



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for March 22, 2023

Location: DeWitt County Office

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

Members Absent: Melonie Tilley, Dr. Annilee Rohrscheib

Staff Present: Michael Schroeder, Teale Hall

Call to Order

The meeting was called to order by Michael Schroeder at 19:00 on the evening of March 22, 2023

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health Meeting on January 25, 2023 held at the Piatt County office were provided for review and approval.

Mr. Jerry Edwards made a motion to approve; 2nd by Dr. John Sochor; 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

- The agency is currently in the planning phase of providing accommodation for the future DeWitt County Recovery Oriented Systems of Care Coordinator. This position and committee which aim at providing support for those in recovery or who are at risk for substance use disorder, will replace the Substance Abuse Coalition that disbanded.
- Agency is scheduled to receive additional grant funding through the IDPH sponsored Workforce Development Grant. The goal of this grant is to strengthen the current public health workforce and shape the future of public health.
- The IPLAN is mostly complete. Once finished, administration will form a committee to review the plan and discuss health department objective. The deadline date for submission is September 2023; however, the completed plan must be submitted to IDPH 60 days prior.
- With the Public Health Emergency likely ending in May, all Board of Health Meetings moving forward will be in-person to meet requirements of the Open Meetings Act. A virtual meeting option will no longer be offered.

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 number of active participants in both counties is 70
- For WIC, caseload remains in the 80th percentile. The division continues to strive for their goal of 90%.
- The division will host an intern beginning in May.
- For Healthworks of Illinois, the current caseload is 54 children. The coordinator has completed 32 administrative case reviews (32) since the previous Board of Health meeting.

Communicable Disease Program

- Investigated one COVID-19 outbreak at a long-term care facility in February.
- The vaccination rate among residents at long-term care facilities remains at 90% or higher.
- Meds provided by IDPH for the STI program continue to remain on back-order with no expected date of availability.

- The program coordinator completed investigation and follow-up on one Hepatitis B case, one Hepatitis C case. All remaining Hepatitis C cases were transfers that required follow-up only.
- The agency investigated one probable case of Strep-A. There has been a significant increase in the number of Strep-A cases nationwide since the beginning of the year.
- There are currently no active cases of TB in either county.

VFC Program

- Since the last Board of Health meeting, the agency has administered 75 vaccines for children and 5 adult vaccines.
- We are currently in the planning stages of hosting a drive-through high dose flu vaccine clinic for the Medicare eligible populations. A clinic will be offered at both office locations.
- For the lead program, the total number of children tested by our agency is 9 with a total of 56 children receiving lead testing in DeWitt and Piatt Counties.

Environmental Health

- The food establishment inspection report was provided for review
- M. Schroeder noted that a number of new businesses in both counties are currently completing the plan review process
- With amendments to the cottage food section of the Food Handling Regulation Enforcement Act that expanded the list of permissible foods and points of sale, the division is seeing a significant increase in the number of cottage food operators in both counties.

Dental

- T. Hall provided the Board of Health with the clinic totals for the year. Since January, the dental program has completed 74 exams, 35 extractions, 6 SDF applications, and 71 X-Rays.
- Since January 2023, the school sealant program has visited a total of 5 schools. Only two need to be completed prior to conclusion of the 2022-23 school year (Deland-Weldon and White Heath Grade School).
- The agency has received two intraoral cameras courtesy of a grant provided through IPHCA. This will allow for our PHDH's to obtain pictures for remote review by our dentist.
- The current wait-list for routine dental work is three months (July).

Financial

Accounts Payable

- The Board of Health was provided a copy of the "Accounts Payable" for review and approval.
- Noted was the amount of \$6,662.62 payable to Fusion Internet Service. This was the final payout as we transition to MR Systems for secondary internet service. This will allow for a significant cost savings. Additionally noted was the amount of \$3,891.00 payable to Lucid Software which is the company that maintains the food inspection database for our agency.

Dr. John Sochor made a motion to approve; second by Dr. Mark Hobbie; 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 March 2023 was \$946,586.26 and the total expenses were \$897,791.88. The current total income for Fiscal Year 2023 is \$48,794.38
- T. Hall noted that marketing section 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

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

Dr. Lauren Fore made a motion to approve; second by Dr. John Sochor; 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 for the DeWitt County office.

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.
- Once again noted was the repayment amount of \$77,000+ to IDPH for unused funding under the Mass Vaccination Grant.
- T. Hall noted that the agency is still awaiting a payment of \$26,000+ under the Emergency Preparedness (PHEP) Grant.

New Business

Building Improvements

- Non-Actionable Item
- M. Schroeder noted that with age, both office locations are needing necessary updates. With room in the budget to allow for these improvements, the agency has begun to receive bids for replacement of all exterior doors at the DeWitt Office which have experienced significant moisture damage and swelling. This has resulted in inaccessibility and safety concerns. The first bid received exceeded \$27,000.00. The agency will receive additional bids which will be provided to the Board of Health. M. Schroeder reminded Board of Health members that the Fiscal Policy requires any bid exceeding \$20,000.00 to receive Board approval.
- Agency also receive a bid of \$7,000.00 to pressure wash and re-paint the DeWitt County office exterior. M. Schroeder noted that the agency was still awaiting one additional bid.

Acceptance of the Resignation of Dr. Tricia Scerba as Board of Health President and Medical Director

- M. Schroeder noted that Dr. Tricia Scerba had submitted confirmation of her resignation from the DeWitt-Piatt Bi-County Board of Health.

Mr. Jerry Edwards made a motion to approve the resignation of Dr. Tricia Scerba; second by Dr. John Sochor; motion carried

Election of Board of Health Officers

- Dr. John Sochor will resume his role as Secretary/Treasurer of the DeWitt-Piatt Bi-County Health Department Board of Health.
- The Board of Health accepted any nominations for Board of Health President. Dr. Mark Hobbie volunteered to serve as Board of Health President.

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

Open Discussion

- In response to a question presented by Dr. Tricia Scerba during the previous Board of Health meeting regarding the remaining loan term for the DeWitt County building, M. Schroeder noted that the loan will expire in 2034.

Next Meeting

The next Board of Health meeting will be held at the DeWitt Office on May 24, 2023

Adjournment

Dr. John Sochor made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:45 on March 22, 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.

Board of Health Member

Date