

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**MAY 21, 2019**

The Crawford County Board of Health met Tuesday, May 21, 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.  
Robert Walsh, D.O.

EXCUSED: Bonnie Finn  
William Schaefer, DDS

**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  
Melissa Williams, R.N., WIC Coordinator  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 12:08 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, and Dr. Rotman 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 WIC Coordinator, Melissa Williams, R.N.; Mrs. Williams shared about herself.

**APPROVAL OF LAST MEETING MINUTES**

A motion was made by Mr. Bartman and seconded by Dr. Rotman to approve the March 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 March, 2019.

A motion was made by Mrs. Goebel and seconded by Mrs. Blank to approve the March, 2019 financial report as presented. Upon roll call, motion carried unanimously.

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

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

**AGENCY OBJECTIVES UPDATE**

Mrs. Tracy asked Board members to review the Agency Objectives for the first quarter of 2019 at their convenience and contact her should they have any questions.

**AMENDMENTS TO CRAWORD COUNTY BOARD OF HEALTH BYLAWS**

Mrs. Tracy reviewed recommended revisions to the bylaws.

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

**BEHAVIORAL HEALTH CENTER FUNDING**

Mrs. Tracy reported the department has continued to work toward becoming certified as a behavioral health center since the last meeting. She stated the department joined CBHA (the Community Behavioral Healthcare Association of Illinois) and attended their first monthly meeting May 10, 2019. Mrs. Tracy stated behavioral health centers are not currently being approved, as this process is being held up at the state level. Mrs. Tracy stated she shared this information with the 708 Board before requesting funding in April. She reported the 708 Board agreed to contribute \$51,000 to compensate a Clinical Director for a time-frame of six months. Mrs. Tracy stated she has been in discussion with possible candidates and has located a facility to possibly rent.

Mrs. Tracy reported the department has applied for \$20,000 through the Mary Heath Foundation to prepare and furnish a facility to house the behavioral health center and hopes to learn the status of this application the first part of June. Mrs. Tracy stated she will continue to pursue additional other funding sources as well.

Mrs. Tracy stated the department currently has approximately thirteen months in operating expenses available in the cash on hand balance; she noted auditors recommend to have at least four to six months available. Mrs. Tracy inquired if the Board would be in favor of her preparing a budget for consideration to use a portion of the balance on hand to support a behavioral health center.

A motion was made by Mrs. Goebel and seconded by Dr. Rotman for Mrs. Tracy to explore more information and present a budget for consideration. Upon roll call, motion carried unanimously.

Dr. Walsh arrived at 12:33 p.m.

Dr. Walsh mentioned Olney has a mental health center in place that seems to be working well; he noted they provide telehealth.

### **NURSING REPORT**

Mrs. Thompson reviewed the nursing report for the months of March and April, 2019.

Mrs. Thompson stated there have been two diagnosed cases of Hepatitis A in Crawford County; she noted one patient did not have a permanent address as Crawford County.

Mrs. Thompson distributed information on measles. She stated she is currently working with the county schools to make sure they are in compliance. She noted the Local Health Protection grant has awarded the department approximately \$6,700 to focus on this concern.

She noted due to the recent measles outbreak, healthcare workers are to provide proof they have been vaccinated.

### **ENVIRONMENTAL HEALTH REPORT**

Mr. Yates reviewed the Environmental Health report for the months of March and April, 2019.

Mr. Yates reported a review was conducted April 10, 2019 by Illinois Department of Public Health over the private sewage and water supply programs; results are pending.

Mr. Yates stated temporary and annual permits have been mailed.

He reported the Illinois Liquor Commission LC13 program will discontinue.

### **ADVISEMENTS**

#### **PERSONNEL**

Mrs. Tracy reported the part-time breastfeeding peer counselor resigned in April and that position has been filled. She noted an additional PRN receptionist was hired in April.

Mrs. Tracy stated the AmeriCorps member began her six-month assignment with the department in April to assist with the administrative duties of developing a Behavioral Health Center.

#### **DEPARTMENT VEHICLE**

Mrs. Tracy informed the Board the department should receive the donated vehicle this week from the Sheriff's Department.

**LANDSCAPING**

Mrs. Tracy stated the landscaping project should begin May 24, 2019.

**COMMENTS**

Dr. Rotman stated he felt if not seeing an epidemic of measles, the vaccination rates must be good; no other comments.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:12 p.m.

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