

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**MARCH 19, 2019**

The Crawford County Board of Health met Tuesday, March 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  
Shannon Goebel  
David Rotman, M.D.  
William Schaefer, DDS

EXCUSED: Bonnie Finn  
Robert Walsh, D.O.

**OTHERS**

PRESENT: Darla Tracy, Certified Public Health Administrator  
Jenna Thompson, R.N., Nursing Supervisor  
Timothy Yates, B.S., LEHP, Director of Environmental Health/P&P Coordinator  
Rhonda Simpson, R.N.  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 12:06 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. Goebel, Dr. Rotman, and Dr. Schaefer present at the time of roll call.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

No additions, deletions, or corrections were noted to the agenda.

**EMPLOYEE INTRODUCTION**

Mrs. Tracy introduced Communicable Disease Nurse, Rhonda Simpson, and let her tell a little about herself.

**APPROVAL OF LAST MEETING MINUTES**

A motion was made by Mr. Bartman and seconded by Mrs. Goebel to approve the February 19, 2019 minutes as written. Upon roll call, motion carried unanimously.

**FINANCIAL UPDATE**

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

A motion was made by Dr. Schaefer and seconded by Mr. Bartman to approve the February, 2019 financial report as presented. Upon roll call, motion carried unanimously.

**DEPARTMENT VEHICLE POLICY**

Mrs. Tracy presented Policy 6.20 Department Vehicle which was mailed in packets.

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

**EXECUTIVE SESSION MINUTES**

Executive Session minutes were made available for Board member review.

A motion was made by Dr. Rotman seconded by Dr. Schaefer that all Executive Session Minutes remain closed. Upon roll call, motion carried unanimously.

**NURSING REPORT**

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

She reported there was one positive Hepatitis A case reported in February with outbreaks in surrounding counties and states. She stated through Program 317, the state provides Hepatitis A vaccine to the department to vaccinate higher risk groups (county jail, homeless, IV drug use, and men having sex with men).

Mrs. Goebel left the meeting at 12:45 p.m.

**ENVIRONMENTAL HEALTH REPORT**

Mr. Yates reviewed the Environmental Health report for the month of February, 2019. He noted a correction had been made to the January ILCC Project-13 Inspections line as there were a total of eight inspections completed.

**ADVISEMENTS**

**TIME MANAGEMENT AND SUPERVISOR TRAINING**

Mrs. Tracy reported Donna Rogers, the County's CIRMA representative, completed a day of training at the department last Friday for six CCHD employees and eight other county employees.

**UNINSURED LAB PROGRAM REPORT**

Mrs. Tracy reviewed the Uninsured Lab Program Report, noting an increased revenue over the past year.

**AMERICORPS GRANT FUNDING**

Mrs. Tracy reported the department has been awarded an AmeriCorps grant. She explained this will allow the department to hire an individual for six months to continue the process of applying for certification as a Behavioral Health Center and helping get it established. She stated Illinois Public Health Association will pay living allowance/stipend, fringe benefits, and an educational award for this employee with the department contributing \$6,040.00.

**DONATION**

Mrs. Tracy stated in appreciation for the Crawford County Sheriff Department’s upcoming donation of a used vehicle for the department she would like to waive the October, 2018 and January, 2019 jail visit invoices as a donation which would amount to approximately \$2,000.00.

**GATA (GRANT ACCOUNTABILITY AND TRANSPARENCY ACT)**

Mrs. Tracy stated she and Mrs. Patton attended GATA training on March 6, 2019 provided by the Department of Human Services. She explained GATA increases accountability and transparency.

She stated with the new GATA guidelines there will no longer be extensions for audits. She noted county offices must work together to reconcile numerous grant and financial reports and should the reports not be correct or turned in on time, all county grants will be held. She stated one county employee needs to be a “parent” agent and oversee the process. She noted in some counties the Highway Department does this as they have the largest grants and in other counties, auditors are helping.

**COMMENTS**

There were no comments.

**ADMINISTRATOR EVALUATION**

Ms. Earleywine reported Mrs. Tracy received a 99% on her evaluation.

Mrs. Tracy stated she was very pleased with her evaluation results and expressed her appreciation for the positive feedback and support. She noted she feels the department is blessed to have such dedicated Board members and thanked them for all they do.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 12:42 p.m.

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