



DeWitt-Piatt Bi-County Health Department

Board of Health

Meeting Minutes for September 25, 2024

Location: Piatt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:01 on September 25, 2024

Roll Call

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

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

Public Comment/Guest Speaker

No public comment or guest speaker(s)

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health meeting held on July 24, 2024 meeting at the DeWitt County office were provided for review and approval.

Sharon Mills made a motion to approve the minutes; 2nd by Dr. Annilee Rohrscheib; motion carried

Division Reports

Michael Schroeder provided the Board of Health with division reports for Environmental Health, Maternal Child Health, VFC/Immunizations, Notifiable Diseases, 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 on the next page:

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Financial

*Actionable Item

*Accounts Payable**

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- M. Schroeder noted the bill payable to Balco, LLC was for a temporary permit refund.
- M. Schroeder noted that the bill dated 8/12/24 and payable to Office Ally in the amount of \$39.00 was for non-participating claims.
- M. Schroeder noted that the bill payable to Covenant Animal Clinic was for the euthanasia of two bat specimens for the purpose of rabies testing following a potential exposure.
- M. Schroeder that bill dated 9/9/24 and payable to Noodle Soup was for nutrition education supplies that are reimbursed through available grants.
- T. Hall noted that the bill payable to the Presbyterian Church in Clinton was for two parking places and a vendor spot at the upcoming Apple ‘n Pork festival.

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

*Profit and Loss Report**

- The Profit and Loss Report was provided to the Board of Health for review and approval.
- M. Schroeder noted the following income and expense totals for the current fiscal year (FY25):
 - Total Income from Contracts: \$9,080.18
 - Total Income from Dental Services Fees: \$23,854.28
 - Total Income from Nursing Services Fees: \$3,548.60
 - Total Income from EH Fees: \$8,112.50
 - Total Income from Fees: \$36,983.08
 - Total Income from Grants: \$33,292.05

Total Income (All Sources): \$281,477.04

Total Expenses for the Fiscal Year: \$278,084.40

Total FY25 Net Income (to-date): \$3,392.64

Sharon Mills made a motion to approve the Profit and Loss Report; second by Dr. Mark Hobbie; 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 the total liabilities and equity (\$3,408,945.62)

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

Statement of Cash Flows

- Non-actionable item.
- The Statement of Cash Flow was provided for review. M. Schroeder noted that since the agency has still not received a number of grant payouts (mostly quarterly) for FY25 the balance is currently negative. As the agency begins to receive these payouts, the net cash will increase.
- Once all operating activities and the construction loan are applied to the total income for the current fiscal year, the adjusted net cash increase for the reporting period is \$-5,536.13. The total cash at the end of this reporting period is \$1,418,647.61.

Income and Expense Reports

- Non-actionable item.
- These reports are provided to the Board of Health to show comparison between the projected/proposed budget and actuals for the current fiscal year.
- M. Schroeder noted that for FY25, agency expenses are at 18% of the proposed budget (\$232,443.46).
- M. Schroeder noted that for FY25, the agency income is 19.25% of the proposed budget (\$252,558.26).

Notifiable Diseases

- M. Schroeder noted that for the lead program there are currently (0) capillary tests pending confirmatory venous testing. There are currently (4) confirmed venous cases in each county.
- A total of 26 TB tests have been administered in FY25. There were 18 in DeWitt and 8 in Piatt.
- For the STI/STD program, (1) test was administered in Piatt County with Expedited Partner Therapy provided to (1) individual in Piatt County.
- A total of 4 bat specimens were submitted to the IDPH lab for rabies testing.
- For the reporting period, the agency investigated (1) probable Campylobacteriosis, (1) confirmed Candida auris, (1) probable Cryptosporidiosis, (2) confirmed Lyme Disease, (1) confirmed Salmonella, and (6) potential rabies exposures with no positive results.
- M. Schroeder that for COVID-19, reporting is now only required for novel cases, ICU admissions, and deaths. For this period, one (1) COVID-19 ICU admission and death was reported and investigated. There were no long-term care facility associated outbreaks.

Maternal Child Health

- The FY25 goal set by the State of Illinois for our agency is 360 participants. For the reporting period, the agency has ranged between 60-80% of that goal.
 - July 2024: 301 participants (84%)
 - August 2024: 285 participants (79%)
 - September 1, 2024 – September 20, 2024: 228 participants (63%)
- The FY25 goal set by the State of Illinois in the Family Case Management program is 91 participants for our agency. M. Schroeder noted that the percentages for engagement in this program are currently at the highest they have been in quite some time. The willingness of clients to enroll in this program and allow for the potential of a home visits are significant factors in this engagement percentage. In July, it was reported that the agency was at 85% of the state goal. In August, the agency was at 93% of the state goal.
- The division has participated in a number of outreach events including a diaper pantry drive and lead/hemoglobin testing at the CAPCIL Head Start in Clinton.
- The agency completed 131 case reviews for the Healthworks of Illinois (HWIL) program.

VFC/Immunizations

- For the VFC program, a total of 90 kids were seen and 260 vaccinations were administered. A total of 3 adult vaccines were administered during the reporting period.
- M. Schroeder noted that the agency will have private pay, 317, and VFC trivalent flu vaccines. The agency will also secure an allotment of VFC COVID-19 and RSV vaccinations.
- The cost for flu vaccines will be \$35.00 for regular dose and \$85.00 for high dose.

Environmental Health

- The food establishment inspection report was provided for review.
- The division is busy preparing for the Apple 'n Pork Festival. Currently, a total of 60 temporary permit applications have been received.
- Annual permit renewal notices will be mailed out in October.
- The septic and well programs are busier than expected this early in the fiscal year. So far, the agency has approved 38 private sewage applications and 28 private well applications.

Dental

- Clinic numbers were provided for review. T. Hall noted that the agency completed 140 exams, 47 extractions, and 127 fillings between the months of March 2024 and September of 2024.
- For the school program, a total of 373 exams were completed with 268 sealants administered. Approximately 33% of children seen had decay.
- T. Hall noted that we are seeing more SDF applications and it is well received. Show signs that it is effective.
- The PHDH will start the school program next week.
- IDPH has given the agency permission to administer SDF during school visits.
- Dr. Kathy Eaton and Katelyn Ernst (Dental Assistant) will start next week and will be in the clinic on Tuesdays and Wednesdays to allow for more appointment availability.
- M. Schroeder noted that the agency PHDH has been providing routine cleanings at nursing homes in DeWitt and Piatt Counties. It is very well received.

New Business

*Actionable Item

****FY26 Budget Review and Approval***

- The proposed FY26 budget was provided for review and approval.
- M. Schroeder noted that with rising costs, this budget was particularly difficult to balance. For this reason, minimal cuts in some expenses were necessary. M. Schroeder noted that utilities have increased by 20% over a 2-year period with the cost of supplies increasing by 43% over the same time frame.
- The total budgeted proposed for FY26 was \$1,454,343.00.

Jerry Edwards made a motion to approve the FY26 Budget; second by Dr. Annilee Rohrscheib; motion carried

****Fee Schedule Increases***

- M. Schroeder noted that due to rising costs, it is necessary to present an increase of fees in Environmental Health and Vital Records to help offset expenses. He noted that these are the only two divisions in which fees can be adjusted.
- In Environmental Health, M. Schroeder noted that annual permit fees are based on the risk associated in the food preparation procedures of each restaurant. Those with more advanced preparation or high-risk preparation are inspected more frequently throughout the calendar year. For this reason, permit fees are higher. Currently, the fee breakdown is as follows: High Risk - \$350, Medium Risk - \$250, Low Risk - \$150.
- For the food program, M. Schroeder proposed a \$25 increase to all risk categories. He estimated that this would increase income in the program by \$13,000/year.
- For the private sewage program, M. Schroeder proposed to increase the application fee to \$200 which is a \$50 increase.

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- Lastly, M. Schroeder proposed a fee for an expedited plan review process in the food program. This one-time fee set at \$225 would allow for the expedited approval (<72 hours) of new food establishments.
- For the vital records program, M. Schroeder proposed an increase from \$19.00 to \$23.00 for the first certificate and an increase from \$11.00 to \$15.00 for each additional certificate copy. He noted that these proposed prices are consistent with both the DeWitt County Courthouse and Piatt County Courthouse.
- If approved, these fees will go into effect on January 1, 2025.
- Dr. Mark Hobbie asked when the last fee increase was approved. M. Schroeder replied that the last fee increase in Environmental Health occurred in 2015 but he was unsure when the last fee revision in Vital Records occurred.

Dr. John Sochor made a motion to approve the proposed fee increases in Environmental Health and Vital Records that will go into effect on January 1, 2025; second by Dr. Mark Hobbie; motion carried

****2025 Employee Salary Increases***

- M. Schroeder proposed a 2% salary increase for all employees at the agency. This proposed amount was based on budget availability and the current status of the economy (Consumer Pricing Index). This salary increase will help offset estimated cost-of-living in the new year.

Sharon Mills made a motion to approve proposed employee salary increases; second by Dr. Annilee Rohrscheib; motion carried

****2025 Board of Health Meeting Schedule***

- The 2025 meeting schedule for the DeWitt-Piatt Bi-County Health Department Board of Health was provided for review and approval.

- Jerry Edwards made a motion to approve the 2025 Board of Health meeting schedule; second by Dr. Lauren Fore; motion carried

Sharps Collection Program

- Through opioid settlement money provided by the Piatt County Board, the agency was able to start a sharps collection program in Piatt County. All who reside in Piatt County are eligible to participate in this service. In DeWitt County, the agency received a grant from the EPA to provide the same service to residents. If an individual drops off a used sharp container, they will receive a replacement at no cost.

Open Discussion

No items were presented for discussion.

Next Meeting

M. Schroeder noted that the November 2024 meeting will be canceled. The next Board of Health meeting will be held on January 22, 2025 at 06:00pm in the Piatt County office.

Adjournment

Dr. Mark Hobbie made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:20 on September 25, 2024; second by Dr. John Sochor; 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