



TAZEWELL COUNTY BOARD OF HEALTH  
Minutes of Meeting  
August 26, 2019

**Members Present:** Gary Burton, Steve Dickey, David Dingleline, Peggy Flannigan, Lynne Johnson, Rich Karneboge, Tricia Larson, Bobbi Mullis, Greg Sinn, and Adam Sturdavant.

**Members Absent:** Sarah Kosca.

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

**Guest Present:** None.

President Burton called the scheduled BOH meeting to order at 6:32pm at the Health Center, Tremont.

**Motion by Member Karneboge** to approve the July 22, 2019 minutes as presented, **second by Member Johnson.**  
**Motion carried by voice vote.**

**Agenda changes:** None.

**Handouts:** Minutes from July 22, 2019 meeting, Tri-County Trek flyer, Account Structure Example from County dated August 22, 2019.

## **Reports-**

**Item 1. Outside Audit Findings-** Administrator Fox explained members were sent the files for FY2018. There were a couple audit findings that have been repeated for years, directed towards the County. With the new accounting system, hope is that these will eventually disappear. No findings were directed at TCHD. There are hard copies available if anyone would like to view those. County findings will be reported to GATA since we are an entity under the same identification.

**Item 2. Accounting Software Update-Abila MIP-** Director Johnson provided a handout about segment numbers. Abila MIP software and Zobrio support are in the process of transitioning to the new accounting system. We have had a couple of meetings to date and work has begun on building chart of account codes. Most of the coding will change but the segments will remain the same for identification. The group will be working on the expenditure coding first and then transition to revenue codes. The handout was explained. Department heads will be allowed to request codes that they would benefit from and the departments also turned in outside reports and programs that are in use to hopefully be able to build the MIP system to eliminate the time and waste of other systems and reports. Hope is to rollout the system on December 1, 2019 and payroll would follow when everyone is trained. This could occur months later. The county will retain BUCS for history and TCHD will retain MIP with our previous data for history and grant reporting.

**Item 3. Finance Report-Grant Status and new funding opportunities-** Administrator Fox pointed out page 40 in the packet is the balance sheet. She explained the directors are provided this information at monthly meetings and receive even further detail of their individual programs. Director Johnson puts all of this financial information together every month. The graphs that are provided by AdvancedMD reporting were pointed out. On page 44 is the YTD revenue and YTD expenses to project where the balance is. If our trend continues, we will be able to replace the funds that were pulled from the Money Market back before the end of this fiscal year.

**Item 4. Strategic Plan Update-** Assistant Administrator Burress presented a power point update for the Strategic Plan of 2017-2020. This update is done annually to show progress of the various areas. Good work is being done in workforce development related to the Core Competencies of Public Health and Cultural Competence. There are eight Core Competencies. Staff have participated over 734 trainings in the past year. Information will be provided in the

packet next month for your information. The strategic planning group is meeting every other month to develop the next plan that should be ready for review in early 2020 for the Board of Health.

**Item 5. Community Health Improvement Planning Process-** Assistant Administrator Burress stated that a lot of progress is happening. We are getting ready for the next cycle of CHIP. Reproductive health will be moving forward in the new plan.

**Item 6. Employee Satisfaction Survey-** Administrator Fox explained this survey is conducted annually and allows staff a voice in several areas. Results are presented in a Coffee Klatch format with the staff and not much has changed in the results since last year. Epidemiologist Taylor Eisele compiles the data and looks at previous surveys for comparison. Approximately 18 areas are rated on a 0-5 scale. As a side note, Taylor has resigned and is going to Indiana to be the State Epidemiologist for Cancer. Staff are also allowed to provide additional comments on a variety of areas both positive and negative. Those comments are all reviewed. Compensation and benefits are usually prevalent in all of the commented areas. This data is included in the strategic plan process for consideration of plans.

## **Discussion-**

**Item 1. Personnel Policy Revisions- 318 Short Term Disability & 601 Medical Leave-** Director Johnson pointed out the policies on page 33 & 34 that were discussed last month to include the option for staff to elect a short-term disability leave at 30 days off instead of being required to deplete their benefit time. As a reminder, these changes would mirror what the County currently does with short term disability and medical leave. These changes would be effective, if approved, today. Staff will be provided the updated copies electronically and in paper form.

**Item 2. Health and Wellness Policy and Food Service Guidelines-** Administrator Fox pointed out pages 37-39 is the policy in draft form. Number 13 needs to be added which identifies that we have a wellness committee at TCHD that would continue. Last month the document was provided which would follow this Health & Wellness Policy as a team in the region. The information will be presented again next month for approval.

**Item 3. EH prosed fee changes-** Director Neavear presented proposed fee changes that are on page 36 of the packet. She shared the reasoning for the changes due to the time involved in revisits and testing with pool facilities, and other facilities to address corrections or findings. These increases would affect very few and could be related to facilities for food, body art, tanning or recreational water. The second proposal was costs related to surveys of site inspections. Bellwether data was reviewed to determine a cost range for the fee. These site visits would most likely be requested from installers and they would most likely pass the fee along to the homeowner or potential homeowner in the sale of the property. Member Dingleline provided further clarification on the law and the cost in surrounding counties. He agreed there should be a cost, but he also pointed out the law and how different counties have extensive fees as a result. He stated Tazewell county is one of the best he's dealt with in over 25 years. Member Burton was thankful the first reinspection would be at no cost and then sequential visits would incur the fee. He also was appreciative of the ability for facilities to provide documentation and self-reporting for corrections. These presented fees will appear next month for board approval.

**Item 4. Personnel Changes and Schedule of Operations Dental-** Administrator Fox informed the members that a new dentist has been hired. Dr. Thomas Nalepka will hopefully start at the center on November 4, 2019. Dr. Mark Glesne has agreed to work through September 19, 2019. There will be a work stoppage between 9/20-11/3. Letters will be sent to staff to clarify the layoff that they have already been informed of. Benefits and other items are being determined with County HR prior to sending them the information. Several items for improvements at the center will be addressed by maintenance and technology when the facility is not in operation. There is always a risk in breaking service that employees may leave permanently. There is a possibility of an earlier recall if Dr. Nalepka is available sooner. Dr. Nalepka was a private dentist in East Peoria for several years. He then sold his practice and became a dentist to provide interim services at various facilities. He did interview with us previously but was not interested in the part time position we had to offer. Six staff will be laid off, but one of those is currently on a medical leave. Patient appointments have already been rescheduled. The office manager will continue to work here at TCHD to take care of billing, scheduling and patient communications. We will still have a need for a part-time dentist.

**Item 5. Budget Parameters for FY2020-** Administrator Fox stated the packet of information starts on page 20. Fund 419 has amended numbers since grants are still being awarded. We received the Teen Pregnancy Program grant we previously had in 2016, re-funded at \$74,000 due to Director Ealey making a call checking on the status of the grant availability. The Solid Waste Enforcement grant had an increase of 7% and an additional \$14,995 adjustment provided as long as the work we do can be justified. This increased the grant amount from \$64,017 to \$83,493. These revenue sources need to be added and expenditures will also have to be added. The miscellaneous line continues to change due to the addition of grants like ISPAN, HEAL, and Overdose Surveillance. A call will be made prior to finance presentation to adjust for these additions. Three Deviation Forms were completed to present justification to changes that didn't fall into the parameters of budgeting. They were related to the Solid Waste 254 fund and pickups, Salaries in Fund 412 were previous figures prior to the April increases, and Fund 419 where the increases occur due to the new grants and the required deliverables for the programs. The Contingency figure will be added by the County Finance Director and we try very hard to never use this line. The VFC, Immunization and WIC coupon figures are odd entries on the budget we are required to have by the outside auditors. The figures are a wash on the revenue and expenditure figures in the Fund 412 and Fund 414 budgets. Health Services committee will provide their input as well on the Fund 254 budget for Solid Waste Planning. Explanation was also given as to why the FTE figures are not confirmed to date.

### **Action-**

**Item 1. – Approve Invoices & Bills-** Member Karneboge presented the details for the June/July monthly invoices to approve totaling \$178,554.74. **Motion by Member Karneboge and second by Member Flannigan** to approve. **Motion Carried by Roll Call Vote.** Aye: Burton, Dickey, Dingledine, Flannigan, Johnson, Karneboge, Larson, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Koscica.

**Item 2. –Approval of Policies 318 & 601-** **Motion by Member Flannigan and second by Member Larson** to approve the two policies as presented for distribution to staff and placement in the TCHD Personnel Policy Handbook. **Motion carried by Voice Vote**, no objections.

**Item 3. –Approval of Draft FY2020 Budget-** **Motion by Member Karneboge and second by Member Sinn** to approve the Fiscal Year 2020 Budget as presented to proceed through County committees. **Motion Carried by Roll Call Vote.** Aye: Burton, Dickey, Dingledine, Flannigan, Johnson, Karneboge, Larson, Mullis, Sinn, and Sturdavant. Nay: 0. Absent: Koscica.

### **Announcements-**

The next scheduled meeting will be Monday September 23, 2019 at 6:30pm in the Board Room of the Tazewell County Health Department, Tremont, IL.

Tri-County Trek flyer was handed out for anyone who wanted to pass the information along or register to participate.

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

**Motion by Member Flannigan, Second by Member Karneboge** to adjourn. **Motion carried by Voice Vote.**  
**Meeting adjourned at 8:00pm.**

Respectfully submitted,



Janet S. Johnson, Business Operations Director