

Dewitt Piatt Bi-County Health Department Board of Health

Minutes for November 17, 2021

DeWitt Office

MEMBERS PRESENT: John Sochor and Phillip Lamkin
Aaron Blakely, Ray Spencer,
Tricia Scerba and Melonie Tilley via Zoom

MEMBERS ABSENT: Mitch Hammel and Mark Fred

STAFF PRESENT: David Remmert, Teale Hall, Shelley Stipp

The meeting was called to order by A. Blakely at 7:00 p.m.

The minutes for the July 28, 2021, meeting in DeWitt office were reviewed. A motion was made by P. Lamkin to accept the minutes; second by J. Sochor; motion carried.

Reports –

Administration/Nursing - D. Remmert commented The Administration/Nursing Reports have been prepared by T. Chapman, RN, IBCLC, WIC Coordinator. The reports indicate our WIC numbers have dropped, over a period of time. This is something going on with all health departments throughout the State of Illinois. Healthworks Report – Healthworks is no longer considered part of the Maternal Child Health Program. The infant and children on this caseload no longer count in the case load for Family Case Management. Case Management – case management of children who are in DCFS care. This is a very important program we operate. It provides case management services to that particular population. A report of clinical services is also in the packet. This provides an overview of how we are doing throughout our health department, in both counties, DeWitt and Piatt. There is also a Communicable Disease report. One interesting highlight T. Chapman mentioned, in the Communicable Disease Report, is that she is currently working on a case of Tularemia. This is the first Tularemia she has investigated since she has been with the agency. T. Chapman has been with the agency longer than D. Remmert has.

The next item in the report is vaccination status with regard to Covid. P. Lamkin commented he thinks the data for the population 65 years of age is missing from the Fully Vaccinated graph. D. Remmert said he knows exactly where the information is on the State website. He knows our status, and will report up to date information back to P. Lamkin.

Environmental Health – this report provides information in regards to the food program, the sewage program and the water program. D. Remmert commented we had a pause in Environmental Health services as Covid presented itself. We pulled staff out of their daily functions and reallocated them to put them in a position to assist with Covid related issues. Our Environmental Health program staff was sort of diverted; however, they are going back to their normal programs. Yesterday, Michael Schroeder, LEHP, Environment Health/Emergency Response Coordinator, participated in a full evacuation exercise at the Exelon power plant.

Dental – These reports were created by Teale Hall, Director of Administrative Services. The reports indicate 301 dental exams were given during the timeframe of July 28, 2021, through November 15, 2021. We have recently restarted our school base sealant program in the school. We have a lot of good work going on with these programs, as well.

Financial –

Accounts Payable – ^{REMMERT} D. Commented the Accounts Payable report is from July 24, 2021 – November 15, 2021. We have accounts payable in the amount of \$172,187.95. A motion was made by J. Sochor to accept the Accounts Payable Report; second by P. Lamkin; motion carried.

Profit & Loss Report – D. Remmert commented we have \$646,974.55 in total income, total expenses of \$489,522.41; total net income reported \$157,452.14. D. Remmert reported financials are overloaded in the very early part of the fiscal year, however, typically goes down. P. Lamkin asked a question if the dispute with Piatt County has been resolved or is it still ongoing. D. Remmert said he met with the consultants they brought in, and he doesn't think anything is in jeopardy, for this fiscal year, at this time. A motion was made by J. Sochor to accept the Profit and Loss Report; second by M. Tilley; motion carried.

Balance Sheet – D. Remmert reported the Balance Sheet shows Total Assets \$3,236,704.15., and liabilities to match. D. Remmert reported the items he looks at most frequently are the total dollars in current assets. He commented we have a mortgage on the building in Clinton. He feels the most prudent step we could do at this time would be to start paying down the mortgage on the building in Clinton. We are required through USDA, who holds our loan, to have an amount set aside that in case any defaults came in, we would have enough money in a separate account to pay a year's worth of the mortgage. D. Remmert commented we would retain whatever money is in that account that we are required to have, and pay the extra

balance towards the mortgage. He is thinking it is \$71,000 that we are required to keep in the account. A motion was made by P. Lamkin to accept the Balance Sheet; second by J. Sochor; motion carried.

Income/Expense Report – D. Remmert commented this is a good report to show how revenue and expenses go up and down on a monthly basis. For instance, some months there may be 3 payrolls. There is no need to make a motion to approve.

New Business –

FY2020 and FY2021 – D. Remmert reported Teale Hall, Director of Administrative Services, prepared these reports for everyone. We are required by law to submit annual reports. It is written into the Public Health State Statues. It is required we have a financial report in there as well. There are two of them for two different years. These are for review purposes only, nothing we have to adopt. D. Remmert did not denote any kind of motion that was needed for tonight's meeting on those.

Fiscal Policies – D. Remmert commented we have always had Fiscal Policies. In the past, he drafted Fiscal Policies through an accounting firm in Champaign, Illinois; however, there are new actions that needed to be taken, new protections, new safeguards for financial endeavors. This was something D. Remmert brought to the Board right before Covid happened, and the Board gave permission for D. Remmert to go and seek out an accounting firm to get these fiscal policies drafted. Fast forward 18 months, and D. Remmert is coming back to the Board to review and approve the new Fiscal Policies. D. Remmert commented he had to make many different edits to the draft set of policies because it appeared the firm did not make proper diligence, in terms of interviewing us to understand our operation here very well. D. Remmert think they assumed we have much more infrastructure than we do. We are a small agency. He feels these fiscal policies, as they are written, offer a level of protection that would be required of most agencies our size. R. Spencer asked the question if the new Fiscal Policies were different from the original set. D. Remmert answered they are very different from the original set that we had, that we were operating from years ago. D. Remmert reviewed them and T. Hall also reviewed them. We made some corrections to them and now they are in a form which he feels is fair to the Board. On top of these policies, we also have an audit done every single year, multiple audits. T. Hall mention our DHS was just completed as well.

We also have programmatic audits done yearly. A motion was made by J. Sochor to accept the Fiscal Policies, second by P. Lamkin; motion carried.

Other – A. Blakely commented he is looking for guidance on how to proceed with a personnel related matter. P. Lamkin suggested it may be best to go into Closed Session. R. Spencer commented Closed Session isn't on the agenda. P. Lamkin commented the Board couldn't take any action tonight, since it is not on the agenda; however, the subject could be talked about in Closed Session. A. Blakely commented he isn't looking for a resolution, at this time, he is looking for procedure. He commented he would prefer to do this in person, and keep it as private as possible, with as little trouble as possible. He will be in touch with Board members through email, to see when everyone is available, as to have a quorum at the meeting. It will be a Closed Session meeting to handle a personnel issue.

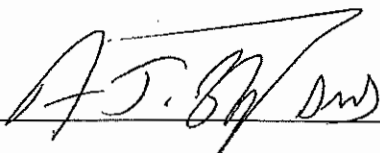
The next meeting for DeWitt-Piatt Board of Health is scheduled for the end of January 2022. The meeting ended at 7:37 p.m.

Respectfully submitted,

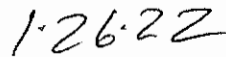
Aaron Blakely, DMD

Board of Health President

I hereby certify that the minutes above hereto accurately represent the actions taken by the DeWitt/Piatt Board of Health on the above occasion.



Board of Health Member



Date