

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

DATE: July 24, 2017 START TIME: 7:00 p.m. END TIME: 8:45 p.m. LOCATION: Woodford County Health Department

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

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

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Bonnie Allen, Vice President of the Board of Health.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH minutes from February 13, 2017 were reviewed. BOH minutes from May 22, 2017 were reviewed.	Stan Glazier moved to approve the February 13, 2017 minutes. Jim Johnson seconded. Motion carried. Lisa Maynard moved to approve the May 22, 2017 minutes as amended. Glazier seconded. Motion carried.
<u>Department Reports</u>	Hillary Aggertt reviewed and presented the Environmental Health reports and Melissa Theleman presented the MCH reports.	
<u>FINANCIAL REPORT</u>	Through June 30, 2017 WCHD expended \$299,376.05 (52%) of the \$576,131 budget. As of the end of June, the health department had \$761,938.90 in reserves. We have an appropriation for the state budget which is good for reimbursements but we are unsure about when these reimbursements will be received. It is up to the comptroller to determine how bills will be processed for the two year gap. We received the Local Health Protection Grant monies in June which included \$63,201. This was	Gary Schaer moved to approve the financials as presented. Maynard seconded the motion. Motion carried.

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	<p>for the FY17 state year July 1, 2016- June 30, 2017.</p> <p>The Vector (West Nile Virus) Grant is moving to a state fiscal year rotation for the grant where before it was from April 1-March 31.</p>	
<u>OLD BUSINESS</u>	<p>Aggertt stated she is working with Jane May about personnel policy revisions and hopes to present at a later date.</p>	
<u>NEW BUSINESS</u> <u>Administrator's Report</u>	<p>July 1, the PHEP and CRI grants moved into another five year cycle (2017-2022). Dustin and Hillary are working on the MRC Challenge award to conduct the CASPER survey. Discussion occurred about the process of how this will be completed.</p> <p>WCHD is researching an online program called Dispense Assist. This program could help with lowering patient wait times at point of dispensing clinics. The free service will allow residents to input their medical screening information online through a mobile app. WCHD will utilize this with the flu clinics.</p> <p>Carryover funds that were awarded to the Peoria CRI group was focused on the closed POD groups. These specific funds were allocated to format a toolkit to provide to each Closed POD and train and have them understand the processes during a disaster.</p> <p>WCHD EH staff are busy and Dustin has been helping more with FOIA requests and temporary food.</p> <p>The priority meetings are meeting monthly and progress is happening. Groups are forming action plans to work on for the next three year cycle. The Partnership is getting closer to finalizing action plans. The board is working on by-laws. This will be a work in progress for the first round and Hillary is thankful Andrea is able to assist with these tasks.</p> <p>WCHD has passed certification for the IPLAN process and received the official certificate to continue with services provided through the state.</p> <p>Family Case Management is not available for FY18. WCHD will look into this for the next cycle as many changes are occurring in this program.</p>	<p>Dr. Susan Cole moved to approve the administrator's report as presented. Seconded by Maynard. Motion carried.</p>

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<p><u>Health Department Building Discussion</u></p>	<p>WCHD lease is up in November. There has been a lot of discussions about the building we are currently leasing. The County is looking at different options and one is to purchase the entire building. The purchasing of the building will continue to be on the County Offices committee until a decision has been made. Mr. Glazier stated he would keep the Board of Health informed going forward.</p> <p>If this occurs, there are opportunities to grow. One discussion point we will want to talk about it leasing space to ISU for Ancillary Services. ISU is looking at expanding services to rural communities. Hillary is a board member to the AHEC at ISU and will continue to pursue different options to reduce personnel costs but still provide services through partnerships.</p> <p>A potential might be for the FQHC to have a clinic locally depending on the logistics and the data/personnel/space.</p>	<p>Decision to be made by County Board.</p>
<p><u>Proposed: VPN Connection to Courthouse (purchasing firewall)</u></p>	<p>Aggertt stated the County recently approved for an upgrade to occur at the Courthouse for a Virtual connection. This upgrade allows for WCHD to have a VPN connection to backup files through the virtual system. The County upgraded to CDWG and WCHD would be purchasing the Health Department connection firewall. Aggertt presented and discussion occurred.</p>	<p>Jim Johnson moved to approve the purchase of the firewall. Glazier seconded. Motion carried.</p>
<p><u>Proposed: Lab Draw Program</u></p>	<p>Aggertt and Melissa Theleman, Director of Nursing presented the Lab Draw program. This program would be contracted through the University of Illinois Chicago (UIC). This program is open to health departments who would like to work with UIC to offer affordable lab draws. Discussion occurred including what lab draws WCHD could offer under the medical director orders and pricing, as well as, logistics for starting this program. This program would be a self-pay option only.</p> <p>The patient would need to have the lab orders faxed or hand delivered to WCHD, the labs would be drawn and a courier would come from UIC to take to the lab for processing, lab results would be sent back to WCHD and WCHD would fax to the physician. WCHD will provide the lab draw only and the physician will be providing the results to the patient.</p>	<p>Maynard moved to approve WCHD to start this program based on Medical Director's discretion (with staff). Pricing will be based on Bureau/Putnam/Marshall/County fee structure and a \$10 fee per draw. Dr. Cole seconded. Motion carried.</p>

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<u>Lab Draw Contract</u>	Aggertt presented the UIC negotiated fee schedule. Discussion occurred.	Maynard motioned to approve the UIC negotiated contracted fees and for Dr. Bucher to sign the contract once the States Attorney has reviewed and provided feedback. Glazier seconded. Motion carried.
<u>Proposed: Flu/Immunization Prices</u>	Theleman presented the current flu prices for WCHD. Discussion occurred.	BOH decided to keep the same prices and a vote was not necessary.
<u>Proposed: County/MRC Flu fees</u>	WCHD has always given the county and MRC volunteers a discounted rate for all of the assistance give to the department throughout the year. The Board of Health had a discussion about what the fee would be based on the cost.	Maynard motioned to charge \$18 per dose for regular flu and \$45 for high dose flu. Dr. Cole seconded. Motion carried.
<u>Proposed: Wellness Program for County (pilot)</u>	Aggertt and Theleman presented information to the board of health regarding a potential wellness program for county employees. Discussion occurred.	Maynard moved to approve for a survey to be created and data collected to present in September for a Wellness Program. Johnson seconded. Motion carried.

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<p><u>Proposed: Medicare Contract</u></p>	<p>Aggertt stated the Medicare immunizations has decrease drastically over the past ten years due to pharmacist and doctor’s offices providing immunizations to the Medicare clients. A discussion occurred regarding WCHD should renew the Medicare contract for another three year cycle.</p>	<p>Dr. Cole moved to approve to renew the Medicare contract for another three year cycle. Schaer seconded. Motion carried.</p>
<p><u>Proposed: Title XXI/Adult Medicaid</u></p>	<p>Theleman presented information regarding the Medicaid/Managed Care program changing. When the State of Illinois transitioned their Vaccine for Children (VFC) program, this has put a lot of people in the (in-between) for immunizations. For WCHD, this means Title XXI children will potentially go unvaccinated because they now need private immunizations and no longer qualify for VFC. WCHD does not currently provide private child immunizations (Kindergarten shots). Discussion occurred.</p>	<p>Dr. Cole motioned to approve to purchase 10 doses of Kindergarten shots for WC children on a first come first serve basis. Schaer seconded. Motion carried.</p>
<p><u>Proposed: BCBS MCO agreement</u></p>	<p>Aggertt stated the Managed Care Organizations (MCO) are changing for the State of Illinois. Before there were many that had sections of the state to offer services. The State of Illinois is bidding this out to offer to all residents of Illinois. Blue Cross Blue Shield is one of the selected providers for the MCO population (Extended Medicaid). Discussion occurred.</p>	<p>Glazier moved to approve for WCHD to sign a contract with BCBS MCO to provide service to the Title XXI WC population per the States Attorney’s review. Johnson seconded. Motion carried.</p>
<p><u>Proposed: Cleaning</u></p>	<p>Aggertt stated there have been ongoing issues with the current cleaning provided. Aggertt is proposing for employees to conduct a pilot program to provide this service. Discussion occurred.</p>	<p>Dr. Cole moved to approve a pilot cleaning program for a stipend of \$90 per week per employee with cleaning supplies provided. Johnson seconded. Motion carried.</p>
<p><u>Proposed: Bookkeeper/Grants Manager Job Description</u></p>	<p>Aggertt presented the revised Bookkeeper/Grants Manager Job Description.</p>	<p>Schaer moved to approve the Bookkeeper/Grants Manager Job</p>

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		Description as presented. Maynard seconded. Motion carried.
<u>Proposed: Purchasing Ordinance</u>	Aggertt presented the purchasing ordinance. Aggertt stated the county has passed a purchasing ordinance and the BOH will need to pass one as well for WCHD. Discussion occurred.	Maynard moved to approve the purchasing ordinance as presented. Dr. Cole seconded. Motion carried.
<u>Proposed: Travel Expense Act Policy/Mileage</u>	Aggertt presented a travel expense act policy (Personnel Policy) and updated mileage form to include odometer readings. Discussion occurred.	Maynard moved to approve the travel expense act policy and mileage form as presented. Glazier seconded. Motion carried.
<u>Proposed: 2018 Budget and Review</u>	Aggertt presented the FY18 budget. Discussion occurred.	Maynard approved the FY18 budget as presented and to move to the County level. Johnson seconded. Motion carried.
<u>Executive session</u>	The Board of Health entered into Executive session at 10:10pm The Board of Health ended Executive session at 10:30pm	Dr. Cole moved to enter into Executive session according to 5 ILCS 120/2 © (1). Glazier seconded. Roll Call vote taken. Motion approved.
<u>Adjournment</u>		

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<u>Next Meeting</u>		At 10:32 p.m. Maynard moved to adjourn. Johnson seconded. Motion carried.
	Next Meeting Date: September 25, 2017	

Respectfully submitted by: _____
Secretary, Lisa Maynard