

**WOODFORD COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
MINUTES**

**DATE: January 23, 2017 START TIME: 7:00 p.m. END TIME: 8:45 p.m. LOCATION: Woodford County Health Department**

Present: Board Members: Dr. Bernard Bucher; Dr. Susan Cole, Gary Schaer; James Johnson, Lisa Maynard; Bonnie Allen, Stan Glazier

Staff present: Hillary Aggertt, Administrator;

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION / RESPONSIBLE PERSON / DATE</b>
	The meeting was called to order by Dr. Bernard Bucher, President of the Board of Health.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH executive minutes from September 26, 2016 were reviewed.	Lisa Maynard motioned to approve the September 26, 2016 executive session minutes and to keep confidential. Gary Schaer seconded. Motion carried
	BOH minutes from November 28, 2016 were reviewed	James Johnson moved to approve the November 28, 2016 minutes as approved. Stan Glazier seconded the motion. Motion carried.
	Through the end of the FY16 fiscal year, the health department spent \$510,489.70 (89%) of the	Bonnie Allen moved to approve the

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<p><b><u>FINANCIAL REPORT</u></b></p>	<p>\$577,014 budget. Part of this was due to the revenue sources limiting spending. The board of health and health department staff did a good job sustaining efforts without a budget in place.</p> <p>Through December 31, 2016, WCHD expended \$51,211.62 (9%) of the \$576,131 budget. As of the end of December the health department had \$789,119.11 in reserves. Hillary predicts that this year will be similar financially to last year and the reserves will be dropping.</p> <p>WCHD still does not have a contract for Tobacco or Local Health Protection grants.</p>	<p>monthly financials as presented. Seconded by Glazier. Motion carried.</p>
<p><b><u>NEW BUSINESS</u></b></p> <p><b><u>Administrator's Report</u></b></p>	<p>Melissa Theleman provided a great summary regarding MCH changes in WIC. As of January 18<sup>th</sup>, WCHD will not have full access rights unless we are down to 1 nurse in the building.</p> <p>Melissa Theleman has been reaching out to local businesses to contract immunization services to their employees. Metamora High School, Woodford County Special Education and the Village of Metamora have all contracted services currently.</p> <p>Melissa has met with Eureka College staff to start an 'on the go' STD testing program.</p> <p>A contractual nurse is proposed to hire as soon as possible. As stated before about WIC changes, this will make it much more difficult to have only 2 nurses for all of the services we provide. More to discuss at the meeting.</p> <p>WCHD has applied for the MRC Challenge award and we should hear soon.</p> <p>EH is still active. It has helped Eric and Paul to have Dustin trained to go out and conduct repeat water testing. Dustin will be assisting with Temporary food as the busy time is in the spring/summer months.</p> <p>The Tri-County MAPP Process is officially changing to Partnership for Healthy Community.</p> <p>On January 19, 2016, a kick-off event was held to present this information and to get the community involved. This event was a success. There were 85 people in attendance.</p> <p>The MAPP process will be a continuation for a lifetime moving forward. The community is ready</p>	<p>Maynard motioned to approve the administrator's report as presented. Seconded by Glazier. Motion carried.</p>

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	to get started on the implementation of the plan.	
<u>Proposed: Additional Board of Health Members to sign bills or elect new officers</u>	Hillary Aggertt presented that Dr. Bucher and Dr. Cole are not always available to sign monthly bills and it delays the process. The Board of Health can restructure and elect a new President and/or Vice President. The board can also create a treasurer's position that would be able to sign. A discussion occurred.	
<u>Election of Officers</u>	Discussions of elected officers occurred.  Dr. Bernard Bucher was nominated for President.  Bonnie Allen was nominated for Vice President.  Lisa Maynard was nominated for secretary.	Glazier motioned to approve the nominations as presented for the 2017 calendar year. Dr. Susan Cole seconded the motion. Motion carried.
<u>Proposed: 2016 Annual Report</u>	Aggertt presented the 2016 Annual Report. This report will be posted on the new website once it is approved.	Schaer motioned to approve the 2016 Annual Report as presented. Johnson seconded. Motion carried.
<u>Proposed: Infection Disease Plan</u>	Aggertt presented the Infection Disease Plan. This plan started with Ebola funding and transitioned to infectious disease to become an inclusive plan.	Allen motioned to approve the Infectious Disease plan as presented. Johnson seconded. Motion carried.
<u>Proposed: Licensed Food Establishment Permit Amended Policy</u>	Aggertt presented the amended food permit policy change to include a late fee for anyone that has not submitted the yearly permit and fee. The late fee would include a \$10 per day fee for every day late.	Glazier motioned to approve the policy change to include the late fee language into policy 204 as presented. Maynard seconded the motion. Motion carried.

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<u>Proposed Contractual Nurse</u>	Aggertt presented a need for a PRN nursing position to assist with all nursing related tasks. Due to WIC changes and personnel changes to reflect, the PRN staff person will help with all tasks. The job description was presented.	Allen motioned to hire a PRN nurse and the job description as presented. Johnson seconded. Motion carried.
<u>Amend: Hardship Policy Guideline changes</u>	Aggertt presented the hardship policy guideline changes that included language to reflect the Health and Human Service published Federal Poverty Guidelines to calculate income sliding scale eligibility.	Maynard motioned to approve the Hardship policy as presented with the amendment. Glazier seconded. Motion carried.
<u>Credit Card</u>	The board of health had a discussion about the agency getting a credit card. Aggertt stated there are more and more agencies that do not take Purchase Orders and is having to purchase this on a personal card. She has requested to apply for a credit card and will create a credit card policy to reflect the authority. This will be presented at the March meeting.	The board will approve in March based on policy.
<u>Public Health Award</u>	Aggertt stated Public Health Week is the first week in April. It is that time of year to collect nominations and establish the process and guidelines. Discussion occurred. Aggertt will present a Press Release to the media with the application. This information also will be on the website. The public has until March 16, 2017 to submit their nominations. Aggertt will present the nominations at the March BOH meeting.	Maynard motioned to approve the guidelines and process as presented. Glazier seconded. Motion carried.
<u>ADA compliance discussion</u>	Aggertt stated the current setup is not ADA compliant. This may create issues in the future and discussions need to be had on how to make these corrections. The building lease is up November 30, 2017. The board will look at the current lease and see what steps to take for further action in the future.	The board of health will discuss again.
<u>Executive Session</u>	The Board of Health entered into Executive Session at 8:20 pm.  The Board of Health ended Executive session at 8:37pm.	Maynard motioned to enter Executive Session according to 5 ILCS 120/2(c)(1). Johnson seconded. Motion carried. Roll call vote taken.

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<u>Adjournment</u>		At 8:45 p.m. Allen motioned to adjourn. Schaer seconded. Motion carried.
<u>Next Meeting</u>	Next Meeting Date: March 27, 2017	

Respectfully submitted by: \_\_\_\_\_  
Secretary, Bonnie Allen