

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

April 19, 2016

The Crawford County Board of Health met Tuesday, April 19, 2016 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD
Bob Bowen
Toni Earleywine, R.N.
Michele Elliott, R.N., B.S.N.
Bonnie Finn
David Rotman, M.D.
William Schaefer, DDS
Robert Walsh, D.O.

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
William Rutan, Crawford County Sheriff
Terry Shaffer, R.N., Nursing Supervisor
Jerica Robinson, Sanitarian in Training
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:15 p.m. by Bob Bowen, President.

ROLL CALL

Mrs. Branson held roll call for attendance with all present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

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

911 TOWER PROJECT – SHERIFF WILLIAM RUTAN

Sheriff Rutan requested the Board’s consideration to allow a new 911 tower to be placed at the northeast corner of the Health Department’s vacant lot. He explained other locations were investigated, but due to the elevation being seventeen feet higher in this area it would be the preferred site.

Sheriff Rutan explained the 30 x 30 foot area would be fenced with barbed wire at the top. A generator would be installed that could be used as a backup for the Health Department as well. He requested to connect to the Health Department’s electrical service for 30 amp service, noting use would be minimal. He stated if the Board would prefer, a separate

electric supply could be installed. He stated once funding is secured, he would like the property adjacent to the Health Department's vacant lot to be purchased as the site of a new 911 Center.

Sheriff Rutan stated the Health Department would be welcome to attach equipment to the tower if needed. He stated if the Board agrees for placement of the tower, the Crawford County State's Attorney would create an intergovernmental agreement.

Ms. Elliott left the meeting at 12:31 p.m.

Mr. Bowen stated this item will be placed on next month's agenda for action. Sheriff Rutan stated he and the 911 Coordinator would be available to attend and answer questions if needed.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Mrs. Finn and seconded by Dr. Rotman to approve the February 16, 2016 minutes as written. Upon roll call, motion carried unanimously.

FINANCIAL UPDATE

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

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

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

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

FEE SCHEDULE

Mrs. Tracy reviewed an after-hours septic installation fee proposal.

A motion was made by Ms. Earleywine and seconded by Mrs. Finn to approve the fee schedule as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES

Mrs. Tracy distributed Agency Objectives for the first quarter of 2016 for Board members to review at their convenience and asked that they contact her should they have questions.

708 FUNDING

Mrs. Tracy distributed information and discussed mental health services in Crawford County. She inquired if the Board would be in favor of the Health Department requesting funding

from the County 708 Board to fund a psychiatrist to visit the Department once a month and/or to provide telemedicine. Mrs. Tracy explained if received, the funding would completely support this service including personnel and all related expenses at no additional cost to the Health Department.

Mrs. Tracy stated with the Board's approval she would present a budget proposal Thursday, April 21, 2016 to the 708 Board to request funding.

Discussion included maintaining a separate line item for this service if funding is received, availability of office space, and entering into contract with physician providing services.

A motion was made by Dr. Walsh and seconded by Dr. Rotman to support requesting funding from the 708 Board with the line item to be kept separate if received. Upon roll call, motion carried.

NURSING REPORT

Mrs. Shaffer reviewed the Nursing Report for the months of February and March, 2016.

She stated she is awaiting confirmation of a possible influenza related death.

Mrs. Shaffer reported through the otoacoustic emissions hearing screenings now offered at the Department, two infants have been identified to have possible hearing issues to date. She noted these children will be re-screened and referred if deemed necessary.

Mrs. Shaffer reported the Department administered a season total of two thousand eighty-seven flu vaccinations, which was noted to be a few more than the prior year.

She stated the Department received report of an active case of TB, but the individual was diagnosed outside of the county and is currently being treated at an out of county hospital. She noted the Health Department will be involved in this person's care when they return to the county.

ENVIRONMENTAL HEALTH REPORT

Mrs. Robinson reviewed the Environmental Health Report for the months of February and March, 2016.

Mrs. Robinson reported bed bugs have been a concern for students at the grade school level.

Mrs. Robinson discussed following up on septic systems installed without permits first being issued by the Department.

EVALUATION

Mr. Bowen reported Mrs. Tracy's evaluation score. Mrs. Tracy expressed her appreciation to the Board.

ADVISEMENTS

ILLINOIS LIQUOR CONTROL COMMISSION

Mrs. Tracy reported the Department will receive \$2,420.00 for the Tobacco Enforcement Program to educate tobacco retailers on minimum-age tobacco laws and enforce the laws accordingly.

PERSONNEL

Mrs. Tracy advised the Board regarding hiring a part-time Environmental Health Inspector and two status changes in nursing staff.

STATEMENTS OF ECONOMIC INTEREST

Mrs. Tracy reminded Board members to return outstanding statements of economic interest as soon as possible.

LAB REPORT

Mrs. Tracy discussed the Uninsured Lab Report included in meeting packets. She stated the Department continues to experience an overall increase in revenue from this service. She added clients who utilize this service are very appreciative.

UPCOMING REVIEWS

Mrs. Tracy stated the Department will undergo an audit by Illinois Department of Human Services on May 3, 2016 and an audit by Kemper CPA Group in the near future.

JUNE MEETING

Mrs. Tracy inquired if the Board would allow the June meeting to be rescheduled to the week of June 14, 2016.

A motion was made by Dr. Bedwell and seconded by Ms. Earleywine to reschedule the June meeting date to June 14, 2016.

COMMENTS FROM BOARD MEMBERS

Dr. Rotman stated he felt the Board could assist with the Sheriff's request; no other comments. Dr. Bedwell mentioned the benefit of having access to the generator for backup. He also complimented Mrs. Finn for conducting Board of Health meetings in Mr. Bowen's absence.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:15 p.m.

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