

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**JANUARY 17, 2017**

The Crawford County Board of Health met Tuesday, January 17, 2017 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD  
Michele Elliott, R.N., B.S.N.  
Bonnie Finn  
David Fulling  
Christa Inboden  
William Schaefer, DDS  
Robert Walsh, D.O.

EXCUSED: David Rotman, M.D.

**OTHERS**

PRESENT: Darla Tracy, Certified Public Health Administrator  
Terry Shaffer, R.N., Nursing Supervisor  
Jim Keller, County Board Representative  
Steve Rich, County Board Representative  
Clint Williamson, County Board Representative  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 12:04 p.m. by Michele Elliott, President.

**ROLL CALL**

Mrs. Branson held roll call for attendance with Board members Ms. Elliott, Mrs. Finn, Mr. Fulling, Mrs. Inboden, Dr. Schaefer, and Dr. Walsh present at the time of roll call.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

Mrs. Tracy noted Mrs. Robinson could not attend so there would not be an Environmental Health Report; there were no other additions, deletions, or corrections noted to the agenda.

**APPROVAL OF LAST MEETING MINUTES**

A motion was made by Dr. Walsh and seconded by Dr. Schaefer to approve the November 15, 2016 minutes as written. Upon roll call, motion carried unanimously with Mr. Fulling abstaining.

Dr. Bedwell arrived at 12:06 p.m.

Mrs. Tracy welcomed everyone to the meeting. She expressed her appreciation to Ms. Elliott for accepting the office of President and stated she knows she will do a great job.

Mrs. Tracy stated Mr. Fulling has been appointed to the Board of Health as County Board member at large. Mrs. Tracy stated this meeting marked Mrs. Inboden's first official meeting as a Board member. Mrs. Tracy reported County Board members Steve Rich, Clint Williamson, and Jim Keller will attend as County Board representatives quarterly. Mrs. Tracy expressed her appreciation to everyone for their attendance.

### **FINANCIAL UPDATE**

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of November, 2016.

A motion was made by Mrs. Finn and seconded by Dr. Walsh to approve the November, 2016 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy noted an unaudited cash flow report had been included in today's Board packets reflecting a current balance on hand of \$805,714.72; she noted this to be slightly over nine months in operating expenses.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of December, 2016.

A motion was made by Dr. Bedwell and seconded by Dr. Schaefer to approve the December, 2016 financial reports as presented. Upon roll call, motion carried unanimously.

### **AGENCY OBJECTIVES**

Mrs. Tracy distributed the Agency Objectives for the fourth quarter of 2016 and allowed time for Board members to review. She distributed and reviewed the objectives developed for Fiscal Year 2017. Mrs. Tracy asked members to let her know if there are other objectives they wish the Department to focus on for 2017. She stated when IPLAN is submitted later in the year, staff will probably be working on different areas to include as well.

### **NURSING REPORT**

Mrs. Shaffer reviewed the Nursing Report for the months of November and December, 2016 as well as a three-year comparison report.

She noted staff continued to monitor one active case of TB with completion of observed therapy in December.

Mrs. Shaffer noted the correct total number of influenza vaccinations provided in December to be 109, bringing the current season total to 1,447 through the end of December. She stated the Department is still providing flu shots upon request. Mrs. Shaffer noted the season total is down approximately six hundred doses from this time last year.

Mrs. Shaffer reviewed a three-year comparison report. She discussed the achieved WIC caseload and noted the lack of children ages one to five years old on the program has contributed to the decrease to 75%.

Mrs. Shaffer reported she applied for a \$300 mini grant through Southern Illinois Healthy Child Task Force to purchase "My Plates" and activity booklets to help educate parents and children about healthy diet choices for children.

Mrs. Shaffer updated the Board on CHIP billing. She stated it appears the Department currently has approximately twenty children on CHIP. She noted while some vaccines are not reimbursed at the full cost others are and when the administration charge is considered, the Department is not losing money by providing this service. She noted the Department has vaccinated a few CHIP children from other counties.

### **ENVIRONMENTAL HEALTH REPORT**

Mrs. Tracy asked Board members to review the Environmental Health report and to contact the Department with any questions.

### **ADVISEMENTS**

#### **CATHOLIC CHARITIES UPDATE**

Mrs. Tracy reported Catholic Charities will discontinue offering services at the Department the end of January due to not having achieved the desired caseload. She stated they are willing to resume visits should the demand for services increase.

#### **TELEPSYCHIATRY**

Mrs. Tracy stated the first telepsychiatry session was held December 29, 2016 with four patients seen.

#### **MARY HEATH GRANT APPLICATION**

Mrs. Tracy reported she has continued to apply for funding to help support telepsychiatry services until the 708 Board funds are received this year. She advised the Board the most recent application to the Mary Heath Foundation was not selected for funding.

#### **ADMINISTRATOR EVALUATION**

Mrs. Tracy stated the Administrator Evaluation forms and addressed/stamped envelopes were included in each packet. She asked the evaluations be returned to Ms. Elliott by February 28, 2017.

### **COMMENTS FROM BOARD MEMBERS**

Dr. Bedwell inquired about the decreasing achieved WIC caseload. Mrs. Shaffer explained while Crawford is in better shape than most Illinois counties, WIC would like the Department

to be at 90% or above. Mrs. Shaffer reported the State is also trying to determine why the numbers are decreasing statewide and believe it is due to children leaving the program after the age of one. Mrs. Shaffer stated the SNAP benefits seem to cover a family's needs and is much simpler to access and utilize than WIC coupons without the time obligation of appointments, nutrition sessions, etc. She noted WIC is working toward electronic benefits. She explained this is mandated by 2020, but may be accomplished as early as 2018.

Ms. Elliott inquired if the State has considered changing the WIC visit protocol. Mrs. Shaffer noted WIC is trying to streamline appointments, but noted when a client is also on Family Case Management the visit time is lengthened.

Mr. Fulling mentioned the new law in the media regarding schools and daycares being required to have water supply tested for lead and inquired if the Department would provide this service. Mrs. Tracy stated she did not believe it will involve the Department.

No other comments from Board members.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 12:40 p.m.

\_\_\_\_\_, **Secretary**                      **Date:** \_\_\_\_\_