



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
June 27, 2022

Members Present: Bill Atkins, Gary Burton, Dave Dingledine, Rich Karneboge, Sarah Koscica, Bobbi Mullis, and Adam Sturdavant(arrived at 6:33).

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

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

Guest Gloria Ranney is pending approval from County Board for appointment to Board of Health.

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

Motion by Member Karneboge to approve the May 23, 2022, minutes as mailed, **second by Member Burton.**
Motion carried by voice vote.

Agenda changes: Introduction of Members for Gloria.Ranney

Handouts: Partnership For A Healthier Community-2021 Annual Reports

Reports-

Item 1. Finance Report- Administrator Fox pointed out Page 5 of the packet, regarding cash on hand and investments doing well. As of today, no Property Tax funds received from County. Director Johnson verified this with the County. On June 4th there was a break-in at the Health Department property totaling between \$5,500.00 - \$6,000.00. Five County vehicles had catalytic converters stolen. The trailer was broken into with only tools missing. There was also a utility wagon stolen. There was thought to be more taken from the Sheriff Department's impound lot. No medical equipment was stolen from the trailer. It is still unclear what amount, if any, will be reimbursed from the County Insurance to cover these losses. The Sheriff's Department is currently working on installation of surveillance cameras outside the Health Department. Once these are in working order, the Sheriff's Department will monitor cameras.

Item 2. Covid 19 Update- Administrator Fox shared that Tazewell County is showing high transmission levels. June 30th the State of Illinois extended the SHIELD PCR testing program. Vaccinations of all available ages has begun. We will continue wearing masks and having the weekly testing of unvaccinated staff. Covid positive staff must isolate for 5 days. Staff may return 5 days after, last day of fever or symptoms. Staff will also be required to wear mask for additional 5 days, upon their return to work.

Item 3. ARPA Update- Administrator Fox stated there was a special management meeting on Saturday with the County. Administrator Fox, Member Atkins and Assistant Administrator Burress attended. Direction was given to Property Chair for the utilization of funds and to avoid the need for additional funding or bond. Property Committee meeting was held. The previous building, we were looking at, is not available. There will be another meeting Wednesday at 4pm, to walk through another location. The County Administrator would like to know how many offices and staff will be housed at a downtown location. Administrator Fox would like to remind everyone to refer to minutes instead of other news outlets for accuracy in this process.

Item 4. Reaccreditation Update- Administrator Fox shared pages 19-27 of the packet, the actual report from PHAB review. She believes the overall report was good. We did not meet two measures. This report is what PHAB Board will see in August. Assistant Administrator Burress pointed out our areas of excellence. She did not believe that these two measures not being met will impact the department receiving re-accreditation.

Item 5. Personnel Openings-Strategy for competing for employees- Administrator Fox stated, we currently have 5 Full time and 2 Part time staff openings, excluding open positions in after school programs. Most of the staff leaving were moving to new employment due to pay. Link Hobson is currently working with Korn Ferry regarding position pay rates. Administrator Fox stated, she would like to update how our job postings are advertised. New postings would focus more on the other benefits the County offers, to attract new employees. Administrator Fox and Assistant Administrator Burress attended a virtual conference where one of the subjects was on redesigning postings. They have also tried to advocate for additional Holidays off and possible longevity raises. Director Johnson ran figures for longevity similar to Peoria County and also the latest Tazewell County Contract. We will also be changing the rate of our On Calls to align with the county. We believe this may help, with filling open positions and retaining current employees.

Item 6. Planning for County Budget- Administrator Fox shared budget parameters (pages 36-37), and that they are up for approval at the County Board meeting this month. She believes we are expected to provide a balanced budget by August. Page 5 shows our detail for a projected balance. There is still no resolution with the County on how to rectify coding numbers and lines that are overspent or not included in the original budget. With the appointment of a County Finance Director this will hopefully be resolved soon.

Item 7. BOH Orientation Manual- Assistant Administrator Burress updated the Board of Health manual. The new manual has many added resources and includes an overview of the Board of Health. The University of Illinois did the original manual. She reached out to them while updating the manual. They notified her of available online courses for the Board of Health manual. The online training is about 2 hours and done in 15 minutes intervals. She has uploaded those links to the Health Department Intranet. A password must be assigned to you, if you don't have one, Jim Golianis can provide access. Please contact Assistant Administrator Burress for any questions on this process.

Discussion-

Item 1. Return to Original Policy for Vacation, Job Movement, Signing Authority and Sick Time-

Administrator Fox stated, she would like to roll back the changes that were made in Spring 2020 due to covid. That being, 2 weeks carry over for vacation time as of date of hire anniversary was suspended. We will discuss wording on returning employees and employee movement between positions. Possible allowance of unpaid time off, for sick time due to covid illness, isolation, and quarantines. Sick leave will return to standard policy. She would like all to return to standard policy effective January 1, 2023.

Item 2. Community Health Priorities Chosen-Next Steps- Mental Health, Healthy Eating/ Active Living, and Obesity were the three health priorities chosen for our County. The Board of Health will vote to accept chosen priorities.

Item 3. Board of Health Appointments -One Nomination- Administrator Fox shared that there are two positions open on this board. Gloria Ranney has been added to fill one of these openings and she was still waiting to hear back from an additional possible member. New terms begin on July 1, 2022.

Item 4. Board of Health Officers Appointments- No officers leaving. Member Mullis and Member Karneboge were willing to remain in their positions and Member Burton was willing to serve in the role of Vice-President.

Action-

Item 1. Approve Invoices & Bills- Motion made by Member Karneboge to approve \$154,766.98 for two batches of mammograms, mileage, monthly insurance and five batches of bills. **Second by Member Koscica. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingleline, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Flannigan, Johnson, and Larson.

Motion made by Member Karneboge to pay three large invoices for School Curriculum POs for the CCLC Grant to include \$21,885.00: \$27,400.00 and \$26,160.00 **Second by Member Atkins. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingleline, Karneboge, Koscica, Mullis, and Sturdavant. Nay: 0. Absent: Dickey, Flannigan, Johnson, and Larson.

Item 2. Accept Community Health Priorities- Motion made by Member Burton to approve the three health priorities as presented. Second by Member Karneboge. Motion Carried by Voice Vote.

Item 3. Accept MAPP as Community Needs Assessment Tool for Letter to IDPH- Motion made by Member Karneboge to approve MAPP as the needs assessment tool utilized by the health department. Second by Member Atkins. Motion Carried by Voice Vote.

Item 4. Adjust Policy as Discussed for Vacation time, Job Transfer and Sick Time- Motion made by Member Koscica to approve the roll back to original policies as discussed. Second by Member Atkins. Motion Carried by Voice Vote.

Item 5. Adjust limits of Signing Authority- Ongoing past COVID Crisis- Motion made by Member Burton to reset the spending limit approval for the Administrator to \$20,000 effective immediately. Second by Member Dingledine. Motion Carried by Voice Vote.

Item 6. Election of BOH Officers- Motion made by Member Dingledine to approve Bobbi Mullis as President, Gary Burton as Vice-President, Rich Karneboge as Secretary and Mary Burruss as Treasurer for the Board of Health effective July 1, 2022. Second by Member Koscica. Motion Carried by Voice Vote.

Announcements-

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

June 22, 2022, the offsite training day was held, and the office was closed to the public. There is another possible training day, in the fall.

Employee Appreciation Day was rescheduled from May 25th to be held June 21st, due to the weather.

Quarterly Reports were added to the share site for member review.

Meeting Adjourned by President Mullis, at 7:55pm.

Respectfully submitted,



Janet S. Johnson, Business Operations Director