

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**FEBRUARY 16, 2022**

The Crawford County Board of Health met Wednesday, February 16, 2022 at 6:00 p.m. at the Robinson Community Center. The following directors were present:

Koert Bartman  
Kayla Blank, PharmD  
Shannon Goebel  
David Hasty  
Guy Rumler  
William Schaefer, DDS  
Fred Scott, D.O.

EXCUSED: David Rotman, M.D.

OTHERS PRESENT: Madelyn Taylor, MSN, RN, CLC, Director  
Amy Marley, BSN, RN, Administrator  
Kaitlyn Williams, MPH, REHS/RS  
Tammy Snyder, Fiscal Manager  
Mikayla Gascich, Masters in Public Health Student Intern  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Shannon Goebel, Chairperson with Mr. Bartman, Mrs. Blank, Mrs. Goebel, Mr. Hasty, Mr. Rumler, Dr. Schaefer, and Dr. Scott present at time of roll call.

**ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA**

Mrs. Taylor noted the order of agenda items had been revised.

**APPROVAL OF NOVEMBER 17, 2021 MEETING MINUTES**

A motion was made by Mr. Rumler and seconded by Dr. Schaefer to approve the November 17, 2021 minutes as written. Upon roll call, motion carried unanimously.

**APPROVAL OF NOVEMBER FINANCIAL REPORT**

Mrs. Taylor introduced Tammy Snyder, Fiscal Manager. Mrs. Taylor reviewed the Financial and Expenditure Reports for the month of November, 2021.

Mrs. Taylor reviewed the unaudited cash flow report for FY21. She stated by being financially responsible, the department has one year in operating expenses reserved in the event grant funds would be delayed or halted and to cover facility improvements or unforeseen circumstances.

A motion was made by Dr. Scott and seconded by Mr. Hasty to approve the November, 2021 financial reports as presented. Upon roll call, motion carried unanimously.

### **APPROVAL OF DECEMBER FINANCIAL REPORT**

Mrs. Taylor reviewed the Financial and Expenditure Reports for the month of December, 2021.

A motion was made by Dr. Schaefer and seconded by Mr. Bartman to approve the December, 2021 financial reports as presented. Upon roll call, motion carried unanimously.

### **AGENCY OBJECTIVES FOR FY 2021 AND 2022**

Mrs. Taylor reviewed the Agency Objectives for the fourth quarter of FY 2021. She discussed the immunization rates of two-year-old clients not meeting the set goal. She explained COVID has played a factor in the lower immunization rates, as well as parents choosing not to follow ACIP vaccine schedule. She stated the department continues to educate parents to increase immunization rates.

Mrs. Taylor reviewed the FY 2022 Agency Objectives. She stated IPLAN is due November 28, 2022 and announced a community meeting will be held in March to begin this process.

### **APPROVAL OF PERSONNEL POLICY REVISIONS**

Mrs. Taylor reviewed revisions to the following policies:

- Performance Evaluations
- Termination of Employment
- Sick Time
- Personal Time
- Vacations
- Holidays
- Leave of Absence (Short Term)
- Leave of Absence (Long Term)
- Retirement
- Vehicle Usage

Mrs. Taylor stated a new manual will be distributed to Board members at the next meeting and staff will have an electronic version on the Department's network.

A motion was made by Mrs. Blank and seconded by Dr. Scott to approve the policy revisions as presented. Upon roll call, motion carried unanimously.

### **ANNUAL REPORT**

Mrs. Taylor presented the 28th Annual Report for Crawford County Health Department.

## **PROPERTY/FACILITY IMPROVEMENTS**

Mrs. Taylor stated the Department is looking into ways to improve workflow. She noted on heavier testing days, the drive-thru line has extended quite a distance onto Route 33, blocking drives and angering drivers. She stated she did not feel this was a safe situation for staff as they walked down the line completing paperwork. She stated Dave Fulling and Amy Marley suggested creating a new drive on the west side of the department leading to a second drive-thru building located on the north side of the building. She explained this should help reduce extended traffic lines and keep staff out of the elements as much as possible. She stated the building would be placed on a concrete pad. Mrs. Taylor stated the Highway Department visited the property to provide an estimate for the road.

Mrs. Taylor reported the County received COVID relief funds and the County Board unanimously decided to give CCHD \$25,000 to complete this project. She noted the drive-thru accommodations will be used for COVID-19 testing, vaccination clinics, car seat inspections, etc.

Mrs. Taylor stated discussion has also been held regarding adding a basement walkout to the north side of the building to allow additional office space in the basement. She stated the engineer evaluating this project is aware the department hopes to expand the facility to the north in the future.

Mrs. Goebel stated she appreciated that the County Board is willing to share the grant funds with CCHD.

Mr. Hasty suggested looking into radiant heat as an option in the drive-thru buildings. Mrs. Taylor stated staff are currently using propane space heaters.

Dr. Schaefer suggested creating one or two drive-up windows at the building rather than a drive through to keep the staff completing paperwork out of the elements and to retain heat inside the building. Dr. Schaefer expressed concern over staff being exposed to exhaust fumes in the current layout.

Mrs. Goebel asked that Mrs. Taylor keep the Board updated on the projects and thanked her for working with Mr. Fulling on this project.

Mrs. Taylor stated she will continue to look into the basement remodel and exit to accommodate more office space and will present estimates to the Board to possibly use a portion of the reserve to cover this expense.

Mrs. Goebel asked for an update next month on the basement items to see about moving forward.

## **NURSING SERVICES AT CRAWFORD COUNTY JAIL**

Mrs. Taylor stated in November of 2020 the Board voted not to charge the Crawford County Sheriff's Department for 2021 jail services with a cap of \$15,000. She explained 2021 was a hard year for the jail as they were overloaded. She explained they could not get inmates moved into the Illinois Department of Corrections, which resulted in a large amount of sick calls and nursing services. She stated these charges totaled \$18,574.78 for the year. She explained discussions have been held with the Crawford County Sheriff's Department to see

what can be improved. She stated the jail recently implemented a \$15.00 inmate copay for sick calls, which has drastically decreased the number of sick calls.

Mrs. Taylor asked if the Board would like to vote to forgive the overage of \$3,574.78 for 2021 and whether to continue not charging for 2022.

Mr. Bartman stated the County needs all the help they can get with the County budget being in the red.

Mrs. Taylor stated she feels the departments should help each other out, but noted each Department must budget for expenses. She gave the example of CCHD budgeting for the Crawford County Highway Department to complete snow removal, as she understands they have expenses when providing that service.

Mrs. Taylor stated she would like to keep the conversation going with leadership at the jail.

Mrs. Marley stated it has typically been one nurse responsible for jail services, as well as her duties as the Communicable Disease Nurse. She explained approximately 60-70% of this nurse's time is spent on jail services. She added Crawford County Sheriff's Department also contracts a Nurse Practitioner. Mrs. Taylor stated she has asked to see the contract for the Nurse Practitioner.

Mrs. Goebel clarified that prior to 2021 CCHD charged a contracted hourly rate for nursing services performed for the jail, but due to the County's budget being so tight, the Board agreed to offer the arrangement for one year on a trial basis.

Mrs. Taylor stated in 2020 the total charge for nursing services for the Crawford County Sheriff's Department was \$7,986; she explained this increased by approximately \$10,000 in 2021 as the jail was overrun. She noted she felt there was room for improvement.

Mrs. Marley explained our nurse completes the assessments and reports to the Nurse Practitioner. She discussed the time involved at the jail as well as prep time before visits and follow-up afterwards including medication calls, reports, etc.

Mr. Bartman complimented the good work of the CCHD Nurse completing the jail services.

Mrs. Marley stated if the nurse is called to the jail on the weekend CCHD incurs overtime for the employee. Mrs. Taylor stated she addressed this concern with the jail and this has improved with the Nurse Practitioner now taking calls on the weekend.

Mrs. Taylor stated the lines of communication have been opened with the jail, but she felt it was important that the Board have all of the information to make an informed decision. She added she felt it is good for the County departments to help each other out and noted the County is helping CCHD out with the grant funds for facility improvements.

Mrs. Blank stated through medication calls, she can attest the time the nurse puts in for the jail is probably more than 70%. She noted the copay for sick calls has definitely made a difference.

Mrs. Goebel inquired if IDOC is accepting more transports at this time; Mr. Bartman stated it is starting to improve.

Mr. Bartman added he felt there is a good possibility the cost will go down as COVID cases decrease. He noted the State is supposed to reimburse the County at some point and they could pay back these charges.

Mrs. Goebel asked that Nursing Services for Crawford County Jail be placed on the March agenda to vote.

### **OSHA COVID VACCINE MANDATE**

Mrs. Marley explained as a Medicaid/Medicare provider, it is necessary for the Department to adopt a COVID-19 Mandatory Vaccination policy to have a process in place regarding the vaccine. She explained employee COVID vaccination records will be tracked by Human Resources as part of the employee's personnel file and a review process will be implemented for religious or medical exemptions.

### **NURSING REPORT**

Mrs. Taylor presented the nursing report for November and December, 2021.

### **ENVIRONMENTAL HEALTH REPORT**

Ms. Williams presented the Environmental Health report for November and December, 2021.

Ms. Williams stated in November the Regional Health Officer visited to assist with a grease spill near a restaurant.

Ms. Williams stated she continues to train toward Licensed Environmental Health Practitioner certification.

### **ADVISEMENTS**

#### **PERSONNEL**

Mrs. Taylor reported one full-time status change with an employee reducing their hours to 30 hours per week. She stated this should not negatively impact work flow and will be a cost savings to the department.

Mrs. Taylor stated a full-time nurse resigned, but at this time she does not intend to fill that position. She stated the duties will be divided amongst the other nurses.

Dr. Scott inquired what would happen with a full-time Contact Tracing position as cases decrease. Mrs. Taylor explained this employee is qualified to provide vaccination administration and will soon receive phlebotomist certification, which will allow the department to offer additional walk-in services. She noted the employee is also paid through two other grants which will cover her salary.

Mrs. Marley stated the department has obtained a Planning and Proposal Phase grant to look into putting school health centers in Crawford County schools. She explained through this grant, CCHD will look into partnering with a provider in Crawford County to provide a Nurse Practitioner dedicated to schools on certain days to address noncontagious health concerns. She added this will be convenient for staff and students.

**ADMINISTRATOR EVALUATION**

Mrs. Goebel advised Board members the Administrator evaluations were included in their packets and asked that they be returned to her.

**BOARD MEMBER COMMENTS**

Mr. Rumler expressed his appreciation to Mrs. Taylor and Mrs. Marley for fighting the fight.

Mr. Hasty expressed his appreciation for the employees testing through winter weather conditions. Dr. Scott expressed his appreciation to the volunteers too.

**PUBLIC COMMENTS**

There were no comments.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:24 p.m.

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