfers when any line goes over in any fund, we are unclear of what will be set up. There will need to be a lot of clean up work. There will be a meeting on April 6th to pull together key players, but it isn't set. Director Johnson shared the issues don't affect our reimbursement, but the payroll is being done manually to maintain our grant transparency. This has caused the department to take steps back instead of forward. It also opens the possibility of manual errors and causes a larger time consumption to be able to submit our reimbursement requests in a simple and timely manner. The delay in the implementation of the payroll management system that was purchased years ago has caused our staff to be working harder and more manual. The county is hoping to hire an additional person in payroll, but that will take time and training, causing a further delay. There is concern with the audit this year and next year.

Item 1. Finance Report-b. Grants Update-Planning Grant increasing Women's Wellness Visits and HEAL Food Systems Partners- Administrator Fox stated the department has received two grants. One is a planning grant to increase women's wellness visits. The first year for the grant is a planning year. We have pulled together a team. We also received our 4th year of funding from Community Foundation of Central Illinois for the Healthy Eating Active Living (HEAL) projects. It serves the tri-county area and about sixteen partners. It was for \$25,000 and the check presentation will be here tomorrow.

Item 2. Covid 19 Update- Administrator Fox shared things are continuing to stay stable. Our numbers are remaining low in the region and locally. We continue to offer testing in the community four days a week and we offer vaccines on Monday. We only have three outbreaks currently, much better than the 22 we were at weeks ago. We still have no updates on the under age 5 population. When it is approved, we will try to handle it within our current clinic parameters. The state is shutting down several of their testing clinics and vaccine sites at the end of the month. Currently there are still several pharmacies that are offering vaccines. We could increase clinics if it appears needed.

Item 3. Community Health Assessment & Current Improvement Plan Update- Administrator Fox stated the Partnership for Healthy Communities is working through their assessments. A steering committee this week will narrow down statistics to a list of 6-8 areas and then later in May, it will be prioritized down to three. There will be some community meetings to look at health equity and mental health to get community member input. Date will be provided at the end of the meeting. Sessions will be offered in Mackinaw and Pekin, with small groups of 10. There will be a survey done for the Local Public Health System Assessment online, not in person, to determine the highest and lowest scoring areas. Priorities will then be decided on by the end of May. This will be the start of the plan for the next three years for the tri-county area. The purpose of the focus groups is to gather data on a subject we assume will be in the next plan as a priority. Administrator Fox is one of the co-chairs to the partnership this year.

Item 4. Public Health Accreditation Board Update- Assistant Administrator Burress shared that an email was received to try and set up May 6th for our virtual site visit for accreditation. It will be from 11am-3pm. Included in the packet is an example of the Performance Management reporting, see page 43 for the information. It relates to the department's strategic plan and communicating with staff. Staff felt it was an important process. Quarterly reports are due in October, January, April, and July. The reports will continue to come to you.

Item 5. Employee Training-ICRMT/IPMG Training Website- Administrator Fox shared members had a question last month regarding universal messages in training (related to Covid), so Director Johnson provided a document in the packet that shows a new training tool offered to all staff through the County risk management insurance provider. Director Johnson pointed out page 23, the Table of Contents that list several of the areas provided in quick online trainings that can be viewed by staff on a large variety of topics. Every staff member in Tazewell County has access to this training tool.

Discussion-

Item 1. Employee Health Forms for declaration of COVID status and policy- Administrator Fox shared that last month there was discussion on treating Covid vaccinations the same as any other health department required vaccines. Please refer to pages 24-28 in the packet for reference. The policy was there for review along with the forms in draft form for medical/religious exemption declarations. Member Burton requested the language change from stating it "Prevents Covid" to more align with CDC wording that it lowers the risk and minimizes risk. **Member Atkins moved** to approve the documents as presented with a **second by Member Koscica**. Members held discussion to further clarify the language. The purpose should be more closely modeled with CDC language to reduce not prevent. Clarification was given on difference between fully vaccinated, booster follow-ups and span between vaccine intervals to mirror CDC information. **Motion made by Member Burton** to amend the policy to show change in language to reflect reduction, not prevention in the policy purpose statement. **Seconded by Member Atkins** to also include the forms for exemptions with no changes needed to those documents. No other questions or comments added. **Motion to approve the amendment by members carried by voice vote.** All three documents to then be approved, **Motion by Member Atkins, Seconded by Member Koscica, Motion Carried by Voice Vote.**

Item 2. Employee Evaluation, Merit, Benefits and Compensation- Administrator Fox reminded members that in December they wanted her to look at budgets to find funds for Merit for TCHD staff. That was delayed due to County possibly making some changes because of the Korn Ferry Report. Nothing has progressed with the County. The deadline was to address the subject again in March 2022. There are still no recommendations from the County. In relation to merit, we determined figures for staff to possibly receive an additional 1% for a score of 2-Exceeds ranking, and an additional 2% for a score of 3-Outstanding ranking. The cost would be an annual cost of below \$50,000 for all staff to receive merit. Director Fox asked for members to discuss and provide guidance, there is still concern with acting first or waiting for county resolution. The evaluations were completed in July 2021 and staff would have usually received merit in December 2021 at the start of the County Fiscal Year. Members discussed the figures and the affect it may have on the larger picture. They concurred with the decision to provide merit as soon as possible since it was already delayed. Administrator Fox had a conversation with the HR Chairperson related to longevity pay, some of the union contracts have a longevity pay component. Director Johnson then went through the process of assigning longevity pay to have a figure in mind related to years of service, similar to what Peoria County does. Staff here with 24+ years of service would receive \$700 annually, 20-24 years of service would receive \$600, 15-19 years of service would receive \$500, 10-14 years would receive \$400, and 5-9 years would receive \$300. Members were told they didn't need to act on this tonight, it was just being provided as information. The annual cost this year would be \$18,000 if provided to staff as a bonus. Longevity bonuses are being negotiated in the unions and we need to consider it for our staff. The discussion of holidays was also mentioned, to provide an additional floating holiday or making a change to the holidays that are provided to be more inclusive and diverse to reflect our employees and county.

Item 3. Administrator's Evaluation- President Mullis wasn't here last month, she had already reviewed the evaluation but was concerned that her focus of being medical primarily would not be all inclusive. She requested that other members provide input to the evaluation. Members were willing to provide input. Director Johnson would send out the tool, the president's current comments, gather information sent back, and include it for next month's discussion and action.

Item 4. Board of Health Reception- Administrator Fox stated the reception would be held on May 5th at the Washington Countryside Banquet Hall from 5-7pm. Two Margaret Burt and the Gordon Poquette nominees will be presented to the board next month for presentation at the reception. The employee service awards will also be given out that night along with volunteer recognition. As a result of such a large reception, the department may go over the \$2,500 BOH line for the event and awards. Members were in agreement for the event and were reminded that the event has been cancelled for the past two years. The Tazewell Public Health Foundation (TPHF) will also have their basket auction that evening to raise funds for the foundation.

Action-

Item 1. Approve Invoices & Bills- Motion made by Member Karneboge after he presented the bills for current invoices: including four batches of invoices, two mammogram batches, mileage, and insurance to total \$157,249.20. **Second by Member Burton. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Johnson, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Dingleline, Flannigan, and Larson.

Item 2. Employee Merit- Motion made by Member Koscica to approve the merit increases for eligible staff to be issued retroactively to December 1, 2021, in the form of 1-2% increases. **Second by Member Atkins. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Johnson, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Dingleline, Flannigan, and Larson.

Item 3. Administrator's Evaluation- This action was tabled until next meeting to give members time to review and respond to evaluation.

Item 4. Approve Exemption Forms and Covid Vaccination Policy- This action was completed during Discussion Item 1 previously.

Announcements-

The next scheduled meeting will be Monday, April 25, 2022.

The Mental Health Community Meeting will be at Pekin Library from 9:30-11:00am on April 4, 2022.

Meeting Adjourned by President Mullis at 7:45pm.

Respectfully submitted,



Janet S. Johnson, Business Operations Director