



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for July 26, 2023

Location: DeWitt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 19:00 on July 26, 2023

Roll Call

Members Present: Dr. Annilee Rohrscheib, Dr. Mark Hobbie, Dr. Lauren Fore, Jerry Edwards, Melonie Tilley

Members Absent: Dr. John Sochor

Staff Present: Michael Schroeder, Teale Hall

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health Meeting on May 31, 2023 at the Piatt County office were provided for review and approval.

Dr. Lauren Fore made a motion to approve; 2nd by Melonie Tilley; 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

- M. Schroeder noted that a ROSC Coordinator has been hired for DeWitt County. This individual is employed through the Piatt County Mental Health Center but will be housed at the health department as the agency had available space. The ROSC Coordinator will provide resources and guidance to those in recovery or those who are at risk for substance use. Eventually this individual will assist the health department by working with clients in the APORS program.
- A PHQ9 mental health screening form has been developed and will be distributed to all clients at the health department once an agreement has been established with a mental health provider.
- Narcan bags have been made through the ROSC coalition and staff at the health department are assisting the ROSC Coordinator in distribution. These will be offered to any area business, church, etc. based on interest.
- Amanda Miller has accepted an expanded Public Health Dental Hygienist (PHDH) role in the dental division. She will oversee and manage the school dental program. Additionally, her increased work schedule will allow for additional dental clinic days.
- The State of Illinois has passed a \$5,000,000 increase to the Local Health Protection Grant. This represents the largest increase in over 25 years. Because of this grant, the agency will receive an additional \$43,000/year to fund programs such as food protection, private sewage, and private water supplies.
- Application for the Strengthening Illinois Public Health Administration (SIPA) Grant was submitted. If approved, the agency is set to receive approximately \$350,000 over the next 5 years (\$70,000/yr). This grant will assist in funding the expanded position of Amanda Miller and allow for the re-establishment of a health educator at the agency.
- Dr. Rohrscheib asked the question “What businesses are offered Narcan and how does staff interface with the public?” M. Schroeder replied that the agency is offering an education and then gauging interest of the business owners. If they are interested, a Narcan bag is left. There is no requirement to accept. So far staff has visited bars, churches, food pantries, Peace Meal, and area businesses.

Emergency Preparedness

- With remaining FY23 funds, the agency has purchased roll away containers and supplies necessary for a medical countermeasures or mass dispensing event.
- The DeWitt County nuclear powerplant pre-exercise will be held on August 8, 2023 with the functional planned for November 2023.

Nursing

Communicable Disease Program

- The agency continues to complete investigation and follow-up of COVID-19 outbreaks in long term care environments. Between April and June there were a total of 6 outbreaks.
- The agency will be offering a vaccination clinic in fall that will focus on flu and COVID-19 vaccinations.
- There have been 183 cases of COVID-19 since the last Board of Health meeting. For the FY23, the number of COVID-19 cases is now 1,514 total for both counties. This was significantly less than FY22.
- Chlamydia and Gonorrhea cases remain consistent at the county level. IDPH released a Siren notification of increased Syphilis cases across the State of Illinois.
- There were two potential rabies exposures in Piatt County. Agency paid laboratory fees for rabies testing on one specimen that was forwarded by the Department of Natural Resources.

Immunization and Lead Programs

- Since the last Board of Health meeting, the agency has administered 140 VFC vaccines and 15 adult vaccines
- Of particular emphasis was that two siblings in Piatt County reported high blood lead levels and were immediately administered chelation therapy.
- A total of 97 children in DeWitt and Piatt Counties were tested for lead in all healthcare settings.

WIC/FCM/MCH Program

- Agency is currently providing assistance to the Macon County Health Department WIC program while they experience staff turnover. As part of the mutual aid system in public health, it is our responsibility to provide assistance to health department partners when able. A total of 20 clients will be temporarily transferred but more are expected.
- With these clients, transportation remains a concern and issue in some cases. For this reason, a transportation policy was developed that is to be reviewed with all WIC clients prior to their scheduled appointment.

Environmental Health

- The Food Establishment Inspection Report was provided for review. Most facilities performed very well as only two (2) required a follow-up inspection.
- The division continues to see a large number of applicants under the Cottage Food Act which was amended in 2023 to allow for additional sales avenues and home prepared food items eligible under the Act.
- Permit numbers in the private sewage and private water well program continue to be significantly lower when compared to previous years. M. Schroeder speculated that this may be due in part to current economic trends.

Dental

- Teale Hall provided the Board of Health with dental totals from March through June. In total, the health department completed 112 exams, 39 extractions, 81 fillings, and 146 x-rays.
- The school dental program completed the last two remaining schools prior to the conclusion of the 2022-23 academic year. The agency has scheduled all schools for the 2023-24 year.
- The division will be expanding outreach under the Oral Health Promotion Grant. Amanda and other dental staff will be offering more education in the schools which will now not only include elementary age but also adolescents. Unlike before, this grant allows for the purchase of giveaways that promote good oral hygiene. This year, the agency will distribute water bottles.
- Teale noted that we have seen an increase in the number of kids with oral health issues that could be defined as extreme.

Financial

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- M. Schroeder noted that the Sams Club MC Sync in the amount of \$2918.00 was payment towards the agency credit card.

Jerry Edwards 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 June 2023 was \$1,302,347.17 and the total expenses were \$1,214,638.64. The current total income for Fiscal Year 2023 was \$87,708.53.
- T. Hall noted that part of this income was due to an early payment of the Piatt County Tax Levy.

Melonie Tilley 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. Mark Hobbie made a motion to approve; second by Jerry Edwards; motion carried

Cash Flow

- Non-actionable item.
- The cash flow was provided which details the operating and activity costs of the agency and the USDA construction loan payment amount for the DeWitt County location.

Expense Reports

- Non-actionable item.
- This report is provided to the Board of Health to show comparison between the projected/proposed budget and actual current amount. This report also details how much of the overall grant funding has been utilized.
- M. Schroeder hopes that increased dental clinic days will provide additional income moving forward.

Closed Session

(5 ILCS 120/2)(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

M. Schroeder entertained a motion to go into closed session. Motion: Jerry Edwards; second by Dr. Mark Hobbie; motion carried.

Jerry Edwards made a motion to come out of closed session; second by Dr. Mark Hobbie

Personnel Action as Necessary

- Dr. Lauren Fore made a motion to approve a 5% salary increase for the DeWitt-Piatt Bi-County Health Department Dentist, Dr. Curry; second Dr. Annilee Rohrscheib; motion carried

New Business

Election of Board of Health Officers

- Dr. John Sochor was nominated to continue his service as Secretary/Treasurer of the DeWitt-Piatt Bi-County Health Department Board of Health.

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

- Dr. Mark Hobbie was nominated to serve as President of the DeWitt-Piatt Bi-County Health Department Board of Health

Jerry Edwards made a motion to approve; second by Melonie Tilley; motion carried

Staff Evaluation Results

- Non-Actionable Item
- M. Schroeder provided the Board of Health with the results of a staff survey that was created and distributed upon being hired as Administrator. This evaluation will provide assistance in developing strategies that will aim to improve employee morale and public perception.
- One particular area of concern is that the agency scored lower on the question pertaining to personal growth and training opportunities. A number of employees were less than satisfied with the training provided to them when hired. In an effort to address this issue, the agency is offering additional training opportunities to staff.
- To address issues with staff not being rewarded for their accomplishments, reviews will now occur quarterly to allow staff with more frequent opportunities to express their achievements.
- With two office locations, communication continues to be a concern and M. Schroeder is making efforts to improve. He is also seeking staff input on how to move forward.

Open Discussion

No items were presented for discussion.

Next Meeting

The next Board of Health meeting will be held on September 27, 2023 at the Piatt County office.

Adjournment

Melonie Tilley made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 20:08 on July 26, 2023; second by Dr. Lauren Fore; 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 President

Date