



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

Meeting Minutes for January 24, 2024

Location: Piatt County Office

**Call to Order**

The meeting was called to order by Michael Schroeder at 18:02 on January 24, 2024.

**Roll Call**

Dr. John Sochor – Present, Jerry Edwards – Present, Dr. Lauren Fore – Present, Dr. Mark Hobbie – Present, Dr. Annilee Rohrscheib – Present, Sharon Mills – Present, Melonie Tilley – Absent

DeWitt-Piatt Bi-County Health Department Staff Present: Michael Schroeder, Teale Hall

**Review and Approval of Previous Meeting Minutes**

The minutes for the Board of Health meeting held on November 15, 2023 at the DeWitt County office were provided for review and approval.

Dr. John Sochor made a motion to approve the minutes; 2<sup>nd</sup> by Jerry Edwards; 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 reports. A summary of updates is provided below:

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## Nursing

### *Communicable Disease Program*

- Following the peak over the holiday season, COVID-19 cases continue to decrease.
- M. Schroeder noted that there has been a total of four (4) separate COVID-19 outbreaks at local long-term care and assisted living facilities since the last Board of Health meeting (November 2023).
- Since commercialization of the COVID-19 vaccine in September 2023, the agency has administered a total of 13 vaccines under the Vaccines for Children (VFC) and Bridge Access Program. These programs offer the vaccine at no cost to those who qualify. A majority of these vaccines were administered in DeWitt County (10). A total of 20 vaccinations have been administered in the current fiscal year (July 1, 2023 – January 1, 2024)
- The agency continues to investigate and manage cases of Gonorrhea and Chlamydia. When comparing the two counties, there are more cases of Gonorrhea in DeWitt County and more cases of Chlamydia in Piatt County.
- Investigated suspected/probable cases of Campylobacter. M. Schroeder noted that the primary route of transmission is contaminated food or water. This is often referred to as “Traveler’s Diarrhea”
- Division also investigated potential cases of Salmonella and Legionnaires
- Dr. Rohrscheib asked what is considered an outbreak of COVID-19 at a long-term care facility? M Schroeder stated that to his recollection it was 10% of residents with common route of exposure.

### *WIC/FCM/MCH Program*

- Agency continues to accept WIC clients from Macon County. By accepting these clients, the agency is currently 140% over current assigned case load.
- APORS: M. Schroeder noted that 40% of infants were reported with toxicity or withdrawal, mostly due to cannabis exposure. Due to these high numbers, the Health Educator has been tasked with developing and distributing outreach on the harms of infant exposure to illicit drugs during pregnancy.
- Sharon Mills: Is there any screening being conducted at the health department that can be used to indicate post-partum depression or mental health wellness in mothers? M. Schroeder replied that the Edinburgh screening tool is used currently but as part of the IPLAN will work toward distributing a PHQ9 form that will also be completed by all clients at the health department. Long term goal would be to contract with a mental health professional for onsite services.

### *Immunization and Lead Programs*

- Since the last Board of Health meeting, the agency has administered a total of 251 vaccinations.
  - Vaccines for Children (VFC): 201
  - 317 Program: 3
  - Adult Vaccine: 37
- For the lead program, a total of 54 children were tested for lead. M. Schroeder noted that the number of children tested includes testing from all providers in both counties, not just the DeWitt-Piatt Bi-County Health Department. Of those, there were 4 new venous cases in both counties.

## Environmental Health

- The food establishment inspection report was provided for review. M. Schroeder reminded Board of Health members that a follow-up visit is to confirm that outstanding and uncorrected violations have been resolved while follow-up inspections are conducted when a number of risk factor violations are observed during the routine inspection warranting a re-inspection.
- A number of new facilities are currently in the pre-operational stage and will hopefully open within the next few weeks.
- There continues to be a large number of individuals submitting cottage food applications. This type of permit allows non-potentially hazardous food items to be prepared at home and sold through specific sales avenues (ex: Farmers Market).
- Even though this is not generally the busy season for private water wells and private sewage system installations, numbers continue to be down when in comparison to previous years.

## Dental

- It was noted by T. Hall that over half of the schools have been completed as part of the dental school program. She also noted that in Clinton Elementary School, over 40% of the children seen had visible decay. Over 35% of all children seen in all school districts had visible or noted decay.
- The dental clinic is currently booked out until June 2024. The PHDH's have expanded their schedule in an effort to see more patients and reduce wait times. As a PHDH they are able to use intraoral cameras to provide the dentist with pictures to complete remote exams.
- M. Schroeder and T. Hall noted that a feasibility study would be conducted this year to determine if a full-time dental schedule would financially support a full-time dentist.
- T. Hall noted that the PHDH was in communication with the hygienist at Piatt County Nursing Home to provide additional in-house dental care at the facility.
- The agency is developing plans to offer a "Medicaid Day" at the Piatt County location but billing continues to be an issue.

## Financial

### *Accounts Payable*

- The Board of Health was provided a copy of the "Accounts Payable" for review and approval.
- M. Schroeder noted the amount of \$6,200.00 payable to Julie M. Floyd and Associates. This was the final bill for the agency audit.
- M. Schroeder noted that the amount of \$5,496.22 payable to Solix on December 29, 2023 was for internet and communications. The agency currently has a USAC Grant and Solix handles all grant related documents and then applies a 15% charge for the services provided.
- M. Schroeder noted that the amount of \$26,812.00 payable to Health Alliance was for two invoice payments.

Dr. John Sochor made a motion to approve the Accounts Payable; second by Jerry Edwards; motion carried

### *Profit/Loss Report*

- The Profit and Loss Report was provided to the Board of Health for review and approval. The total income for the current fiscal year is \$1,030, 898.59 with total expenses equaling \$673,185.73. The current total income for Fiscal Year 2024 is \$357,712.86.
- T. Hall noted that the SIPA Grant is a 5-year grant paid in full for the amount of \$350,000.00. This will assist in paying the salary of the Health Educator and remaining salary of the PHDH that is not covered by other grants. This payout has been placed into a separate account with accumulated interest being recorded or tracked as per State of Illinois requirements.
- M. Schroeder noted that although we are currently almost 7 months into the fiscal year, the agency has still not received pay-out from IDPH on a number of grants. This includes the PHEP grant and Local Health Protection Grant. This is mostly due to staffing shortages in their fiscal department.

Dr. John Sochor made a motion to approve the Profit and Loss Report; second by Dr. Annilee Rohrscheib; motion carried

### *Balance Sheet*

- M. Schroeder provided the balance sheet for review and approval. Noted was that the total assets matched or equaled the total liabilities and equity.
- Jerry Edwards asked for more information on the Edward Jones account and the amount of money in the money market. M. Schroeder replied that this was presented as a concern during a previous meeting (prior to J. Edwards arrival to the Board) as it was interpreted that, unlike CDs, the money market is not FDIC insured. Contact with the Edward Jones representative determined that the money market is insured up to a certain amount through a separate insurance program. For this reason, an amount less than that cap is maintained in the money market at all times.

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Dr. John Sochor made a motion to approve the Balance Sheet; second by Sharon Mills; motion carried

### ***Statement of Cash Flow***

- Non-actionable item.
- The Statement of Cash Flow was provided for review. This report details the operating activity costs of the agency and the USDA construction loan payment amount for the DeWitt County location. M. Schroeder noted that after operational activities and payment of the DeWitt County building loan, the total net cash increase was \$335,225.85 for the reporting period.

### ***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 State issued grant funds have been utilized for the current fiscal year.

### **New Business**

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

- Audit findings were provided to the Board of Health for review and approval.
- M. Schroeder noted that the audit found no deficiencies nor were there any such disagreements noted.
- M. Schroeder noted that on page 12-13 of the audit, the use of parenthesis was incorrect. They instead signify that the agency was over budget and not under budget.
- Dr Rohrscheib asked if the total revenue for the agency was \$1,344,301.00. M. Schroeder confirmed.
- Sharon Mills: Do the counties approve the budget for the health department? M. Schroeder replied that the budget is first reviewed and approved by the Board of Health. Once approved, it is sent to the County Board of each county for final review and approval.

Jerry Edwards made a motion to approve the audit findings by Floyd and Associates; second by Dr. Mark Hobbie;  
motion carried

#### ***Personnel Policy Updates***

- M. Schroeder noted that the Personnel Policies were in need of revision as certain sections were lacking clarity or information thus creating varying interpretations by all staff members.
- M. Schroeder noted that these policy revisions would be approved over a series of meetings. For this meeting, only Sections 1-3, Introduction, and Manual Objective would be reviewed for approval.
- In the Introduction section, the Mission Statement was updated to reflect changes to the 10 Essential Services of Public Health.
- Section 1 of the Personnel Policy now includes the Equal Opportunity Employer Statement, the ADA Policy, Affirmative Action Statement, Types of Employment, Working and Office Hours, and Absenteeism
- Section 2 of the Personnel Policy details Workplace Policies. This includes: Worker Safety, Substance Use Policy, Tobacco Use Policy, Mandated Reporter Policy, Social Media Policy, and Internet. Sections that were added to this section include a Harassment and Intimidation Policy and Inclement Weather Policy.
  - The Inclement Weather Policy was added to detail agency protocol in the event of an extreme weather event or other such event that would impact the services provided.
  - Dr. Rohrscheib asked if the Mandated Reporter Policy included instances of suspected elder abuse. M. Schroeder noted that he would verify.
- Section 3 of the Personnel Policy details expected Code of Conduct by employees. This section includes: Conflict of Interest, Accepting Gifts or Donations, Solicitation, Theft, Political Activity, Employee Dress Code, and Confidentiality.

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- A policy pertaining to employee relationships was added to this section.
  - The statement pertaining to theft was revised to include falsifying time and mileage reimbursement.
- Dr. Rohrscheib asked if there was a statement or policy on tattoo and body art under the agency dress code. M. Schroeder noted that no current policy was in place as tattoos and piercings are allowable. Only in circumstances where body art was determined to be offensive or derogatory would it be requested that any tattoo or piercing be covered or removed.

Dr. Lauren Fore made a motion to approve the Introduction, Manual Objective, and Sections 1-3 of the Personnel Policy; Dr. John Sochor requested further discussion to ask if a statement should be added to the dress code that addresses tattoo and body art. M. Schroeder noted that a statement could be added to mention that if any body art is deemed offensive or derogatory it could be requested by the Board of Health or the Administrator to have it removed or covered. M. Schroeder noted that the necessary revision would be made and presented at the next Board of Health meeting.

Dr. Lauren Fore rescinded her motion to approve the Introduction, Manual Objective, and Sections 1-3 of the Personnel Policy

M. Schroeder entertained a motion to approve the Introduction, Manual Objective, and Sections 1-2 of the Personnel Policy

Dr. Annilee Rohrscheib made a motion; second by Jerry Edwards; motion carried

### ***Salary Schedule***

- Presented in January of every calendar year, this acts as a guide for establishing a starting salary for all new hires.
- M. Schroeder noted that the Consumer Price Index and Cost of Living is used to determine any adjustments to this schedule.
- For the year, the Consumer Pricing Index averaged a month-to-month increase of 0.29%. This was applied to the previously approved salary schedule and is being proposed.

Jerry Edward made a motion to approve the Salary Schedule; second by Dr. Mark Hobbie; motion carried

### ***2024 Administrator Salary Increase***

- In previous years, salary increase negotiations for the Administrator were separated from proposed salary increases for all other staff and generally followed the annual Administrator evaluation.
- M. Schroeder noted that the Administrator evaluations will still be completed by staff and provided to the Board of Health on an annual basis but requested that he be included in the list of eligible employees who receive an approved annual salary increase. M. Schroeder requested the 3% salary increase that was approved for all other staff members in November 2023. As part of this request, he will receive the same approved salary increase as all other DPBCHD staff moving forward.

Jerry Edwards made a motion to approve the 3% salary increase for M. Schroeder; second by Dr. John Sochor; motion carried

### **Open Discussion**

No items were presented for discussion.

### **Next Meeting**

The next Board of Health meeting will be held on March 27, 2024 at 06:00pm in the DeWitt County office.

**Adjournment**

Dr. Lauren Fore made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:33 on January 24, 2024; second by Sharon Mills 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 President

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Date