



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

Meeting Minutes for January 25, 2023

Location: Piatt County Office

**Members Present:** Dr. John Sochor, Dr. Tricia Scerba, Dr. Mark Hobbie, Dr. Lauren Fore, Phil Lamkin (via Zoom), Jerry Edwards

**Members Absent:** Melonie Tilley

**Staff Present:** Michael Schroeder, Teale Hall (via Zoom)

**Call to Order**

The meeting was called to order by Dr. Tricia Scerba at 19:02 on the evening of January 25, 2023

**Review and Approval of Previous Meeting Minutes**

The minutes for the Board of Health Meeting on November 16, 2022 held at the DeWitt County office were provided for review and approval.

M. Schroeder noted that the format of the meeting minutes had been revised/updated.

Dr. John Sochor made a motion to approve the November 16, 2022 meeting minutes; second by Dr. Mark Hobbie; 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 division reports for Administration, WIC/FCM/MCH, Environmental Health, VFC, Communicable Disease, and financial. Teale Hall presented on behalf of the Dental Program and also provided input on the financial report. A summary of updates is provided below:

### **Administration**

- Michael has been accepted into the Region V Public Health Leadership course. This is a pilot course intended for those who are new to administration in both public health or health care. The course is geared toward strengthening leadership skills to provide a better environment for staff and the community.
- Requested an extension of the IPLAN and the request was approved. The submission date deadline was extended to September 4, 2023. It is a goal to have the plan completed by the July 2023 Board of Health meeting.
- Administration met with the Family Guidance Center in Springfield to discuss the possibility of allowing use of the agency parking lot for a medication assisted recovery van.
- DeWitt County is now part of the Square 1 program through Prairieland Service Coordination in Decatur. This hotline links individuals to services that may be available based upon their need or request.
- In the process of onboarding the agency into the IRIS program in DeWitt County. The IRIS program is an online referral database system. Only available in DeWitt County but M. Schroeder expressed interest in the possibility of planning a similar service for Piatt County.
- ASPR extended the Public Health Emergency an additional 90 days which allows for continuation of hybrid WIC appointment model.
- The employee assistance program through Lifeworks is now live. This connects all agency staff to 24/7 counseling services as well as self-help toolkits.

### **Nursing**

#### **WIC/FCM/MCH Program**

- In Family Case Management, the current assigned caseload is 135 which includes pregnant, post-partum, and high-risk infants.
- The division continues to conduct outreach within the community focusing on the promotion of the Family Case Management program, Dental Program, and vaccinations.
- For WIC, caseload remains in the 80<sup>th</sup> percentile. The division continues to strive for their goal of 90% but this remains difficult under the current hybrid model.
- Approximately one-half of current participants are utilizing their assigned EBT cards each month. Factors such as supply chain issues, the stigma associated with use of an EBT card, and clients simply forgetting to use them are the most common reasons for this low percentage.

- The Healthworks of Illinois program has conducted 12 administrative case reviews of children in the DCFS program since the previous Board of Health meeting. The current caseload is 48 children.
- For the lead program, the division has prioritized follow-up for one child with an EBL level of <20ug/dl.
- Dr. John Sochor asked for clarification on the Healthworks of Illinois report as the caseload was incorrect on the report, which stated a caseload of 58 children. M. Schroeder confirmed that the caseload is currently at 48 children.

### **VFC Program**

- Provided the Board of Health with the number of vaccines administered since the previous Board of Health meeting.
- The VFC Coordinator provided additional information on the lead program. The total number of children tested in the bi-county area was five (5) with two (2) of those being tested at our agency.
- The VFC audits for both counties have been completed and the program was determined to be in substantial compliance.

### **Communicable Disease Program**

- It was noted that both counties are experiencing COVID-19 outbreaks in long-term care (LTC) facilities. Our agency remains in consistent contact often stressing the importance of continued masking, adherence to illness policies, and encourage staff to stay home if they are ill. Our agency has also been reminding LTCs of certain anti-viral medications that are available for administration following a COVID-19 diagnosis.
- In December, the division responded to an influenza outbreak in a long-term care facility.
- Monitored two (2) individuals for Ebola. Since travel was to an area not considered “high-risk”, only weekly monitoring was required by the Illinois Department of Public Health.
- Provided the Board of Health with the number of COVID-19 vaccines administered since the previous meeting. Currently, the percentage of individuals considered to be fully vaccinated is 62.9% in Piatt and 52.6% in DeWitt. It was noted by M. Schroeder that these percentages have not experienced much of an increase. Approximately 29% of the DeWitt County population and 39% of the Piatt County population have received the bivalent.
- Mr. Jerry Edwards inquired as to if that was percentages for the entire county or those who have just received their vaccination within DeWitt or Piatt County. Michael Schroeder replied that the percentage represented the total number of individuals vaccinated.
- Currently, the counties are averaging approximately 37 cases of COVID-19 per week.
- Division responded and investigated two (2) potential rabies exposures from bats.

### **Environmental Health Program**

- Provided the food establishment inspection report for review. A total of twelve (12) establishment inspections had been conducted since the previous Board of Health meeting.
- The division will no longer issue new permits each calendar year. The facility will retain the existing permit and can make a request for replacement if lost or damaged. An application and fee will still be required each year.
- Recently, Michael Schroeder met with IDPH to discuss the results of the Food Program Review. Although there were many exemptions given the pandemic (statewide), the program achieved compliance in all review areas.
- For the sewage program, the number of applications received and inspections completed were much higher than expected given the time of year. The sewage program received a total of eleven (11) applications for review and approval. A total of fifteen (15) systems were inspected.
- Similar to private sewage, the number of private water well applications were much higher than anticipated. In all, the division received a total of twelve (12) applications for approval.

### **Dental Program**

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

- Due to the holiday season and a planned vacation by our current dentist, the number of procedures were down when compared to previous reports.
- For the school sealant program, there are still a number of schools that need to be visited. Under the Oral Health Promotion Grant, our agency has been provided the opportunity to expand education efforts within the school system. As part of the program, all students are eligible to receive a toothbrush and flossers regardless of income level. This education-based program has been well received.
- The agency received a sub-grant of \$9,000.00 from the Illinois Primary Health Care Association to expand use of the Public Health Dental Hygienists (PHDH). This includes an extension of hours and additional locations. Since the PHDH can work without a dentist present and see patients who have not been examined by the dentist within a year, the first goal is to offer additional Wednesdays throughout the month. Additionally, the agency plans to utilize school equipment to offer a satellite clinic at our Piatt County location for all Medicaid adults. Funds must be used between the dates of February 1<sup>st</sup> and August 30<sup>th</sup>

### **Financial Reports**

#### **Accounts Payable**

- The Board of Health was provided a copy of the "Accounts Payable" for review and approval.
- Noted was the amount paid to Illini Overhead Doors for the replacement of the large overhead door in Piatt County. This cost was covered by an available grant through the Illinois Department of Public Health. Secondly, was the repayment of remaining funds from the Mass Vaccination Grant in the amount of \$77,000.00 to the Illinois Department of Public Health. Lastly, was the amount of \$3,010.00 to Lifeworks which is the Employee Assistance Program.

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

### **Profit/Loss Report**

- 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 January 2023 was \$847,348.84 and the total expenses were \$714,254.55. The current total income for Fiscal Year 2023 is \$133,094.28.
- Dr. Tricia Scerba asked if there were any unanticipated expenses in which Michael Schroeder replied that there were none. Teale Hall also commented that there were none to her recollection besides the repayment of \$77,000.00 to the Illinois Department of Public Health which was mentioned when presenting the report on Accounts Payable.

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

### **Balance Sheet**

- The Board of Health was presented with the balance sheet to review and approve.
- During the review, Mr. Jerry Edwards asked for clarification on the land building mortgage and if it was for both counties. Teale Hall replied that it was for interest on the DeWitt County building only and that two loans remain for the building in DeWitt County.

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

### **Cash Flow**

- Non-actionable item.
- The cash flow was provided to show how much has the agency has paid out on the construction loan.
- Dr. Tricia Scerba questioned the term of this loan and Teale Hall stated that she would research and provide that information.

### **Expense Reports**

- 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. It was noted by Michael Schroeder that the agency was over-budget on auditing expenses, communication for land, and staff training. The agency continues to make efforts on reducing the cost in areas of communication.
- Previously, the agency's secondary internet service was through Fusion, which has been canceled with the remaining balance paid. The agency will now use MR Systems Wireless in Clinton as a secondary internet service. This will drastically cut cost.

## Old Business

### **Update on BOH Members**

- Non-actionable item
- An update was provided on the efforts to fill vacancies on the Board of Health.
- In an effort to fill the upcoming vacancy resulting from the resignation of Phil Lamkin, a letter was sent to two Piatt County attorneys. There has been no response.
- Additionally, two retired attorneys in DeWitt County were recommended as possible replacements. Michael Schroeder noted that he plans to establish contact.

## New Business

### **2023 Board of Health Meeting Dates**

- The Board of Health was provided the proposed 2023 meeting calendar for review and approval.

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

### **Nomination of Dr. Annilee Rohrscheib**

- Presented for nomination to the DeWitt-Piatt Bi-County Health Department Board of Health was Dr. Annilee Rohrscheib

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

### **2023 Salary Schedule**

- The proposed salary schedule was provided to the Board of Health for review and approval. This salary schedule is for hiring purposes only
- Revisions included updates to baseline salary rates for new hires. Existing quartiles were replaced with years of experience and additional credentialing
- Michael Schroeder noted that this was particularly challenging due to current rates of inflation. To figure the proposed salaries, a 24-month average (Dec 2020-Dec 2022) of the Consumer Pricing Index (CPI) + Cost of Living was figured. The average year-to-year increase was 5.38%. This was applied to the base salaries of the previous year.
- Dr. Tricia Scerba noted that a review of the salary schedule is completed each January and is intended to act as a guide for Administration.
- Dr. Mark Hobbie asked if this was applied to part-time positions with the hourly rate figured. Michael Schroeder confirmed.

Mr. Jerry Edwards made a motion to approve; second by Dr. Mark Hobbie; motion carried.

### **Review of Audit Completed by Floyd and Associates**

- Provided the Board of Health with the findings of the audit completed by Floyd and Associates
- It was noted that there were no significant deficiencies.
- Michael Schroeder referred to Teale Hall for any additional input. She asked the Board of Health members to review page 3 of the report which included the qualified opinion and that all information was presented fairly. She then referred to page 6 which noted that there were no instances of non-compliance.

Dr. Mark Hobbie made a motion to approve the findings of the audit; second by Dr. Lauren Fore;  
motion carried

### **Next Meeting**

The next Board of Health meeting will be held at the DeWitt Office on March 22, 2023

### **Adjournment**

Dr. John Sochor made a motion to adjourn the meeting of DeWitt-Piatt Bi-County Health Department Board of Health at 20:07 on January 25, 2023; second by Dr. Mark Hobbie; 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.

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Board of Health Member

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Date