

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

FEBRUARY 19, 2019

The Crawford County Board of Health met Tuesday, February 19, 2019 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Koert Bartman
Kayla Blank
Toni Earleywine
Bonnie Finn
Shannon Goebel
Robert Walsh, D.O.

EXCUSED: David Rotman, M.D.
William Schaefer, DDS

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Jenna Thompson, R.N., WIC Coordinator
Tim Yates, L.E.H.P., Director of Environmental Health and P&P Coordinator
Mary Copp, R.N., Public Health Nurse
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Toni Earleywine, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Mr. Bartman, Mrs. Blank, Ms. Earleywine, Mrs. Finn, and Mrs. Goebel present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

Mrs. Tracy noted the date of the minutes to be approved on the notice was not correct so the agenda was revised to reflect the correct date; there were no other additions, deletions, or corrections noted to the agenda.

EMPLOYEE INTRODUCTION

Mrs. Tracy introduced Nurse Mary Copp who has been at the department since August of 2015. She stated Mrs. Copp is an asset to the department. Mrs. Copp shared about herself.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Mrs. Goebel and seconded by Mrs. Blank to approve the January 22, 2019 minutes as written. Upon roll call, motion carried unanimously.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of January, 2019.

A motion was made by Mrs. Finn and seconded by Mr. Bartman to approve the January, 2019 financial reports as presented. Upon roll call, motion carried unanimously.

ANNUAL REPORT

Mrs. Tracy distributed the 25th Annual Report for the Crawford County Health Department. She asked Board members to review the report at their convenience and contact her should they have questions. She stated she presented the report to the County Board during their February meeting.

NURSING REPORT

Mrs. Thompson reviewed the nursing report for the month of January, 2019.

Dr. Walsh arrived at 12:10 p.m.

Mrs. Thompson discussed the increase in hepatitis A immunizations and noted this is due to the public becoming more aware of the need as well as an outbreak in nearby counties. Mrs. Thompson stated the department promotes Hepatitis A vaccinations for all, but noted this is not currently a school required vaccination. She reported the State 317 Program has supplied Hepatitis A vaccine for the department to vaccinate the high-risk population (drug users, homeless, and those incarcerated). She stated a total of twenty-five vaccinations were administered through this program in February.

Mrs. Thompson advised the Board there has been one confirmed case of Hepatitis A in Crawford County to date.

Mrs. Goebel inquired at what age can someone receive the Hepatitis A vaccine. Mrs. Thompson stated the immunization can be given beginning at age one. She explained it is administered in two doses given six months apart.

ENVIRONMENTAL HEALTH REPORT

Mr. Yates reviewed the Environmental Health report for the month of January.

Mr. Yates reported the County Board passed the new Crawford County Food Sanitation Ordinance on February 14, 2019.

He stated two Illinois Liquor Control Commission liquor compliance inspections were completed under state guidance by Travis Kerby on January 14, 2019.

Mr. Yates reported he successfully passed the Licensed Environmental Health Practitioner exam on January 23, 2019. Board members congratulated Mr. Yates on this achievement.

ADVISEMENTS

PERSONNEL

Mrs. Tracy praised Mr. Yates for passing the Licensed Environmental Health Practitioner exam on his first attempt. She stated it is an extremely difficult test and the department is so proud of him. She stated he is now the Director of Environmental Health as well as the Planning and Preparedness Coordinator. Mrs. Tracy stated the department has contracted with Lawrence County Health Department to provide LEHP/supervisory services for several years and will continue a mutual aid agreement with them to assist one another during vacations, etc.

Mrs. Tracy reported Billing Manager Jodi Krick is now also serving as Clerical Supervisor. Mrs. Tracy stated a part-time (16 hr/wk) Receptionist/WIC Clerk has transferred to PRN/as needed status and the department will not be filling that position at this time.

Mrs. Tracy stated the department’s Human Resources Consultant will soon help revise our current Policy and Procedure Manual as there are several policies that need revised. Mrs. Tracy explained she will wait to present the entire manual for approval once updated rather than presenting each policy.

HEALTH INSURANCE

Mrs. Tracy reported she recently learned the health insurance premiums paid by the department contain an administrative fee the department is not responsible for per County Board member Kip Randolph. Mrs. Tracy explained this will be a significant savings to the department.

ADMINISTRATOR EVALUATION

Mrs. Tracy reminded Board members that her evaluation should be returned to Ms. Earleywine by February 28, 2019.

STATEMENTS OF ECONOMIC INTEREST

Mrs. Tracy stated Statements of Economic Interest were included in today’s packet. She asked that they be returned by the March meeting.

COMMENTS FROM BOARD MEMBERS

Ms. Earleywine congratulated Mr. Yates and stated she is very proud of him. She stated she is happy for him and the department too. Mr. Bartman thanked Mr. Yates for presenting at the last County Board meeting and reported the ordinance passed 10-0. There were no other comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:27 p.m.

_____, **Secretary** **Date:** _____