



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for November 16, 2022

Location: DeWitt County Office

Members Present: Dr. John Sochor, Dr. Tricia Scerba, Dr. Mark Hobbie, Melonie Tilley, Phil Lamkin
(via Zoom)

Members Absent: Ray Spencer

Staff Present: Michael Schroeder, Teale Hall

Call to Order

The meeting was called to order by Dr. Tricia Scerba at 19:01 on the evening of November 16, 2022

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health Meeting on August 3, 2022 held at the DeWitt County office were reviewed. Dr. Sochor made a motion to approve; second by Melonie Tilley; motion carried.

The minutes for the committee meeting on August 17, 2022 held at the Piatt County office were reviewed. Melonie Tilley made a motion to approve; second by Dr. Sochor; motion carried

The minutes for the August 31, 2022 special meeting held at the DeWitt County office were reviewed. Dr. Sochor made a motion to approve; second by Phil Lamkin; motion carried.

Public Comments/Guest Speakers

No guest speakers or members of the public present

Division Reports

Michael Schroeder provided the Board of Health with a summary of reports submitted by leadership staff of each division. A transcription summary of these division reports is provided below:

Nursing

WIC/FCM

- WIC/FCM program currently has 296 participants (those considered eligible), it is a decrease of 52 participants in comparison to FY22 so we do continue to see an overall reduction or decrease of participants in the WIC program. We currently have 165-167 individuals enrolled in DeWitt and 53-72 enrolled in Piatt. The reason for these decreases is due to certifications. A decrease in certifications is a decrease in enrollment. These numbers can be improved through outreach.

MCH

- In MCH, the agency currently has a case load of 135 participants that includes pregnant women infant children and postpartum up to six weeks. Members of the Board of Health were informed that the percentages noted in the report referred to the contact rate. Ideally, they want face-to-face contacts or phone contacts. Since COVID-19, the contact rate has been significantly lower due to the fact we were unable to conduct face-to-face contacts. The highest contact rate percentage was in July at 51% and the lowest in September at 37%. Agency staff will continue to attempt and provide outreach but in most cases that is via phone and depends on if the individual picks up or not.

Dr. Tricia Scerba: Mike, are you restricted by IDPH from doing in-person visits?

Mike: It is somewhat of a hybrid model. We allow for in-person visits but it is based on the individual.

Dr. Tricia Scerba: So, they could essentially opt-out?

Teale Hall: State has expanded eligibility through January

Michael Schroeder: Through April, I do believe.

Dr. Tricia Scerba: Since the PHE was extended into April.

Teale Hall: In October, Tara allowed for in-person meetings to resume but we have not had a great percentage of individuals who have wanted to do that. They continue to expand outreach to daycares, schools, Dove, community businesses, etc.

- It was then noted that outreach efforts were provided in the report. This included churches/faith-based organizations, daycares, early intervention, and food pantries. At a majority of businesses and NFPs, outreach was successful however, it was noted that some denied out material.

Lead Program

- During the 1st quarter the agency had one new confirmed venous case in a child with elevated lead blood levels of 20ug/dl. Staff continues to provide outreach to doctor's offices.

Communicable Disease

- The division coordinator instead provided a report for the fiscal year. To summarize, it was noted that there were increases in Chlamydia cases, Histoplasmosis cases, and rabies cases when compared to the previous fiscal year.

Dr. Tricia Scerba: You actually had cases of rabies?

Michael Schroeder corrected his error and noted that it was potential human exposures and not actual rabies cases.

COVID-19

- A three-week model was presented for COVID-19 cases. The three-week average for the number of new cases per week remained consistently in the 20s. This report included the weeks of 10/18-10/24/22, 10/25-10/31/22, and 11/1-11/7/22. Vaccination rates were provided and noted that approximately 62% of Piatt County and 52% of DeWitt County were considered fully vaccinated. A breakdown by age group was presented.

Dr. Mark Hobbie: What is the definition of fully vaccinated?

Michael Schroeder: That you have received the primary series with the strong recommendation that to receive the bivalent.

Dr. Tricia Scerba: Are you seeing demand for that?

Michael Schroeder: Yes, absolutely. We started strong and booked the entire month initially to the point where we had to open an additional day in DeWitt County. I would say that we have had more a demand for the bivalent and even the initial boosters in DeWitt County than in Piatt. Demand has lessened and we have gone back to 1 day per week knowing that we are prepared to open an additional day once again. A majority of those requesting the bivalent are those in the 50 + age range.

- In effort to expand outreach to our most rural populations, a vaccine clinic was offered at the Atwood Public Library. Agency would like to continue offering vaccination clinics in the most rural areas of the county.

Environmental Health

Food Program

- We have filled both positions in Environmental Health. Emily Nevius has been promoted to Environmental Health Coordinator. She previously held the position of Senior Sanitarian. We have also hired Jill Williams-Lansford to fill that additional vacancy. Traditionally, environmental health was held by three individuals (1 Coordinator and 2 inspectors). For now, we will not fill that third vacancy and operate with 1 Coordinator and 1 inspector. They will each be responsible for both counties. Previously one inspector covered each county.
- Reported that the division investigated a foodborne illness outbreak in which 5 people from the same group reported gastrointestinal illness after eating lunch at the facility. A common food was identified. An environmental investigation and education were completed. We remain in contact with the facility to ensure they remain on track.
- Apple and Pork Festival - The division permitted and inspected a total of 46 vendors which is less than usual.

Sewage and Water Program

- The numbers are down in comparison to previous years which can possibly be a result of the economic forecast leading to reduction in new construction homes. A majority of permits are for the replacement of failing systems.

Emergency Preparedness Program

- Position will be retained by Michael Schroeder as there are a number of administrative functions that relate to the program.
- The Comprehensive Planning Guide was recently completed a submitted to IDPH. This determines the agencies current capabilities to respond to a specific emergency event.
- On November 2, our agency co-sponsored a Narcan training event at Clinton High School. A total of 19 individuals were in attendance. The goal is to adequately train as many individuals as possible in the administration of Narcan while also working with community partners in reducing the stigma associated with having Narcan present in the household.
- We have a surplus of COVID-19 antigen tests and to prevent wastage, we will begin offering those for free to the public until the inventory is used or they reach expiration. We will not administer the tests as we do not offer in-house testing. This will be offered to administer at home.
- Distribution of BinaxNow tests were mostly to long-term care facilities. A summary of distribution numbers was provided. Piatt County Nursing Home – 1640, Farmer City Rehab – 600, Manor Court – 400, Arbor Rose – 320, Bement Health Care – 240, Hawthorne Inn – 160.

Food Program (Revisited)

- M. Schroeder noted that the food establishment inspection report was the last attachment provided.

Dr. Scerba: Remind us of the difference between follow-up visits & follow-up inspections?

M. Schroeder: Ok. Follow-up inspection is required if we observe multiple risk factor violations or those considered critical to food safety (food temperatures, handwashing, etc.). So, if multiple risk factor violations are noted, it is at the inspector's discretion to determine if either a follow-up visit is necessary to determine if all corrections have been made or do a need to complete a full inspection. As you can see, there are a couple of follow-up inspections that were necessary. A number of these facilities continuously required re-inspection. Follow-up visits would be to verify any outstanding violations had been corrected that could not be corrected prior to completion of the inspection. We will generally conduct a follow-up visit within 24 hours or 48 hours to verify correction.

Dental Program

Teale Hall presented the Board of Health with a report of the DeWitt-Piatt Bi-County Health Department dental program.

Dental Clinic

- We are down to one (1) dentist on Friday and even that dentist is only request 3 Fridays per month. For that reason, we are booked out until March-April 2023 and there is a decrease in numbers.
- The agency is in conversation with a dentist in Champaign County to fill Wednesday spots and allow for additional appointments. Obtaining dentist in the public health system continues to be an issue.

PHDH Certification

- Two hygienists have decided to pursue the Public Health Dental Hygienist certification. One has completed certification and the other will be completing the process shortly. With this certification, they can operate the clinic without direct observation of a dentist. This includes inter-oral camera work that can be sent to the dentist for an exam/review. Dr. Currie has agreed to sponsor Amanda Miller who has received her certification.

School Program

- The school program has started and we have seen a number of the larger school districts. This includes Clinton Elementary, Bement School, and Deland-Weldon School.
- The State of Illinois visit was completed with Dr. Sochor while at Bement School. The State of Illinois noted no deficiencies.
- During the site visit, the State of Illinois representative provided insight on the Oral Health Promotion Grant and strongly encouraged our agency to apply. It was applied for and received. Under this grant, the agency is now allowed to go into school districts and complete more education-based programs and distribute dental hygiene products. May be a continuous grant.

Additional [Potential] Grant Opportunity

- Another potential grant would allot additional funding to the Public Health Dental Hygienist to allow for more dental days in office and offset cost. This would allow for additional cleaning days at the agency.

Financial Reports

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.

Dr. John Sochor: What is FFF Enterprises?

Teale Hall: That is one of our immunization suppliers.

Michael Schroeder: I thought that was where we purchased flu vaccine.

Dr. Tricia Scerba: Well, it was a small quantity as it was only \$448.00

Teale Hall: I believe it was just for routine TB supplies.

Dr. Tricia Scerba: What is CHW back in August?

Teale Hall: It was for Ted Lowers; I will check into that and get back to you.

- A large purchase was noted for Gibson True Value. This purchase was all under a grant. Gibson True Value worked well with our agency to get us products at cost and also included delivery. Supplies included storage solutions for the Piatt County office as well as heaters, fans, etc. in the event that mobilization of a drive-through clinic was necessary. With the roll-out of the bivalent, the agency wanted to be prepared in the event that demand exceeded capabilities.

Melonie Tilley made a motion to approve; second by Dr. John Sochor; motion carried.

Profit/Loss Report

- The Board of Health was presented with the profit and loss report to review and approve
- It was noted that the flu/pneumonia clinic was higher than in previous years due in part to a clinic being offered at Clinton Schools. Additionally, the rollout of the bivalent vaccine allowed for additional opportunities for individuals to opt for the flu vaccine.
- Noted by Teale Hall that both tax levies had been paid out.
- It was noted that the overall profit for the first four months of the fiscal year was approximately \$175,000.00.

Melonie Tilley made a motion to approve; second by Dr. John Sochor; motion carried

Balance Sheet

- The Board of Health was presented with the balance sheet to review and approve.

Melonie Tilley made a motion to approve; second by Dr. John Sochor; motion carried

Cash Flow

- This is a non-actionable item. The cash flow was provided to show how much has been paid down on the mortgage.

Expense Reports

- This was a non-actionable item. Provided to the BOH for review. This report provides details on where the agency stands on receiving grants and how the funds have been used/spent.
- Teale Hall commented that the Mass Vaccination Grant which was paid in full, will need to be paid back to the State of Illinois by February 15, 2023. The current balance is \$99,000.00. It does appear that funding will continue for mass vaccination efforts under a new grant that will be retroactive October 2022.
- COVID Response Grant will be extended. We can continue to retain and utilize the remaining contact tracer who provides assistance in all programs at the agency.
- Have not yet received funding for the Local Health Protection Grant. The State has been slowed/delayed in distribution. This covers immunizations and all core programs.
- It was also mentioned that PHEP distributions were also delayed but have since been paid out.

Old Business

Update on BOH Members

- BOH members were provided a status update on the search to fill all current vacancies.
- Phil Lamkin will also resign following the January meeting and M. Schroeder has established contact with local attorneys to fill his vacancy.

Melonie Tilley: Is it necessary to have an attorney?

Dr. Tricia Scerba: Not required but I think that strategically it is a good idea. Mike and I have been in discussion and if we could find an attorney in Piatt County to fill the at-large position.

Michael Schroeder: Because of the pandemic and legalities involved, it would be ideal to replace an attorney with an attorney. I am working on contacting a couple of individuals in Piatt County.

- One additional at-large member is necessary for DeWitt County. The administrator strongly favors a member from the mental health community as a majority of community assessments will note mental health as an emerging health issue. Phil Lamkin agreed that a mental health approach would be beneficial.

- Dr. Tricia Scerba noted that due to her change in responsibilities at her current job she plans to also resign from the BOH in the next few months once a replacement has been found. M. Schroeder and Dr. Scerba are in communication with a replacement.
- Piatt County Board will be nominating a new individual as representative on our board. M. Tilley was unsure as to if she would remain our representative.

Edward Jones Account

- The Board of Health was provided an update on the status of the agency money market account with Edward Jones. The account is SIPC insured for a maximum of \$250,000.

Closed Session

- Dr. Tricia Scerba entertained a motion to go into closed session to discuss the following matters:
 - 1) Administrator evaluation results
 - 2) Stipend amount for administrative functions
 - 3) The status and confidentiality of previous closed session minutes and recordings

Dr. John Sochor made a motion to go into closed session; second by Dr. Mark Hobbie; motion carried.

Melonie Tilley made a motion to come out of closed session; second by Dr. John Sochor; motion carried

New Business

- Dr. Tricia Scerba entertained a motion to approve a stipend in the amount of \$1000/month for administrative duties between January 2021 – September 2022. This would include an amount of \$6,000.00 to M. Schroeder and the amount of \$2,000.00 to T. Hall.

Melonie Tilley made a motion to approve; second by Dr. John Sochor; motion carried

- Dr. Tricia Scerba entertained a motion to approve that all closed session minutes remain confidential in nature.

Melonie Tilley made a motion to approve; second by Dr. John Sochor; motion carried

2024 Budget

- The 2024 budget was presented to the Board of Health for review and approval. It was noted that revenue and expenses balanced. M. Schroeder noted that some revisions were made to remove

title (sources) that were no longer utilized. Also noted that with increases in costs, line items required adjustment to account for inflation.

Dr. John Sochor made a motion to approve; second by Phil Lamkin; motion carried

FY23 Staff Salary Increases

- Traditionally staff salary increases were an aggregate based on a number of factors that included the consumer pricing index (CPI), cost of living, and employee performance.
- The decision was made to remove the merit-based portion from those factors and now term it as an all-staff salary increase.
- For the upcoming year, M. Schroeder requested a 2-4% salary increase for all staff members employed at the agency. It was noted that the agency does have a number of employees who are meeting the max salary threshold given their title. Given economic factors and strong focus on staff retention, it was requested that these individuals also receive the pay increase.

Melonie Tilley: How do you determine who would get 2% and who would receive 4%?

Michael Schroeder: It would be the same across the board, everyone would receive the same percentage that is based on the CPI and cost of living.

Dr. John Sochor: So, you are setting something in that range?

Michael Schroeder: Yes, that is correct. I am sorry, I should have elaborated.

Melonie Tilley: So, you are requesting somewhere between that range?

Michael Schroeder: We can set a definite number, its just that in the past a percentage range was presented for approval. I was attempting to remain consistent by presenting the 2-4% range.

Melonie Tilley: So, you would let us know?

Michael Schroeder: Absolutely

Dr. John Sochor: So, we don't need to set it right now?

Michael Schroeder: I do believe that in the past we did vote on...so it used to be an aggregate of CPI, cost of living, job performance, etc. and would base the increase on that. He would provide a range and would vote on approval of that range.

Dr. John Sochor: So that is what I am saying, we aren't going to accept or set it exactly, we are just going to provide you with a range?

Michael Schroeder: Right. Yes. That is how it was done in the past. I am willing to change that, I am just attempting to stay consistent.

Teale Hall: In the past, if I may, it was the administration who made the decision that this person would receive 2, this person would receive 3...

Dr. John Sochor: Oh, so there was a difference?

Melonie Tilley: Everyone should get a 3% or everyone should get 4% no matter what their performance.

Dr. Tricia Scerba: Mike and I have been meeting one a month just to discuss some thing so when this became clear, I was not pleased with that so what Mike suggested is that we do a 4% raise for all employees as kind of the top tier and not punish employees by giving less, when everyone is doing the same level of work.

Teale Hall: ...and the current budget will allow for a 4% raise across the board.

Michael Schroeder: I would like to proceed with a 4% increase for staff. Sorry for my errors.

Melonie Tilley made a motion to approve; second by Phil Lamkin; motion carried.

Nomination of Dr. Fore

- Dr. Tricia Scerba provided a brief description of Dr. Fore and her work experience.
- It was noted that there is a requirement in statute that the physician reside within the county. However, given certain circumstances of availability an exemption allows for the nomination of an individual who practices within county, removing the residency requirement.
- All efforts were made to establish contact with the two physicians having Piatt County residency, but there was no interest.
- Dr. Tricia Scerba entertained a motion to nominate Dr. Fore to the Board of Health

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

Annual Report

- The annual report was presented to the Board of Health for review and approval

Melonie Tilley: Is this mailed to everyone?

Teale Hall: It is posted on our website or if someone would request

Melonie Tilley: I was thinking as a county board member that I received the report.

Dr. Tricia Scerba: Maybe it wouldn't be a bad idea to provide it to the county board.

Michael Schroeder: I can do that.

Melonie Tilley made a motion to approve; second Dr. John Sochor; motion carried

Fusion Internet Service

- M. Schroeder explained that the agency has been utilizing the company as a secondary internet service provider. The company continues to drastically increase monthly costs. The contract first started at approximately \$300.00 and the agency now pays over \$2,000.00 per month. Seemingly every bill is an increase with no explanation. The contract cancellation period only exceeds 15 days and no notification is provided.
- The agency currently has the option to discontinue the contract at pay out the remaining balance of \$9411.24 which is less than the total amount we would be paying until contract expiration in March. Teale Hall commented that there was concern as to how much that price would increase prior to expiration.
- M. Schroeder stated that he plans to disconnect service, pay out, and utilize MR in Clinton as a back-up. Site survey determine that services were feasible and that cost would be significantly less. T. Hall stated that the most expensive package at MR is \$140.00/month.

- Board of Health supported agency decision to cancel contract

Next Meeting

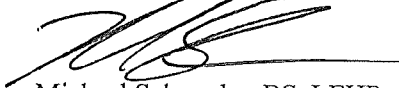
The next Board of Health meeting will be held at the Piatt Office on January 25, 2023

Adjournment

Melonie Tilley made a motion to adjourn the DeWitt-Piatt Bi-County Health Department Board of Health meeting at 20:38 on November 16, 2022; 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