TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
May 26, 2020

Members Present by Call In, Roll Call Conducted: Gary Burton, Dave Dingledine, Peggy Flannigan, Lynne Johnson, Rich Karneboge, Sarah Koscica, Tricia Larson, Greg Sinn, and Adam Sturdavant.
Members Absent: Steven Dickey and Bobbi Mullis.
Staff Present: Amy Fox, Karla Burress, and Janet Johnson.

President Burton called the scheduled BOH meeting to order at 6:30pm via conference call from various locations due to the COVID-19 stay at home guidance. Roll call completed at this time with quorum met. There were two public comments submitted by email to Amy Fox that she read to the members related to face mask policy and the effect on stay at home order on this area. Amy replied by email to both individuals that their comments would be presented to the BOH.

Motion by Member Flannigan to approve the April 27, 2020 minutes as mailed with second by Member Larson. Motion carried by voice vote.

Agenda changes: None. Handouts: None.

Reports-
Item 1. Finance Report-Year to Date- Administrator Fox stated financials start on page five of packet. Director Johnson provided Administrator with an up to date balance as well. We are still ok with cash on hand. This is typical for this time of year. County Treasurer placed our Personal Property Replacement Tax (PPRT) in the month of May, so it is reflected in the ledger. Property taxes will be deposited in July. Page 12 & 13 show the running ledger balance. As of today, we are at a shortfall of approximately $82,000 which is typical for this time of year. We haven’t received income for March-May in clinic services or dental services. That loss of funds will be noticed in the future.

Item 1a. Programmatic Changes- Administrator Fox shared the changes of closing the dental center, the layoff of afterschool staff and termination of PRN nurses. This information was shared with President Burton. The BOH is a policy board and programmatic decisions are under the Administrator’s role. The County Board has opened up the FY20 budget and tomorrow night they will decide what they need to do with either this current year budget or the next fiscal year. With the dentist contract up for renewal, it wasn’t financially prudent to sign on to an additional term without knowing when services could resume. The center has been at a financial loss for several years. Between 2015-current, the center has had losses totaling over one million dollars.

The afterschool program has been suspended since mid-March. A commitment was made to keep them on payroll until summer camps. Those camps will not be able to open with out several restrictions. Parents were surveyed and staff were asked about ability to work and with responses, we decided we would not open camps this year. Some of the staff will be kept on for taking temperature checks at the Courthouse, McKenzie building and TCHD. The others were laid off for the summer. Thirteen will be working and seventeen were laid off.

The PRN nursing staff have assisted in our clinic services on a part time basis. There are currently four that fill in to assist. They all choose when they want to work. At this time, it is time to combine three of those positions into a full-time nursing position to provide more consistent assistance in the clinic services. There would be no substantial increase to salary cost, but the insurance cost is yet to be determined until a plan is elected. The switch to a full-time person will benefit the health department with more consistency and availability. Member Sinn recommended that Amy consider being able to provide the figures to show the cost savings in relation to the staff/programmatic changes.
**Item 1b. Financial Outlook** - Administrator Fox reported there will be cash in with the PPRT. The July tax revenue will help as well.

**Item 2a. COVID-19 Update-Cases** - Administrator Fox reported we are currently at 68 cases.

**Item 2b. Temporary Housing** - Our first person was placed into temporary housing last week and will be there for 14 days of quarantine. We found placement for the individual. The person has been provided some funds for meals.

**Item 2c. IDPH Contact Tracer Grant** - Administrator Fox shared that last week we received notification that there would be funds for contact tracing through the state. The minimum grant was $800,000 for small health departments. We have been allocated $2,861,712. That’s almost half of our current budget. The timeframe for this grant is for June 1, 2020 through May 31, 2021. The funds could be extended. It would be for contract tracers, interpreters, literacy, resource coordination, testing, expanding testing and outreach to vulnerable populations with equity. The wrap around services could become costly with testing, PPE materials, etc. We received the notification last week and it is due June 5, 2020. The funds are federal and being passed through IDPH. Peoria was granted around four million and Woodford was over $800,000. Work will be done to complete the grant and get job descriptions completed and ready to go for posting. The grant does allow for rental and we would most likely use the dental center building due to the space and availability. There is a possibility that some of the laid off staff may apply for these new positions.

**Item 2d. Programmatic Changes for June** - Administrator Fox shared that services would start to resume. Clinic services will resume June 1st with the Nurse Practitioner. The immunization and billable services will also resume with a modified schedule by appointment only. STI appointments will also resume. Clinic staff are still doing contact tracing and the B-5 staff have been focusing on their own work at this time. Environmental Health has looked at modifying their food inspections. A lot will be done with pre-communication, and limit time in facilities. Most other EH services are running. WIC will be kept at curbside service for now.

**Discussion**

**Item 1. Policy Language for COVID Related changes to County Health Care** - Administrator Fox shared the document was emailed in between meetings. It added FFCRA/Cares Act Provisions. It was passed by the County Board and became effective retroactive to March 1, 2020. The changes relate to coverage for diagnostic testing of COVID. Also included was coverage for visits, treatment, and vaccine when it becomes available. There was also included the removal of prescription refill limits on maintenance medications.

**Item 2. County Budget Discussion** - Administrator Fox was issued a memo stating the budget would be reopened. There was a range of what cuts could be requested, possibly between 10-20%. Member Sinn stated he has heard nothing on this.

**Item 3a. Remainder of COVID Response- Personnel** - Administrator Fox wanted to remind members the Tazewell County Emergency Operations Center (TCEOC) has been running out of the health department since March. They are now operating two days per week. Starting June 1st they will no longer have physical meetings. The department also opened our internal EOC and will continue to meet. The teams operate through WBEIOC virtually and will have a weekly phone in meeting on Wednesdays.

**Item 3b. Remainder of COVIC Response- Planning** - Administrator Fox stated the department will need to start working on contract tracing plans, immunization clinics for return to school and what would occur in a clinic when a vaccine for COVID becomes available. We are currently doing internal contact tracing and it is manageable. As things open back up, there will be a larger increase in cases and more demand for time to focus on tracing and cases.

**Item 4. Board Nominations and Elections** - President Burton reminded members that in the June meeting, officers will be elected to take role for July positions. There are also three members that have terms expiring: Dave Dingledine, Peggy Flannigan, and Adam Sturdavant. Members willing to stay on need to let Director Johnson know so that the County Board can appoint them. Member Sinn’s reappointment will be in November for December. Members Burton, Flannigan and Karneboge are willing to stay on if no one else is interested.
Item 5. Amendment to the Food Establishments Ordinance- Administrator Fox stated the County Board will be considering the food establishment ordinance that has already been presented to the BOH. It has passed through the Executive Committee. This was for food pantries, farmer’s markets, and cottage foods.

Item 6. Heart of Illinois reopening Plan and Restore Illinois Plan- Administrator Fox stated there are several plans out there trying to move the reopening quicker. Most of the municipalities in Tazewell County, other that East Peoria have decided to stick with the State of Illinois plan. We are trying in this region to provide similar guidance and messaging to the residents of our counties. The website restorehoi.com has several resources, guidance, and tools for the public.

Action-
Item 1. – Approve Invoices & Bills- Member Karneboge presented the batches of invoices with a total of $164,005.52. Motion by Member Karneboge and second by Member Flannigan to approve the invoices as presented. Motion Carried by Roll Call Vote. Aye: Burton, Dingledine, Flannigan, Johnson, Karneboge, Koscica, Larson, Sinn, and Sturdavant. Nay: 0. Absent: Dickey and Mullis.

Item 2. – Approve COVID Insurance coverage additions made by County- Motion by member Karneboge, with second by Member Flannigan to approve the additions made by the County to the Self-funded insurance plan to cover identified benefits related to the COVID-19 pandemic. Motion Carried by Voice Vote.

Announcements- The next scheduled meeting will be Monday June 22, 2020 TBD if on call or in person. Please call in by dialing (309) 670-0444, enter conference ID 527727#, and then enter the security pin of 730221#.

Administrator Fox shared her appreciation of all the board members and will continue to provide the group with the weekly briefing information. She asked if there were any other needs for the department to address? Members were appreciative of the department’s staff, work, and efforts in this trying time. Please let Amy, Karla or Janet know if there is anything that you need or that we need to provide more information on.

Motion by Member Flannigan to adjourn. Motion carried by Voice Vote. Meeting adjourned at 7:36pm.

Respectfully submitted,

Janet S. Johnson, Business Operations Director