

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

DATE: May 22, 2017 START TIME: 7:00 p.m. END TIME: 8:45 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Dr. Bernard Bucher; Bonnie Allen, James Johnson, Stan Glazier

Staff present: Hillary Aggertt, Administrator; Melissa Theleman, DON

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 session minutes from February 13, 2017 were reviewed BOH minutes from March 27, 2017 were reviewed.	Stan Glazier motioned to approve the February 13, 2017 executive session minutes and to keep confidential. Jim Johnson seconded. Motion carried. Bonnie Allen moved to approve the March 27, 2017 minutes as approved. Glazier seconded the motion. Motion carried.
<u>Department Reports</u>	Hillary Aggertt reviewed and presented the information in the department reports.	

BOARD OF HEALTH
May 22, 2017

<p><u>FINANCIAL REPORT</u></p>	<p>Through April 30, 2017 WCHD expended \$205,541.75 (36%) of the \$576,131 budget. As of the end of April, the health department had \$740,493.93 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>There are many unknowns with the State of Illinois and what is going to happen in the future. I am unsure if a STOP GAP budget will be approved again or what type of funds will be allocated. We were told by the state and comptroller office the LHP grant is pending payment and will be paid when enough funds are in the account to cut a check. They stated end of April but I predict July timeframe.</p>	<p>Allen motioned to approve the financials as presented. Johnson seconded the motion. Motion carried.</p>
<p><u>Old Business</u></p>	<p>Aggertt presented the by-laws to be approved and/or revised. Discussion occurred.</p> <p>Aggertt presented personnel policy 303: Bereavement Leave</p>	<p>Allen motioned to approve the by-laws as they are. Johnson seconded the motion. Motion carried.</p> <p>Glazier motioned to approve the personnel policy 303: Bereavement as presented. Johnson seconded. Motion carried.</p>
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>WCHD is working on the PHEP/CRI line change revisions to reflect related expenses. WCHD was granted carry over funding and the amendment has not been approved at this time.</p> <p>WCHD is working on creating and implementing the CASPER project. This should be implemented end of July/early August.</p> <p>WCHD has hired Andrea Ingwersen as the full-time health educator. Her first day is June 5th. Hillary is excited to add Andrea to WCHD staff as Andrea has lots of experience in public health.</p> <p>Quality Improvement exercise has been completed and the group in 1 month exceeded their goal. The current cleaning provider is doing an ok job but there have been a few issues that had to be discussed. More discussion will occur.</p>	<p>Johnson motioned to approve the administrator's report as presented. Seconded by Glazier. Motion carried.</p>

BOARD OF HEALTH**May 22, 2017**

	The health insurance committee for the county has started a discussion with WCHD to see if occupational health is an option. Hillary and Melissa will discuss this in more detail at the meeting.	
<u>Proposed: Change in Internet Provider</u>	Aggertt presented fiber optic options. This option is cheaper and faster.	
<u>Proposed: Change in Internet provider</u>	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.	Johnson moved to approve the change from MTCO to Mediacom for the 1 year contract. Allen seconded. Motion carried.
	Gary Schaer joined the meeting at 7:40pm.	
<u>Proposed: Family Case Management</u>	Aggertt and Melissa Theleman discussed Family Case Management (FCM) is a grant that went away in 2010. They have restructured the grant deliverables some and it may be an option the board wants to reconsider bringing back to WCHD. Theleman stated she shadowed at Tazewell County Health Department and thought this would be good for WCHD clients. Currently this service is not being offered. Theleman stated, the contracts have already been submitted for FY17 but thought it still might be an option. Aggertt stated she would like approval to see if this is available and move forward with bringing this back to WCHD.	Allen moved to approve for WCHD to see if FCM is available for FY18 and proceed if possible. Gary Schaer seconded the motion. Motion carried.
<u>Proposed: Dental Varnish Program</u>	Aggertt stated WCHD had a pilot program to provide a dental varnish program. This pilot has been completed. Aggertt stated it is a good public health service to continue. Discussion occurred.	Glazier moved to make the dental varnish program a full WCHD program. Allen seconded the motion. Motion carried.
<u>Proposed: Dental Varnish Program Policy 701</u>	Dental varnish policy 701 was presented and discussed.	Allen moved to approve dental varnish policy 701 as presented. Glazier seconded the motion. Motion carried.
<u>Proposed: Revised Lead</u>	Lead Policies 501; 502 and 503 were presented and discussed. The State Lead coordinator	Allen moved to approve

BOARD OF HEALTH
May 22, 2017

<u>Policies: 501; 502; 503</u>	approved these as presented.	the lead policies 501, 502, & 503 as presented. Schaer seconded. Motion approved.
<u>Proposed: Occupation Health</u>	Discussion occurred around Occupational Health. Discussions with Dr. Cole, Medical Director and other health departments need to occur before more discussions and decisions can be an option.	
<u>Proposed: Private Vaccine Changes</u>	Child immunizations were discussed and Theleman presented prices. The board stated they would like to offer this potentially in the future but due to the unknowns, this is not possible at this time.	
<u>Adjournment</u>		At 8:45 p.m. Johnson motioned to adjourn. Allen seconded. Motion carried.
<u>Next Meeting</u>	Next Meeting Date: July 24, 2017	

Respectfully submitted by: _____
Secretary, Lisa Maynard