



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
May 28, 2019

Members Present: Gary Burton, Steve Dickey, Peggy Flannigan, Rich Karneboge, Tricia Larson, Bobbi Mullis (arrived 6:33pm), Greg Sinn, and Adam Sturdavant.

Members Absent: David Dingleline, Lynne Johnson, and Christina Nulty.

Staff Present: Amy Fox, Karla Burress, Janet Johnson, Evelyn Neavear, Melissa Goetze and Sara Sparkman.

Guest Present: Nicole Donovan was observing, working towards dual master's Degrees- MBA and MPH.

President Burton called the scheduled BOH meeting to order at 6:30pm at the Health Center, Tremont.

Motion by Member Karneboge to approve the April 22, 2019 minutes, **second by Member Flannigan.**

Motion carried by voice vote.

Agenda changes: Moved Item #7 in Discussion to start of meeting and Item #5 in Reports immediately after that.

Handouts: Summary of TCHD's Strategic Plan Activities 2019, Digital Comparison Reports for Bumps2Babies Campaign packet and Quit Smoking Campaign packet.

Welcome and introductions done for new board member Bobbi Mullis who is a pediatric nurse and Unity Point Pekin East location. She has been a nurse for 26 years and is the Clinic Supervisor. Her spouse is the President of the District 108 schoolboard and they have two children.

Discussion-

Item 7. Sewage Procedure Change- Supervisor Melissa Goetze presented a review of the procedure changes as previously presented. Information was provided in the packet. Section D was added to the procedure to clarify the testing with a new property purchase or property transfer. (*Member Mullis arrived at 6:33pm*). The reason this internal procedure is being presented is due to the relationship to the Sewage Ordinance that the BOH approves and passes on to County Board Committees for approval. Question regarding clarity on sampling annually is a calendar or specific number of months in-between tests. The ordinance doesn't specify a difference currently. The department has an effluent testing database where tests and due dates are tracked for properties.

Reports-

Item 5. Illinois Youth Survey and Media Methods- Communications Manager Sara Sparkman presented the data from the 2018 survey done in Tazewell County schools at the 8th, 10th and 12th grades. 3,200 students from 23 schools participated in this past round of questions. The data is used for assessments, plans, grant writing, and school communications. Slides can be provided upon request and will be loaded into website soon for review. Survey questions are related to perceptions versus reality on drug, alcohol, suicide, and mental health related subjects. She went through several of the questions and provided the results. Sara also provided handouts related to the two recent media pushes related to Bumps2Babies and Quit Smoking campaigns. A new tool was used that targets specific demographics through a digital campaign conducted by the Cumulus radio station in the form of emails to targeted groups. The results from these two campaigns had better receipt rates compared to the industry standards. The Quit Smoking campaign is still going on and will not be completed until the end of June. Future reports will be provided.

Item 1. Quality Improvement-Quarter 3 Reports- Administrator Fox took members on a trip to the Auditorium to view the staff Quality Improvement Display Boards from the All Staff Training Day held May 22, 2019. Meeting suspended at 7:14pm. Members returned to the Board room at 7:22pm. Administrator Fox shared that Quarter 3 reports are delayed, and hope is to provide them at next month's meeting.

Item 2. Accounting Software Update- Administrator Fox stated the software purchase is on the County Board agenda for later this week. Plan is to move forward with the Abila MIP software, the discussion is choosing a vendor to provide the training and support services. This system could provide resolution to previous audit findings that have not been addressed by the County. The health department hopes the purchase occurs soon.

Item 3. Outside Audit Delay- Administrator Fox reported the 2018 audit results have been delayed. There is a County department that did not meet deadlines on reporting figures to the auditors. Our concern in ensuring we don't make it on the State's Do Not Pay list as a result.

Item 4. Finance Report- Administrator Fox pointed out page five of the packet as the start of the reports. We have approximately \$288,000 outstanding from grants that is still expected. Director Johnson reported Personal Property Replacement Tax payment will be in very soon and Property Tax Disbursement should be coming in early July.

Item 6. Fruit and Nut Trees at Tazewell Complex- Administrator Fox passed around a drawing of the proposed plan for the Edible Garden. Tazewell County Property Committee was presented and provided approval for this project 8-10 months ago. Six master gardeners and the U of I Extension Horticulturalist for Tazewell and Woodford Counties came to TCHD and developed this rendering for the project. It would sit just north of the health department and has some existing pathway and concrete areas. The concept is to utilize the land and provide fruits, nuts, and vegetables for the community to take advantage of. They would like to have a dedication area for former TCHD Administrator Gordon Poquette. We have three existing ornamental trees out front in memory already for former employees Scott Massie, Joanne Frost and Jerry Maloney. Our community garden currently has around 27 plant varieties that have been planted by our volunteer master gardener. The group is really wanting to honor the memory of the Poor Farm and the property history. This plan is in it's starting phase and will probably take at least five years for full development. We have also secured a hoop house for TCRC to start growing some of the plants and allowing them to be a part of the project.

Discussion-

Item 1. BOH Officers-New Member/reappointments/nominations/elections- Administrator Fox reminded members it's time for nominations and appointments for the upcoming year. A new member will be joining us next month, Dr. Sarah Koscica will replace Dr. Nulty as a member and our Medical Advisor. She currently works with Heartland. President Burton opened the floor to see if anyone has an interest in any of the positions. Member Flannigan was willing to fill Vice President position, Member Burton would continue as President and Member Karneboge would remain as Secretary. Officers would be in their positions effective July 2019.

Item 2. Rankin added to 21st Century Buildings- Administrator Fox informed the group that Rankin school may request that TCHD offer the 21st Century Schools program at their site. It would be our 24th school in the county that we serve with our services. These programs are fee for service and fund themselves. New staff would be hired based on student needs.

Item 3. Copier Lease Contract- Director Johnson worked with Digital Copy Systems to negotiate a rent to own lease for five new machines in the three buildings at the cost of the current maintenance agreement we have for five older machines. The monthly base cost would be \$404, not including costs for color copies or black/white copies over a count of 15,000 per month. She was also able to lower the per copy cost we are charged for color from .163 to .049 and for black/white from .022 to .005. Machines will be leased but available for purchase for \$1 at the end of the lease. The machines are Cannons and will be delivered this week. Two of the current five machines are not able to be maintained in the current contract. We are donating the Color Copier to EMA and the hard drives will be pulled from the other four machines before they are taken. There is no contract to sign for this agreement.

Item 4. Vaccine and Hearing & Vision Fee Update- Administrator Fox stated the vaccine fees were reviewed and there were no changes to present. The fee for hearing has an additional .20 we can recoup from the State so we would need to have an increase in order to bill both private and public providers. This fee is related to the hearing test.

Item 5. Policy Revisions-116/501/703- Director Johnson stated the policies that have been provided in previous packets and in this one were not placed in the Action section for BOH approval. We will provide them one more time in June and make sure there is an item in the agenda for action to be taken. She apologized for the oversight.

Item 6. Medical Advisor and Medical Advisor Back-Up Appointments- Administrator Fox shared the agreements for the two medical advisor appointments. Dr. Koscica and Dr. Krall would be the providers for us. President Burton will sign the documents for record and the previous letters were in a month to month agreement anyway.

Item 8. Gordon Poquette Memorial- Administrator Fox wanted to have a discussion with members regarding Gordon's passing. He was our first Administrator and held that position for 35 years. There was no specific line item in the health department's budget to pay the bill for flowers that were sent on behalf of the department and the board. Administrator Fox paid the bill personally. Members discussed the process for future occurrences. They recommended adding to the narrative of acceptable expenses in the Board of Health line item to include these types of expenses. Administrator Fox will make sure to change the Grant Budget Document to explain this acceptable expense. A procedure may follow with further guidance for the board to approve. Members requested to consider both employees and board members – past or present and were comfortable in the Administrator using her discretion in the future.

Action-

Item 1. – Approve Invoices & Bills- Member Karneboge presented the details for April/May monthly invoices to approve totaling \$149,703.32. **Motion by Member Karneboge and second by Member Flannigan** to approve. **Motion Carried by Roll Call Vote.** Aye: Burton, Dickey, Flannigan, Karneboge, Larson, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Dingleline, Johnson, and Nulty.

Item 2. –BOH Officer Nominations and Elections- **Motion by Member Sinn and second by Member Dickey** to nominate and elect the following members to Board of Health positions effective July 1, 2019: Gary Burton-President, Peggy Flannigan-Vice President, Rich Karneboge-Secretary and Mary Burress-Treasurer. **Motion carried by Voice Vote**, no objections.

Item 3. – Vision and Hearing Fee Adjustment- **Motion by Member Karneboge and second by Member Flannigan** to approve the increase to the Hearing Fee from \$15.00 to \$15.20 effective June 1, 2019 as presented. **Motion Carried by Roll Call Vote.** Aye: Burton, Dickey, Flannigan, Karneboge, Larson, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Dingleline, Johnson, and Nulty.

Item 4. – Copier Lease Contract- **Motion by Member Flannigan and second by Member Larson** to approve signing the copier Lease Agreement with Digital Copy Systems in the monthly amount of \$404.00 as presented. **Motion Carried by Roll Call Vote.** Aye: Burton, Dickey, Flannigan, Karneboge, Larson, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Dingleline, Johnson, and Nulty.

Item 5. – Approve Expansion to Rankin School in Pekin- **Motion by Member Karneboge and second by Member Flannigan** to approve the expansion of the 21st Century Schools program into Rankin School for the 2019-20 schoolyear, upon approval from the school board. **Motion Carried by Voice Vote**, no objections.

Item 6. – Medical Advisor and Back-Up Appointments- **Motion by Member Flannigan and second by Member Larson** to approve the appointment of Dr. Sarah Koscica as the primary medical advisor and Dr. Diana Krall as the back-up medical advisor as presented. **Motion Carried by Voice Vote**, no objections.

Item 7. Sewage Procedure Changes- **Motion by Member Karneboge and second by Member Larson** to approve the changes to the Environmental Health Sewage Procedure as presented by staff. **Motion Carried by Voice Vote**, no objections.

Announcements-

The next scheduled meeting will be Monday June 24, 2019 at 6:30pm in the Board Room of the Tazewell County Health Department, Tremont, IL.

Flash drives were handed out to those in attendance with Q1 and Q2 reports for this year and the final report from last year. **Please bring them back to the June meeting so that we can load Q3 reports for you.**

Administrator Fox passed on a “Thank You” from several staff to both the BOH and County Board for the tornado shelters at the facility. They were used on Friday May 24th for around an hour as inclement weather passed through the area. Staff utilized both the above and underground shelters. The radios and cell phones worked to provide communication. There were also clients present and the staff were able to provide input of areas to address for the future.

Motion by Member Karneboge, Second by Member Flannigan to adjourn. Motion carried by Voice Vote. Meeting adjourned at 8:16pm.

Respectfully submitted,

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

Janet S. Johnson, Business Operations Director