



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
June 24, 2019

Members Present: Gary Burton, David Dingedine, Peggy Flannigan, Rich Karneboge, Bobbi Mullis, Greg Sinn, and Adam Sturdavant.

Members Absent: Steve Dickey, Lynne Johnson, Sarah Koscica, and Tricia Larson.

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

Guest Present: None.

President Burton called the scheduled BOH meeting to order at 6:33pm at the Health Center, Tremont.

Motion by Member Karneboge to approve the May 28, 2019 minutes, **second by Member Flannigan.**

Motion carried by voice vote.

Agenda changes: None.

Handouts: National Association of Local Boards of Health-Spring 2019, Vol.5, Issue 2. SWOT pages from BOH packet sent (pages 205-208).

Reports-

Item 1. Quality Improvement- Assistant Administrator Burress reviewed the end of fiscal year projects and switch over of team members. Divisions have put forward QI projects for the new year and will assign a coordinator and put together a charter with SMART goals. The team will review the charters and provide feedback. Work usually starts in late August, early September. Members are rotated every two years to have both old and new participants. Member Sinn voiced how impressive this process is and that TCHD does it so well. The team of approximately 11-12 staff has been in place for about seven years and they meet monthly. Karla is still a part of the National Accreditation team as a Site Reviewer and she has been asked to participate in the reaccreditation reviews. These reviews are virtual and take approximately four live hours with additional offsite review time of the documents and narrative provided.

Item 2. Accounting Software Update- Administrator Fox shared that the Finance Committee approved the purchase to present to full County Board of the Abila MIP Accounting system and a support provider. It will be presented at the end of the month. Hopefully it will pass, providing the opportunity to improve the current process and eliminate some of the Audit findings from previous years. We are in full support of purchasing the Cloud based version, not the host version. Concern is with IT support on site and the benefit of timekeeping in the cloud version that is automatically updated and backed up. The cloud version would eventually eliminate not only hands on work but remove opportunities for human error.

Item 3. Outside Audit- Administrator Fox reported we don't have a final audit report yet. We have seen portions of the draft form. The County is also putting out bids for a possible new audit firm for FY2019. There were 6-8 that have provided interest. Grant Manager, Yoko Kato, went to a County meeting to meet with other County members and some of the prospective agencies. Our concern is the timing of switching in this year specifically. If the accounting software is changing, it may not be the appropriate time to change providers. We will follow this closely over the next few months.

Item 4. Finance Report-DHS report and GATA merger with County- The Grant Accountability and Transparency Act has been in effect for a few years now. Our cognizant agency is determined by the bulk of our funding source. We are overseen by IDHS and the county is overseen by IDOT since Tazewell County has two FEIN numbers in use. We have tried to merge them in the past, but the conversion would have caused several issues

possibly affecting our grant history and funding. In process of a discussion, Yoko Kato was speaking with IDHS regarding the CIFER reporting they instantly switched our FEIN to the one held by the County. This raised several red flags about what this would really do. A telephone meeting is being scheduled this week with both agencies to truly confirm if this is a workable situation and that the conversion would not have a negative affect on us or any of our current grant contracts for this year. Director Johnson reported we have received our Personal Property Replacement Tax this month (6/3/19), so it doesn't show on the financials provided since they are the previous month. County Tax disbursement will most likely come in early July. We have not had the need to pull any further investment funds and we intend to put back the previous \$200,000 by the end of the fiscal year.

Discussion-

Item 1. Policy Revisions for 116/501/703- Director Johnson stated these have been reviewed for the past several months. The policies and ability to act have both finally made it to the agenda. She reviewed the changes again briefly. Most of the changes were for clarification and the inclusion of the county policy for 703.

Item 2. Community Health Needs Assessment and IPLAN- Administrator Fox reminded members that the draft copy was in the packet. The assessment is been in the works for about 1½ years. Some of the hospitals have had to make changes due to their IRS requirements. Most of the document will be the same for all the involved entities. The three health departments will be together in a document for the Partnership document. We hope to have the final document in July for Board approval. The majority of what you have been provided will be the final document. The back has appendices specific to each county individually. IPLAN is included because the State of Illinois has reinstated it to issue health departments with certification. As a result of new State administration, this will alter the process on how we assess our community needs to choose our priorities. We have been given the ability to use our current process during this gap to remain in compliance. There will be some wording changes and an appendix added to show we are making an attempt to convert back to a document and process that is IPLAN compliant.

Item 3. Strategic Plan update and SWOT document- Administrator Fox pointed members to page 205. SWOT is strengths, weaknesses, opportunities and threats. Our new plan will need to be in play in 2020. Staff have been involved in providing their input for the SWOT. Strengths and weaknesses are both internal and opportunities and threats are external. Members were asked to review this document, provide additional input or star areas where they agree. Members were provided a paper copy to work on and bring back to the next meeting in July. Work is being done to create a committee to complete the process for the Strategic plan where goals can be created as a result of the data and input provided. We would love to have BOH representation on the committee if anyone is interested. Let President Burton know if you have an interest.

Item 4. Illinois Tobacco Tax Factsheet and Cannabis Fact Sheet- Administrator Fox pointed out page 209-210 in the packet related to the tobacco and cannabis legislation. Most of the revenue will go to mental health and further detail is provided in the packet for where other revenue will be placed. Review page 216 in the packet for percentage breakdowns. This information is the most up to date information we have been provided.

Action-

Item 1. – Approve Invoices & Bills- Member Karneboge presented the details for the May/June monthly invoices to approve totaling \$238,098.01. **Motion by Member Karneboge and second by Member Flannigan** to approve. **Motion Carried by Roll Call Vote.** Aye: Burton, Dingledine, Flannigan, Karneboge, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Dickey, Johnson, Koscica, and Larson.

Item 2. –Approval of Policies 116, 501 and 703- **Motion by Member Karneboge and second by Member Sinn** to approve the three policies as presented for distribution to staff and placement in the TCHD Personnel Policy Handbook. **Motion carried by Voice Vote,** no objections.

Announcements-

The next scheduled meeting will be Monday July 22, 2019 at 6:30pm in the Board Room of the Tazewell County Health Department, Tremont, IL.

Please bring flash drives in so that we can load Performance Management reports for you.

Administrator Fox shared that we received a \$250 Visa gift card from IAPHA for the work done with their Strategic Plan. This card will be used towards items needed in the edible forest development.

Member Flannigan will not be present at the July meeting.

Motion by Member Karneboge, Second by Member Flannigan to adjourn. Motion carried by Voice Vote. Meeting adjourned at 7:23pm.

Respectfully submitted,

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

Janet S. Johnson, Business Operations Director