

Dewitt Piatt Bi-County Health Department Board of Health

Minutes for August 3, 2022

Clinton Office

MEMBERS PRESENT: John Sochor, Tricia Scerba, Phil Lamkin
Ray Spencer via Zoom

MEMBERTS ABSENT: Melonie Tilley

STAFF PRESENT: Michael Schroeder, Teale Hall, Shelley Stipp

The meeting was called to order by M. Schroeder at 7:03 p.m.

The minutes for the March 23, 2022, meeting in DeWitt office were reviewed. A motion was made by P. Lamkin to accept the minutes; second by J. Sochor; motion carried.

Guest Speakers – None

Administration / Nursing Report – Suspended for this meeting.

Environmental Health Report – Suspended for this meeting.

Dental Report – Suspended for this meeting.

Financial Report – See attached –T. Hall went over Accounts Payable from March 23 – July 29, 2022. T. Hall noted there are a couple of larger items mainly for the new security system. P. Lamkin inquired about the amount of \$10,600.00 payable to Striglos Everything Office. T. Hall explained this was for our Smart Boards. This was covered by the Covid Response Grant. This included the installation, the two boards and brackets. Another large item was Johnson Controls Security Solutions in the amount of \$10,641.36. This expense covers cameras in the lobby area and parking lot to improve security of the buildings. This was also covered by a Federal Covid Response Grant. Lastly, an accelerated payment of \$19,868.66 was made to IMRF on July 12, 2022, following the retirement of Dave Remmert. The agency could pay the lump sum or monthly payments with interest. With sufficient cash on hand, agency opted for full payment. P. Lamkin made a motion to accept the Accounts Payable Report, second by J. Sochor; motion carried.

Profit & Loss Report – T. Hall commented there were two Profit and Loss Reports enclosed. The first Profit and Loss Report is for all of Fiscal Year 2022, as well as Profit and Loss for the period of July 1 – 29, 2022. J. Sochor made a motion to accept the Profit and Loss Reports, second by P. Lamkin; motion carried. Balance Sheet – T. Hall commented there were two Balance Sheets enclosed. The first Balance Sheet is through the end of the Fiscal Year, as of June 30, 2022. The second Balance Sheet is as of June 30, 2022. The current assets amount is \$1,063,640.58. The State Bank – USDA Reserve is the account we have to maintain a certain balance for loan purposes. T. Scerba made a motion to approve the Balance Sheet, second by J. Sochor; motion carried. Statement of Cash Flows – T. Hall commented she wanted to provide this document because the Profit and Loss Statement does not provide what has been paid under the USDA construction loans. This report provides an idea of what that looks like. Income/Expense Report – T. Hall reported this report is not an actionable item. She wanted to point out on the income sheet, we have loans that we have been paid in advance. If we don't use the loans, IDPH may require remaining funds to be returned. As of June 30, 2022 we have received \$162,830.53. P. Lamkin inquired what the parameters are as far as what the grant can be used for. T. Hall mentioned this is the Response Grant that we used for our security system. The Crisis Grant, was to be used for improving your work force in Public Health. We are trying to hire another Public Health Nurse under this grant. The agency continues to utilize contact tracer Ted Lowers who will now cover professional support position as needed. Ted currently sits on DeWitt Mental Health Board. M. Schroeder commented one of the stipulations under the Crisis Grant is that we can expand our mental health services. We are going to try and utilize Ted to try to figure out better ways to expand our services in Mental Health for the agency. Whether it be hosting mental health support groups, whatever it may be, trying to figure out ways to expand our mental health services in DeWitt County. P. Lamkin commented support groups would be a very good idea. M. Schroeder commented if our agency could provide a place to host these groups and allow them to fulfill their services, we would be happy to do it. T. Hall commented that it is noted one of the things that a local health dept should strive to do is increase their mental health areas. It was actually one of our IPLAN health assessment goals from 2018. T. Scerba commented she would encourage and challenge the agency to think outside of the box in respect of how to provide these services, suggesting we particularly look at electronic ways in respect to the workforce. She noted Mental Health professionals are very difficult to find, even probably more challenging than health care in general. As rural counties and communities, thinking about innovative ways to use technology to provide these services.

P. Lamkin commented in regards to where physical meetings could take place, he suggested being involved with local groups, and being able to contract with places like The Friendship Center, The American Legion, or several of the churches, where, for a fee, they would host. This way we could give incentive to some entity or group, Per M. Schroeder, we have some available office space within the agency. It would be ideal if we could integrate between the DeWitt County Mental Health Board to try and find a psychiatric mental health professional to be available, and house them partially, in the office, to provide services at the DeWitt Piatt Bi-County Public Health Department on a part time basis. We are in the beginning stages and trying to see what we can do.

P. Lamkin noted we are not failing if we don't spend all of the grant money.

Old Business

1. Progress of Administrator Position – T. Scerba said the position was posted in the Spring. Resumes received are from March and April. A. Blakely forwarded to her four resumes, out of all the resumes he had received, that he thought would be the most promising. T. Scerba; after reviewing the resumes, feels there are two candidates that seem to be the better qualified and more experienced. P. Lamkin suggested someone reach out and see if the two candidates remained interested. T. Scerba suggested setting a smaller committee to bring recommendations to the larger Board and involve the larger Board in actual interviews. T. Scerba believes one of the challenges are the fact the BOH meets every other month. She suggested while trying to hire someone, the BOH should be prepared for a bit more frequency to the meetings. T. Scerba commented she will take the lead, and reach out to the candidates.

New Business -

1. Board of Health members reappointment – M. Schroeder commented J. Sochor and T. Scerba are up for reappointment. P. Lamkin commented a recommendation to the County Boards would need to be made. T. Hall commented a reappointment letter would need to be sent to the County Boards. P. Lamkin made a motion J. Sochor and T. Scerba be reappointed; second by R. Spencer; motion carried. R. Spencer commented if the reappointment letter could get to him by the end of this week, he would get the item on the agenda for next week's meeting. T. Hall commented she would get the reappointment letter to R. Spencer on Thursday, August 4, 2022.

2. Board of Health appointment of new members – M. Schroeder commented we are down a few BOH members. The resignations of M. Fred and A. Blakely were recently accepted. M. Fred resigned in May, and A. Blakely resigned in July. P. Lamkin commented within the next 6 months he will be resigning from the BOH, mostly because he will be moving out of the county. M. Schroeder commented we were able to find a potential nominee for appointment, Dr. Mark Hobble. He has experience working with us, he helped us through Covid and his wife continues to help us with the dental sealant program. P. Lamkin made a motion to recommend Dr. Mark Hobble be appointed to the BOH; second by T. Scerba; motion carried. M. Schroeder reported he has been in contact with Mike Harris from Piatt County. He is a pharmacist and also an accountant. He is from Piatt County. He would like to meet with M. Schroeder prior to putting his name in for a recommendation. T. Scerba asked M. Schroeder if he had any leads on a physician from Piatt County. M. Schroeder reported he has thought of a couple of different ones. Dr. James Manint crossed M. Schroeder's mind. Dr. Manint recently retired and M. Schroeder is not sure if he would be interested. Another possibility is Dr. Mandhan. He is a Kirby physician. T. Scerba reached out to Dr. Hammel, and did not get a reply. M. Schroeder commented we are trying to find people to serve. T. Scerba commented she feels 7 is a much better position than 5.
3. Election of Officers – P. Lamkin commented it's a nice strategy to have an attorney on the BOH. T. Scerba commented that in the bylaws, officers shall be a President and a Secretary Treasurer. J. Sochor made a motion to nominate T. Scerba for President, second by P. Lamkin; motion carried. T. Scerba made a motion to nominate J. Sochor for Secretary Treasurer; second by P. Lamkin; motion carried.
4. Committee for Administrator hiring process – M. Schroeder asked who would be interested in serving on this committee. T. Scerba would need to serve on the committee. She commented she would like at least one individual from the agency to be involved and truly have a say. P. Lamkin suggested somebody primarily based in Piatt and somebody based in DeWitt. T. Hall pointed out according to the bylaws, the President has the right to appoint a committee and that this was not necessarily an actionable item, but the decision was made to proceed with it listed as an actionable item. M. Schroeder asked R. Spencer if he would like to be present on this committee to represent the Piatt County Board. R. Spencer commented he could help if we wanted him to. M. Schroeder commented he planned on extending an invitation to M. Tilley, as well in representation of the DeWitt County Board. T. Scerba commented she would defer to M. Schroeder to nominate staff to serve on the committee. T. Hall asked if we have that many BOH members on the

committee, will we have to have an agenda for any kind of meetings we have to review applications. P. Lamkin said we want to make sure we stay underneath the required quorum. It may be better right now to have only two BOH members, and stay under the required quorum. R. Spencer commented it might be important to have County Board "Buy-In". M. Schroeder commented he would get his nominations for the committee to T. Scerba on Thursday, August 4, 2022. P. Lamkin said it would be good to get a representative from each County Board to be on the committee. The committee, as of now, T. Scerba, J. Sochor and R. Spencer are going to meet on Wednesday, August 17, 2022, at 7:00 p.m. at the Piatt office. This will give T. Scerba time to reach out to the applicants, give them time to respond. The meeting on August 17, 2022, will be posted as a meeting of the select committee for purposes of hiring a new administrator. P. Lamkin said if we get no responses, the meeting will need to be cancelled, and the job announcement will need to be reposted. M. Schroeder made a motion to approve committee for the hiring process of a new administrator, with the first meeting to be tentatively held August 17, 2022, at 7:00p.m in the Piatt office, second by P. Lamkin; motion carried.

5. Assignment of OMA Training – M. Schroeder commented designees such as he and T. Hall, as well as anyone who is an elected official or an agency representative are required to complete Open Meetings Act Training on an annual basis. For anyone else who is an elected official would need to complete the training within 90 days after they take oath. T. Hall commented anyone who is an officer, employee, or member will need to receive training annually. She will submit to the Public Access Counselor. T. Scerba noted basically those who are not newly appointed must complete the training within 30 days after designation, correcting M. Schroeder's original comment of 90 days. It is an online training, T. Hall and M. Schroeder have completed the training.
6. IMRF Appointment of Authorized Agent – T. Hall commented In March 2022 we authorized that M. Schroeder could sign for grants. In Regards to IMRF we kept T. Hall as the security officer, D. Remmert is still listed as the actual authorized agent. IMRF is requiring, in our BOH minutes, that we have appointed a new authorized agent. P. Lamkin commented, for now, M. Schroeder should be the one. Once somebody is hired, this could be changed, but would not have to be changed. P. Lamkin made a motion M. Schroeder be appointed new authorized IMRF agent; second by T. Scerba; motion carried.

7. Edward Jones Money Market Account – M. Schroeder commented currently in our Edward Jones account we have \$294,000 in their money market. This is not FDIC, and there is a potential we could lose money. It's evident as we have lost money through CD's this year, \$2586 out of the total. According to fiscal policies, two signatures are required on the account. At this time, M. Schroeder is the only signature on the account. M. Schroeder proposed a question "As far as the money market account goes, would it be wise to take the \$294,000 and put it back into First National?" P. Lamkin commented the money would not necessarily have to be moved out of Edward Jones, as Edward Jones brokers CD's, too. The CD's would be FDIC insured, and they can be various terms. P. Lamkin suggested having some money in a money market, not necessarily \$294,000, more like \$20,000 and broker the rest through Edward Jones, or at least give them the opportunity. P. Lamkin commented, in his opinion, do more CD's. He would suggest for right now we look to get regular CD's but also get information on an insured money market and current rates. He wouldn't recommend a long term CD, just because of the volatility of the market right now, elections etc. T. Hall expressed a concern that we are supposed to have two signers for any account. P. Lamkin suggested to make sure another employee be added to it, not necessarily getting a Board member involved, as this will allow business to be more easily conducted. T. Scerba commented she will do it on a temporary basis. If T. Hall is comfortable with T. Chapman doing it, that would be the way to go. M. Schroeder commented it may be better to get an employee on it because it is a very lengthy process, requires a lot of personal information. T. Hall commented that in 2017, large sums of money were deposited into the Edward Jones account. She wants to make sure we have two signatures on file, and the money in an insured account. The agency will inquire about possible insured options with Edward Jones. P. Lamkin commented he would be happy to try and understand the distinctions of that process, if T. Hall wanted to pass on his name and contact information for the broker to contact him. P. Lamkin made a motion to add a second signature, Tara Chapman, on the Edward Jones account and move all money market funds from money market account to an FDIC insured account, and any remaining balance with Edward Jones to be in brokered CD's, second by J. Sochor; motion carried. R. Spencer commented we may have to have a specific name for the second signature included in the minutes.

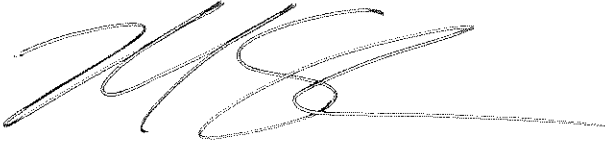
8. Dental Staff from Contractor to employee status – M. Schroeder commented the dental staff at our agency is currently contractual. They were running into issues with their accountant about the fact they were contractual. He started to look into the costs of switching them from contractual to part time. This would also allow them to fall under our personnel policies as well if they were part time. Currently they work less than 19.5 hours a week, so they wouldn't be eligible for benefits. The taxes we would have to pay for them would be 8.735% which comes out to \$6,500 per year. In a dentist situation, which we do have a possible lead, it would be at least \$6,500 or maybe more. T. Hall commented this has been brought up to her for the past 4 years by members of the dental staff. In the past two years they have been questioned by their accountant if they provide their own supplies, etc. We currently provide the supplies, the time, and the schedule which was raising additional questions on if it was a true contracted set up. Also, considered in this decision was staff retention. P. Lamkin made a motion to have the dental staff go on as part time employees; second by J. Sochor; motion carried. T. Scerba inquired if we are looking to expand dental clinic hours in the future. If we are looking to expand hours, do we hire more people. P. Lamkin commented we could have one or two full time employees, who qualify for benefits. He is unsure if everybody's benefits would have to be the same. T. Hall commented our personnel policy specifically states what benefits full time employees receive across the board. P. Lamkin commented the personnel policy would have to be amended and changed as to what benefits apply for full time dental staff.
9. Interim Administrator/EH/Emer.Prepare.Coordinator. Evaluation/Salary Increase – T. Hall wanted to particularly add this item to the agenda as M. Schroeder's evaluation and increase date is coming up. He would be due for this September 14, 2022. As it works now an employee's supervisor reviews you and makes a recommendation for an increase. Technically, Michael does not have a supervisor given the current situation. T. Hall didn't not want him to miss out on an evaluation and an increase. She asked the BOH how they would like to approach it. T. Scerba commented in March 2022 there was conversation about whomever takes the Interim Administrator position, talking about a stipend for that role, as well. She assumes there is the policy that every employee has to have an evaluation. T. Hall reported the normal range for a salary increase is from 2.5% - 4%. P. Lamkin commented there is an addition to some of this, too. He thinks there needs to be an amount over and above that for the people that had had to effectively split the job. T. Scerba commented to move forward with the evaluation, she will look to the staff for input into this, to make this a true assessment evaluation. T. Scerba asked T. Hall for her help. She asked T. Hall for a form employees could fill out. The form will go straight back to T. Scerba anonymously. T. Scerba asked for T. Hall to provide employees with a drop off location in each office for the evaluations.

T. Scerba asked for there to be an item, Discussion of Interim Leadership, on the next meeting's agenda.

Other – None

Being that there was no other business to discuss, a motion was made by P. Lamkin to adjourn at 8:32p.m.

Respectfully submitted,



Michael Schroeder

Interim Administrator

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