



TAZEWELL COUNTY BOARD OF HEALTH
Minutes of Meeting
July 25, 2022

Members Present: Bill Atkins, Gary Burton, Dave Dingledine, Rich Karneboge, Gloria Ranney, Peggy Flannigan (arrived 6:34pm), Sarah Koscica, and Aaron Yoder (observing and pending County Board Appointment).

Members Absent: Steve Dickey, Bobbi Mullis, and Adam Sturdavant.

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

Vice-President Burton 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 Atkins to approve the June 27, 2022, minutes as mailed, **second by Member Dingledine.**
Motion carried by voice vote.

Agenda changes: None

Handouts: PFAH-2021 Annual Reports

Reports-

Item 1. Finance Report-Update on County Budget Process- Administrator Fox stated doing well with balance and we did receive County Property Tax, roughly the same amount as last year. (Member Flannigan arrived 6:34). We have about the same amount as last year in investments as well. July 12th, she met with the County Clerk, County Auditor and County Administrator about the electronic payroll module. This program would allow staff to enter time electronically from anywhere, calculate benefits automatically, and eliminate manual entries of payroll information. Hope to have access to this new payroll software in October or November to begin utilizing by December 1st. July 13th, Administrator Fox met with the Circuit Clerk and Human Resources Chairs to see where we are with the status of the Korn Ferry report. Nothing new has been given with the Korn Ferry Report. She is currently working on FY23 Budget, no budget sheets from County to date. Director Johnson went to County meeting about Abila Software. She was able to help show others how to navigate the system. She believes that with proper training this system has endless possibilities. She stated the County Administrator has been working very hard to make this transition better for everyone. Director Johnson and Administrator Fox believe this system will be extremely beneficial, if properly utilized. The Health Department has been utilizing this program for many years. Once the rest of the County is familiar with the capabilities, information sharing will be more efficient.

Item 2. Covid 19 Update- Administrator Fox shared Tazewell County is showing high transmission levels still, however numbers are down in long term care facilities. Tazewell County currently has 10 outbreaks in nursing facilities, with staff transmission being the primary way of transfer. COVID numbers have not flatlined, but cases are not as severe as before. We will continue to operate SHIELD programs at two sites, four days a week, and several schools will be using this program once they resume. We are still offering vaccines on Mondays by appointment. Contract Tracers are in place until the end of December.

Item 3. Community Health Improvement Plan Process- Administrator Fox referred to the first 80-90pages of the summary report sent out via email. This plan will also be up for approval in the other counties and hospitals involved in the process. It was determined that it wasn't previously sent out. This will be shared again via email and posted on the Intranet, to be up for approval in August. She is aware of the formatting errors to be fixed. There will be 3 half day workshops for each of the top three priorities. The Community Health Improvement Plan was granted an extension of April 29th, 2023, from IDPH for certification. MAPP use was also approved by the State.

Discussion-

Item 1. ARPA Committee Update and Discussion of new building and services- Administrator Fox stated she had looked at property in Pekin but believes the County would prefer to stay away from older buildings needing massive remodeling. She also looked at property currently owned by County, as to a new build. The County would utilize their current architect Farnsworth, for these plans. Administrator Fox provided the old Dental Center plan of 3,500 sq ft, and hoping for approximately 12,000 sq ft, to have for the new facility. She would like to make sure that the building will be able to grow with future needs and will be provided with plenty of close by parking. Having storage and ample space would be nice. She gave the County Administrator a copy of the Community needs assessment which included data to show the need for a dental center. Also given was the history of the DHC before it closed. She stated the Department has been storing all the old dental equipment with hopes of opportunity to use. Administrator Fox asked the Board if they believe a dental center is needed, all agreed it is needed in our community.

Item 2. Employee Retention and Planning- Administrator Fox stated, she doesn't feel like she has a clear path to follow without utilizing the Korn Ferry report results and it's time to start the budget process. Administrator Fox also believes a clear promotional path may help to give staff incentive. Director Johnson calculated numbers for longevity raises for employees, by duplicating other contracts being utilized by other County departments and Peoria City/County Health Department. The figures ranged from \$16,800 to \$45,000 to start. Without clear guidance from the County, she planned to put figures in the budget as placeholders that could always be adjusted or removed later.

Administrator Fox and Assistant Administrator Burress attended a conference last week about work incentives to gain employees. Some of the topics were wellness plans, pay, rewarding loyalty, flexible work weeks, holiday flexibility, training, longevity, and highlighting current benefits. The members discussed many of these ways to gain and retain employees. Administrator Fox stated she will continue to look for the County response of the Korn Ferry report. In the meantime, she would like to focus on longevity bonuses, remarketing our current benefits, and allowing interchangeable Holidays.

Action-

Item 1. Approve Invoices & Bills- Motion made by Member Karneboge to approve \$347,120.92 for four batches of bills with invoices included for Tyler Tech for Environmental Health, afterschool software, June mileage, and a batch of mammogram invoices. **Seconded by Member Flannigan. Motion Carried by Roll Call Vote.** Aye: Atkins, Burton, Dingledine, Flannigan, Karneboge, Koscica, and Ranney. Nay: 0. Absent: Dickey, Mullis, and Sturdavant.

Announcements-

The next scheduled meeting will be Monday, August 22, 2022.

June 22, 2022, was offsite training day, office was closed to the public. There is another 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.

Member Yoder will be reviewed by County Board in August and be able to vote in September 2022.

Meeting Adjourned by Vice-President Burton, at 7:50pm.

Respectfully submitted,



Janet S. Johnson, Business Operations Director
(with assistance from Amanda Hunt, Program Assistant)