

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

DATE: March 27, 2017 START TIME: 7:00 p.m. END TIME: 8:40 p.m. LOCATION: Woodford County Health Department

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

Staff present: Hillary Aggertt, Administrator;

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	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 November 28, 2016 were reviewed.	Bonnie Allen motioned to approve the November 28, 2016 executive session minutes and to keep confidential. James Johnson seconded. Motion carried
	BOH minutes from January 23, 2017 were reviewed	Lisa Maynard moved to approve the January 23, 2017 minutes as approved. Dr. Susan Cole seconded the motion. Motion carried.
	BOH executive minutes from January 23, 2017 were reviewed.	Johnson motioned to approve the January 23, 2017 executive session minutes as presented and keep confidential. Maynard seconded the motion.

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<p><u>Department Reports</u></p>	<p>Hillary Aggertt reviewed and presented the information in the department reports.</p>	
<p><u>FINANCIAL REPORT</u></p>	<p>Through February 28, 2017 WCHD expended \$129,155.32 (23%) of the \$576,131 budget. As of the end of February the health department had \$753, 999.96 in reserves. Hillary predicts that this year will be similar financially to last year and the reserves will be dropping in the Spring.</p> <p>WCHD has Tobacco and Local Health Protection Contracts signed but the funds are not being dispersed. WCHD has received 50% of the Tobacco funding before the end of the calendar year when before the Stop Gap Budget ended.</p>	<p>Allen motioned to approve the financials as presented. Maynard seconded the motion. Motion carried.</p>
<p><u>Old Business</u></p>	<p>Aggertt presented personnel policy 302: Paid Time Off with revisions.</p> <p>Aggertt presented personnel policy 401: Work Schedule with revisions.</p> <p>Aggertt presented personnel policy 603 Personal Appearance with revisions.</p>	<p>Allen motioned to approve the Paid Time Off personnel policy as presented. Dr. Cole seconded the motion. Motion carried.</p> <p>Maynard motioned to approve personnel policy 401 as presented. Allen seconded. Motion carried.</p> <p>Maynard motioned to approve the personnel policy 603: Personal appearance as presented. Dr. Cole seconded. Motion carried.</p>
<p><u>NEW BUSINESS</u></p>	<p>Melissa Theleman, Director of Nursing provided a detailed department report for her programs.</p>	

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<p><u>Administrator's Report</u></p>	<p>The WIC fiscal review was conducted by the State and WCHD passed with zero findings.</p> <p>WCHD has been awarded the MRC Challenge Award. This award will pay for the CASPER project.</p> <p>Public Health Week is coming up next week April 3-9. The health department would like to present the public health award during this timeframe if the plaque is completed. The public health award nominee will be presented at the meeting.</p> <p>WCHD did not apply for DFC funding due to time and staffing.</p>	<p>Maynard motioned to approve the administrator's report as presented. Seconded by Allen. Motion carried.</p>
<p><u>Proposed: Credit card policy</u></p>	<p>Aggertt presented a credit card policy. The policy states only the Administrator will have access to the credit card. There will be \$1,000 limit for internal purchases. Discussion occurred.</p>	<p>Allen motioned to approve the credit card policy as presented. Maynard seconded the motion. Motion carried.</p>
<p><u>Proposed: Change in Internet provider</u></p>	<p>Aggertt stated there have been many issues with the current internet provider. This has left residents without WIC coupons and insufficient productivity in staff time. Aggertt presented other options and a discussion occurred. Fiber optics should be available as early as June and as late as November. Aggertt will inform the board when this is available to base it on speed and pricing.</p>	<p>Maynard motioned to approve the change from MTCO to Mediacom for the 1 year contract. Allen seconded. Motion carried.</p>
<p><u>Proposed: Third Party Billing Contracts</u></p>	<p>Aggertt stated back in March 2016, Aetna, Humana, and Cigna contracts were no longer going to be accepted at WCHD. Aggertt stated this is an issue currently because the resident is not able to be reimbursed back because it shows the company has a current contract with them. Discussion occurred.</p>	<p>The board directed Aggertt to send the 3 contracts to the States Attorney to review and see if WCHD can terminate the current contract with automatic renewal. If not, then WCHD will accept these insurances until the contracts are no longer valid next year.</p>
<p><u>Third Party Contractor</u></p>	<p>Aggertt stated the current third party billing contractor is asking WCHD to input information within the EZEMRX system. A phone call will be coming up on Wednesday to discuss the options. A discussion occurred.</p>	<p>Aggertt will inform the board of the outcome discussion on 3/29/17</p>

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<p><u>Proposed: Health Education Position (part-time/Full-time)</u></p>	<p>Aggertt stated the part-time position did not work well. Aggertt stated this position was to help the Administrator delegate health education related tasks and focus more on administration. Aggertt stated in order to delegate, it needs to be a full-time position so full delegation can occur.</p>	<p>Maynard motioned to approve for a full-time health educator to be hired at WCHD. Allen seconded. Motion carried.</p>
<p><u>Proposed: Quality Improvement Exercise</u></p>	<p>Aggertt stated Quality Improvement is an important function within the health department. The department has not been able to conduct Quality Improvement exercises in the past year. Aggertt proposed to conduct a steps challenge to co-inside with the QI exercise. A discussion occurred regarding the steps and procedures for QI and steps challenge.</p>	<p>Maynard motioned to approve the Quality Improvement Exercise if the curent staff members completed 2 million steps. The health department will close on a Friday to allow for the QI exercise. Seconded by Allen. Motion carried.</p>
<p><u>Public Health Award</u></p>	<p>Aggertt presented the nominations for the Public Health Award. Discussion occurred.</p>	<p>Johnson motioned to approve Wayne Litwiller as the 2017 Public Health Award Recipient. Dr. Cole seconded. Motion carried.</p>
<p><u>Building Lease</u></p>	<p>Aggertt stated the building lease expires November 30, 2017. Aggertt informed the board of health the county finance committee is looking at other alternatives for the health department. The current lease fees are high and need to be re-evaluated. The board discussed and will continue to keep on the board of health agenda until a lease is signed.</p>	
<p><u>Board of Health Events/Receptions</u></p>	<p>Aggertt stated other boards of health have receptions or events. An example was a meet and greet within the county. Discussion occurred.</p>	
<p><u>Executive Session</u></p>	<p>The Board of Health entered into Executive Session at 8:31 pm. The Board of Health ended Executive session at 8:39pm.</p>	<p>Maynard motioned to enter Executive Session according to 5 ILCS 120/2(c)(1). Johnson seconded. Motion</p>

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		carried. Roll call vote taken.
<u>Adjournment</u>		At 8:40 p.m. Maynard motioned to adjourn. Allen seconded. Motion carried.
<u>Next Meeting</u>	Next Meeting Date: May 22, 2017	

Respectfully submitted by: _____
Secretary, Lisa Maynard