



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for March 27, 2024

Location: DeWitt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:00 on March 27, 2024.

Roll Call

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

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 January 24, 2024 at the Piatt County office were provided for review and approval.

Dr. Lauren Fore made a motion to approve the minutes; 2nd by Sharon Mills; 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 WIC/FCM/MCH, Environmental Health, VFC, Communicable Disease (Notifiable Disease and Conditions), 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

- The Illinois Department of Public Health provided notice that the Communicable Disease Division has been renamed the Division of Notifiable Diseases and Conditions. At the agency, the position will be referred to as the Infection Control Nurse.
- The division investigated one (1) outbreak of COVID-19 in a local long-term care facility.
- Lead program case management is now being completed by the Infection Control Nurse. A total of 10 capillary tests were administered between the months of January and March. Two (2) home visits were completed and 3 cases were transferred to the IDPH Champaign Regional office requesting environmental sampling.
- A total of 43 TB tests were administered in DeWitt County between the months of January and March. During that same timeframe, a total of 73 TB skin tests were administered in Piatt County.
- No COVID-19 vaccines were administered between the months of January and March. A total of 15 have been administered since the start of the fiscal year (July 2023).
- For the STI program, the division administered 3 in-house STI tests resulting in 1 positive. Treatment and expedited partner therapy was offered and administered to the individual and their partner.
- One bat was tested for rabies and the results were negative.
- The Infection Control Nurse investigated 1 positive Pertussis case.
- Earlier this month, the agency received information of a suspect measles case at a local hospital. Following conversation with IDPH the symptoms were seemingly not consistent with measles. No further testing was administered. IDPH advised monitoring for changing symptoms that would warrant testing.
- Chlamydia and Gonorrhea levels continue to increase in the bi-county area.
- One (1) probable/suspect/confirmed case of Carbapenem Resistant Microorganism was investigated. This is a bacterial infection that is resistant to antibiotics.

WIC/FCM/MCH Program

- A nurse has been hired to replace Tara Chapman who has announced her retirement for early 2025.
- In the APORS program, the agency received 12 infant discharge records in which 66% had positive drug toxicity or exhibited withdrawal. This includes illicit drugs such as marijuana, heroin, and cocaine. Of those, there was no interest in receiving optional services from the health department. M. Schroeder noted that pamphlets on the harms of substance use during pregnancy are provided in the form of a mailer to these individuals.
- Dr. Hobbie: How are these determined or assigned? M. Schroeder and T. Hall both responded to this question noting that information is sent to IDPH which is then distributed to the appropriate county. Tests are administered for drug toxicity and symptoms of withdrawal are noted or reported.
- For the WIC program, the current assigned caseload is 266. M. Schroeder noted that the agency continues to assist the Macon County Health Department. Due to the increased caseload, the closeout participation percentage exceeds 100%.

Immunization Program

- Since the last Board of Health meeting, the agency has administered a total of 151 vaccinations.
 - Vaccines for Children (VFC): 144
 - 317 Program: 1
 - Adult Vaccine: 6

Environmental Health

- The food establishment inspection report was provided for review. Between the dates of January 1st and March 12th, a total of 44 routine, pre-opening, and follow-up inspections were conducted. 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. (Continued on next page)

- M. Schroeder noted that the division is currently operating with 1 Environmental Health Specialist following the resignation of one division staff member. M. Schroeder noted that the job opening was posted and that a large number of applicants applied. The position was offered to a current U of I student who will graduate in May 2024 and will begin work on May 28, 2024.
- There are currently 3 new restaurants in the pre-operational or plan review phase.
- A total of 11 septic applications have been approved in 2024 (5-DeWitt, 6-Piatt as noted by M. Schroeder)
- A total of 7 private water well applications have been approved in DeWitt County with 5 private water wells receiving approval in Piatt County.

Dental

- Clinic numbers from January through March were provided for review.
- There is only 1 more school left to complete under the school program. This program will resume in August 2024. It was noted by T. Hall that the program saw fewer children in Piatt County but a much larger number in DeWitt County. The hygienists have been offering oral hygiene education in all schools (K-12) as part of the Oral Health Promotion Grant. The Dental Office Manager has been attempting contact with families whose children received dental services under this program and were noted as needing follow-up.
- The clinic has opened additional days for services however the schedule remains booked through September.
- Amanda Miller, PHDH, in cooperation with the hygienist at Piatt County Nursing Home will offer dental services to eligible residents at the facility. Will provide cleanings and SDF applications.
- T. Hall noted that the show rate among clients has improved significantly now that multiple reminders are being sent to upcoming scheduled patients.
- Amanda Miller, PHDH, is offering 3 mobile clinic days in Piatt County to those who qualify (Medicaid children and adults). If successful, more dates will be offered.

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 \$2,488.21 payable to Wm. Masters. This was for annual generator maintenance.
- M. Schroeder noted that the amount of \$12,474.00 payable to Petersen Insurance was the premium for liability and facility insurance.
- M. Schroeder noted that the amount of \$3,170.13 payable to Telus Health was the annual invoice for the agency EAP.
- M. Schroeder noted that the multiple payments to Paramount Painting were for repainting portions of the DeWitt County office. Overall cost for this service was approximately \$10,000.00.
- M. Schroeder noted that the amount of \$3,636.93 payable to Lucid Program was for the food program inspection database. Annual cost may fluctuate as it is based on the total number of food permits in the system.

Melonie Tilley made a motion to approve the Accounts Payable; 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. Total income from fees for the current fiscal year is \$197,296.01. M. Schroeder noted that the agency is now receiving payouts for a number of state-level grants. The total income received from grants for the current fiscal year is \$603,887.25. The total income for the current fiscal year is \$1,253,758.84 with total expenses equaling \$887,244.42. The current total income for Fiscal Year 2024 is \$366,514.42.

Dr. Mark Hobbie made a motion to approve the Profit and Loss Report; second by Dr. Lauren Fore; motion carried

Balance Sheet

- M. Schroeder provided the balance sheet for review and approval. This details all assets and equities of the agency. Noted was that the total assets matched or equaled the total liabilities and equity.

Dr. Annilee Rohrscheib made a motion to approve the Balance Sheet; second by Melone Tilley; motion carried

Statement of Cash Flow

- Non-actionable item.
- The Statement of Cash Flow was provided for review. Once operating activities and the construction loan are applied to the total income for the current fiscal year, the adjusted net income is \$336,852.99. The total cash at the end of this reporting period is \$1,452,676.38

Expense Reports

- Non-actionable item.
- This report is provided to the Board of Health to show comparison between the projected/proposed budget and actuals for the current fiscal year. This report also details the percentage of State issued grant funds that have been utilized for the current fiscal year.
- M. Schroeder noted that the agency is currently at 70% of the proposed budget amount for FY24 with approximately 4 months left in the fiscal year.

New Business

Personnel Policy Updates

- Sections 4-6 of the revised Personnel Policies and an amendment to the Dress Code under Section 3 were provided to the Board of Health for review and approval.
- To follow-up with a question presented by Dr. Rohrscheib during the previous Board of Health meeting, M. Schroeder noted that the Court Mandated Reporter Policy does not apply to seniors. If elder abuse is observed at any time, the agency would notify appropriate authorities.
- Notable additions and revisions:
 - Timesheet and Payroll Policies
 - Vacated Position Policy
 - Overtime Hours – M. Schroeder noted that employees will now be paid out monetarily if flex time accruals are not used within the pay period. Any time over 40 hours will be paid at 1.5x the staff member's current rate. All overtime hours must be approved by an immediate supervisor or the Administrator
 - Reimbursement for Travel Expenses Policy – provided additional clarity on what types of travel are eligible for reimbursement. Travel between offices is automatically calculated at 52 miles
 - Reimbursement for Lodging Policy – staff members are now eligible to receive reimbursement for lodging for any conference that exceeds 2 days and is more than 50 miles from either office location
 - Reimbursement for Meals – on an annual basis, the Administrator will review the current federal per diem rates. Any changes will be sent to staff members in the form of a memo.
 - Bi-Annual Progress Report Policy – employee progress reports will now be completed on a bi-annual basis. Results of these progress reports will have no impact on any approved salary increases.
 - Vacation Time & Sick Leave Policy was revised to support the Paid Leave for All Workers Act. This section was approved at the November 2023 meeting.
 - Sick Leave Policy – Revised to follow CDC guidelines. Staff members must remain at home until 24 hours after a fever subsides or 48 hours following the last gastrointestinal event.
 - Jury Duty Policy – Employees must return to work if jury is dismissed during normal working hours. In order to be paid by the agency, staff must relinquish all jury duty payments to the DeWitt-Piatt Bi-County Health Department.

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M. Schroeder entertained a motion to approve the remaining sections of the DeWitt-Piatt Bi-County Health Department Personnel Policy under the condition that a revision be made to a error noted by Sharon Mills under the Bi-Annual Progress Report Policy.

Sharon Mills made a motion; second by Dr. Annilee Rohrscheib; motion carried

Administrator Evaluations

- The results of the annual Administrator evaluation were presented by Dr. Hobbie who currently serves as the President of the Board of Health.
- T. Hall noted that all responses were anonymous and that not all employees completed the survey.
- Dr. Hobbie noted that the optional responses for the survey were “Always True”, “True Most of the Time”, and “Not True”.
- Each employee represented 9% of the survey responses.
- 64-91% of replies were “Always True”
- 0-36% of replies were “True Most of the Time”
- 0-9% of replies were “Not True”
- Notable comments on the survey included:
 - “Provide staff with more training opportunities and room for advancement”
 - “Keep up the great communication”
 - “[Administrator] Continue to learn about all programs of the agency”
 - “Michael has done a fantastic job”
 - “Blatantly seeing an issue and joking about it does not make an issue go away it actually makes it look like you are okay with it”.
- M. Schroeder agreed with most criticisms with the exception of the last comment noted above. He stated that he is willing to build on any weaknesses but not when unsure of the context. He does not know the reference.
- M. Schroeder noted that results of the evaluation will be made available upon request.

Dr. Annilee Rohrscheib made a motion to approve the results of the Administrator evaluation; second by Melonie Tilley; motion carried

Safe Needle Exchange Program

(Non-Actionable Item)

- Approached by Tony Kirkman from Piatt County Mental Health Center to see if there was interest in establishing the DeWitt-Piatt Bi-County Health Department (DeWitt only) as a Safe Needle Exchange Site under the ROSC Coordinator which is housed at the agency.
- M. Schroeder explained that this would allow the exchange of used needles and provide individuals with access to recovery and support options. This limits to reduce substance use rates and allow for proper disposal of used needles. There is much stigma associated with these programs and M. Schroeder understands the concerns and hesitations however, evidence has shown that these programs are effective in reducing substance use rates. He also noted that these programs keep hazardous materials out of the municipal waste stream which could better protect everyone.
- M. Schroeder noted that information on this program was presented to gauge interest. If there was interest, a presentation would be scheduled with Tony Kirkman who could provide any additional details.
- With the Board of Health in favor, a presentation will be scheduled for the next Board of Health Meeting.

Open Discussion

No items were presented for discussion.

Next Meeting

The next Board of Health meeting will be held on May 22, 2024 at 06:00pm in 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 19:36 on March 27, 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.

Board of Health President

Date