



**DeWitt-Piatt Bi-County Health Department**

**Board of Health**

Meeting Minutes for May 31, 2023

Location: Piatt County Office

**Members Present:** Dr. John Sochor, Dr. Mark Hobbie, Dr. Lauren Fore, Jerry Edwards, Dr. Annilee Rohrscheib

**Members Absent:** Melonie Tilley

**Staff Present:** Michael Schroeder, Teale Hall

**Call to Order**

The meeting was called to order by Michael Schroeder at 19:03 on the evening of May 31, 2023

**Roll Call**

M. Schroeder noted that Dr. Rohrscheib would be late to the meeting and the agenda would be revised to allow for the review of all actionable items upon her arrival.

**Public Comments/Guest Speakers**

No guest speakers or members of the public present

## **Division Reports**

Note: All division reports, with the exception of the financial division, were waived for this meeting to allow for a more thorough review of the agency IPLAN.

### **Financial**

#### **Cash Flow**

##### **(Non-Actionable Item)**

- The cash flow details the amount of cash available at the beginning of the reporting period and how much remained at the end of the reporting period.
- This report also details any payments made towards the payout of the construction loan for the DeWitt County office.

#### **Income/Expense Report**

##### **(Non-Actionable Item)**

- This report is provided to the Board of Health to show how much of the grants have been utilized and the current status of the budget when compared to the proposed amounts.
- M. Schroeder noted that the agency is awaiting a \$20,000.00 payment from the Illinois Department of Public Health. T. Hall noted that \$8,000.00 of that payment was received on May 30<sup>th</sup>.
- T. Hall noted that the temporary increase in fringe was the result of invoice delays from Health Alliance due to an update of their software system.
- M. Schroeder noted that the Workforce Development Grant now termed differently, was live. Once approved, the agency would receive a \$350,000 (approx.) funding source distributed over the next five years. This grant aims at strengthening the public health workforce.

## **New Business**

### **Presentation of the DeWitt-Piatt Bi-County Health Department IPLAN**

#### **(Actionable Item)**

- M. Schroeder presented the agency IPLAN to the Board of Health for review and approval
- M. Schroeder noted that although the MAPP model is most commonly used in community health assessments, he opted for the APEXPH model as it focuses more on organizational capacities within a health department and the strengthening of public health leadership within the communities we serve. This model, he felt, was more appropriate for an individual new to administration.
- For this assessment, county level statistics are reviewed and then used to implement strategies or objectives that aim at improving health.

- A majority of the county-level statistics pertain to: demographics, social and economic factors, general health, chronic diseases, health outcomes, access to care, communicable disease, maternal and child health, and the physical environment
- Data was obtained from a number of sources but the most beneficial was the Public Health Ranking and Roadmaps from the University of Wisconsin Population Health Institute. Other sources included: CDC Places Data, Illinois Youth Survey, Illinois Department of Public Health, and CDC WISQARS.
- M. Schroeder noted that 2021 data was used as 2022 was still incomplete when research began.
- The community assessment for DeWitt and Piatt counties mimicked the County Health Rankings and Roadmaps model as it better identifies health disparities that exist.
- Upon review of the health data, the following priority concerns were identified:
  - Life Expectancy in DeWitt County
  - Health Behaviors (ex: Alcohol consumption, diet, exercise, and substance use)
  - Prevalence of Chronic Health Conditions
  - Mental Health
  - Access to Care
- As part of the IPLAN requirements, a committee must be formed to discuss the results of the assessment. Upon review, the committee established the following Community Health Priorities:
  - Mental Health
  - Address Health Behaviors to Improve Health Outcomes
  - Access to Care

Mr. Jerry Edwards made a motion to approve the DeWitt-Piatt Bi-County Health Department IPLAN; second by Dr. Annilee Rohrscheib; motion carried

### **Review of Actionable Items**

Note: As mentioned in the “Roll Call” section of this document, the agenda was revised to allow for review of actionable items by all board members.

### **Review and Approval of Previous Meeting Minutes**

#### **(Actionable Item)**

The minutes for the Board of Health Meeting held on March 22, 2023 at the DeWitt County office were provided for review and approval.

Dr. Lauren Fore made a motion to approve; 2<sup>nd</sup> by Dr. Mark Hobbie; motion carried

### **Accounts Payable**

#### **(Actionable Item)**

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- Noted was the amount of \$1,837.50 payable to Paramount Painting. This expense was the initial deposit to have the DeWitt County office pressure washed and repainted.

- Noted was the amount of \$1,313.55 payable to Marathon Commerce. This was a purchase of tick identification cards covered under the Comprehensive Health Protection Grant – Vector Surveillance.
- Dr. Sochor questioned the Sam’s Club card charge. M. Schroeder explained that the Sam’s Club credit card is the primary credit card for the agency.
- T. Hall noted that the amount of \$11,272.00 to Peterson Insurance was an increase in professional liability insurance.
- M. Schroeder noted the amount of \$3,984.98 payable to Noodle Soup. This expense was for WIC/FCM supplies reimbursable under the grant.
- M. Schroeder noted that the amount of \$250.00 payable to Hislope Backhoe Service was to repair a sewage back-up that occurred at the Piatt Count office.

Dr. John Sochor made a motion to approve; second by Mr. Jerry Edwards; motion carried

### **Profit/Loss Report**

#### **(Actionable Item)**

- The Profit and Loss Report was provided to the Board of Health for review and approval. The total income between the dates of July 2022 and May 2023 was 1,100,917.36 with expenses totaling \$1,141,039.67. The current total income for Fiscal Year 2023 is -\$41,122.31.
- T. Hall noted that this included repayment to IPDH for the remaining balance of the Mass Vaccination Grant.

Dr. Sochor made a motion to approve; second by Dr. Lauren Fore; motion carried

### **Balance Sheet**

#### **(Actionable Item)**

- M. Schroeder provided the balance sheet for review and approval. The balance sheet details assets and equities of the agency.

Dr. Mark Hobbie made a motion to approve; second by Dr. John Sochor; motion carried

### **Open Discussion**

There were no items for open discussion

### **Next Meeting**

The next Board of Health meeting will be held at the DeWitt Office on July 26, 2023 at the DeWitt County office.

**Adjournment**

Mr. Jerry Edwards made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 20:38 on May 31, 2023; second by Dr. John Sochor; motion carried

**\*\*Meeting Adjourned\*\***

Respectfully Submitted,

Michael Schroeder, BS, LEHP  
Public Health Administrator

I hereby certify that the minutes above hereto accurately represent the actions taken by the DeWitt-Piatt Bi-County Health Department Board of Health on the above occasion.

---

Board of Health Member

---

Date