

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JUNE 30, 2020

The Crawford County Board of Health met Tuesday, June 30, 2020 at 7:00 a.m. at the Robinson Community Center. The following directors were present:

Koert Bartman
Kayla Blank, PharmD
Bonnie Finn
Shannon Goebel
David Rotman, M.D.
Guy Rumler
William Schaefer, DDS
Robert Walsh, D.O.

OTHERS

PRESENT:

Darla Tracy, Certified Public Health Administrator
Jenna Thompson, Nursing Supervisor
Eric Paulin, LEHP, Director of Environmental Health
Bill Burke, Guest
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 7:03 a.m. by Kayla Blank, Chairperson with Mr. Bartman, Mrs. Blank, Mrs. Finn, Mrs. Goebel, Dr. Rotman, Mr. Rumler, Dr. Schaefer, and Dr. Walsh present at time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

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

APPROVAL OF FEBRUARY 18, 2020 MEETING MINUTES

A motion was made by Mr. Rumler and seconded by Mrs. Goebel to approve the February 18, 2020 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF MARCH 13, 2020 MEETING MINUTES

A motion was made by Dr. Schaefer and seconded by Dr. Rotman to approve the March 13, 2020 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF MAY 15, 2020 MEETING MINUTES

A motion was made by Mrs. Goebel and seconded by Dr. Walsh to approve the May 15, 2020 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF FEBRUARY FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of February, 2020.

A motion was made by Mr. Rumler and seconded by Dr. Schaefer to approve the February, 2020 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF MARCH FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of March, 2020.

A motion was made by Dr. Walsh and seconded by Dr. Rotman to approve the March, 2020 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF APRIL FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of April, 2020.

A motion was made by Mrs. Goebel and seconded by Mrs. Finn to approve the April, 2020 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF MAY FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of May, 2020.

A motion was made by Mr. Rumler and seconded by Dr. Schaefer to approve the May, 2020 financial reports as presented. Upon roll call, motion carried unanimously.

ANNUAL FOOD PERMIT FEE

Mrs. Tracy explained annual food permit fee notices are normally sent the first part of June with fees due July 1. She stated with consideration to food establishments being closed and/or experiencing hardships for approximately one quarter, she would like to propose a twenty-five percent discount for this year. She explained this will result in the department collecting approximately \$4,000 to \$5,000 less in this line item for FY2020.

A motion was made by Mr. Bartman and seconded by Dr. Walsh to reduce the annual food permit fees by twenty-five percent for 2020. Upon roll call, motion carried unanimously.

Mrs. Tracy explained she would like to postpone the collection of these fees until January 1, 2021.

Mrs. Goebel inquired about existing food permits that read they will expire in June of 2020. Mr. Paulin stated a waiver will be created to extend current food permits through 2020.

A motion was made by Mrs. Goebel and seconded by Mrs. Finn to postpone the due date for 2020 food permit fees to January 1, 2021. Upon roll call, motion carried unanimously.

Mrs. Tracy explained she would like to adjust the annual food permit renewal period to the calendar year.

A motion was made by Mr. Rumler and seconded by Dr. Schaefer to adjust the annual food permit renewal period to run from January 1 through December 31 beginning in 2021.

APPROVAL OF MARCH 13, 2020 EXECUTIVE SESSION MINUTES

Mrs. Blank circulated the March 13, 2020 Executive Session Minutes for board members to review.

NURSING REPORT

Mrs. Thompson explained there had been a decrease in lab and immunization services over the last few months due to suspending walk-in immunization clinics, spacing appointments to limit the number of people in the building and to allow adequate time for COVID screenings, disinfecting between clients, and changing of PPE. She explained the department has been providing some WIC and Family Case Management services by telephone.

Mrs. Thompson stated WIC is transitioning from paper vouchers to EBT cards which can be loaded without the client having to visit the department. She noted the card will be more convenient for the client and the food packages have been revised to include a larger variety of food.

She reported a COVID-19 mobile testing unit visited Crawford County for three days during the month. She stated Harmon's Pharmacy is now providing COVID-19 testing. Mrs. Thompson reported COVID-19 contact tracing has been very time consuming with interviews, tracing, and completion of isolation and quarantine papers.

ENVIRONMENTAL HEALTH REPORT

Mr. Paulin reported Environmental Health numbers have been lower over the last few months related to staff not being in the field due to COVID-19. He stated he has contacted IDPH for guidance on how to safely resume inspections.

ADMINISTRATOR EVALUATION

Mrs. Blank reported Mrs. Tracy scored very well on her evaluations with Board members very pleased and no issues identified. Mrs. Blank thanked Mrs. Tracy for all she does and expressed the Board's appreciation for all of the work she puts in.

Mrs. Tracy stated she was very pleased with her evaluation results and expressed her appreciation for the positive feedback and support she receives from the Board. She stated

she is blessed to have such dedicated board members to work with and expressed her appreciation for all they do.

ADVISEMENTS

APPRECIATION

Mrs. Tracy expressed her appreciation to the Board for their support throughout COVID-19. She stated the hours some of them have spent on issues and answering questions from the public and the department have been very much appreciated by herself and staff. She noted Board members serve without compensation and have selflessly given their time to help the community through the pandemic. Mrs. Tracy thanked the Board members for caring so deeply about the health of Crawford County residents.

PERSONNEL

Mrs. Tracy informed the Board of two full-time openings at the department; a full-time Receptionist/Behavioral Health Clerk and a full-time WIC Clerk.

Mrs. Tracy reported a temporary full-time Contact Tracing registered nurse position has been advertised.

BEHAVIORAL HEALTH SERVICES

Mrs. Tracy reported behavioral health services were suspended in March due to COVID-19 circumstances. She stated behavioral health clients were transitioned to telehealth appointments when possible during this time. Mrs. Tracy stated Lawrence County Health Department Behavioral Health has now resumed in person counseling appointments at the department with the psychiatric nurse practitioner to resume appointments in July.

NEXT MEETING

Mrs. Tracy asked if the Board would prefer to cancel the July meeting due to meeting so late in June; board members were in favor. Mrs. Tracy stated she will contact the board should the need to meet arise. She recommended meeting at the Robinson Community Center for the next meeting to allow proper social distancing.

DISCUSSION

Mrs. Thompson discussed board member call rotation and circulated a weekly rotation sign-up sheet.

Mr. Bartman stated five or six County Board members would like to have a special meeting with the Board of Health. Mrs. Blank stated she will contact Dave Fulling to set up a meeting with the two boards.

APPROVAL OF MARCH 13, 2020 EXECUTIVE SESSION MINUTES CONTINUED

After Board members had adequate time to review the March 13, 2020 Executive Session minutes, a motion was made by Mrs. Goebel and seconded by Dr. Rotman to approve the March 13, 2020 Executive Session Minutes. Upon roll call, motion carried unanimously.

EXECUTIVE SESSION (PERSONNEL)

A motion was made by Mr. Rumler and seconded by Mrs. Goebel to enter into Executive Session. Upon roll call, motion carried unanimously.

Closed session began at 7:39 a.m.

A motion was made by Dr. Schaefer and seconded by Dr. Walsh to close Executive Session. Upon roll call, motion carried unanimously.

Open session resumed at 7:49 a.m.

PUBLIC COMMENTS

Mr. Burke discussed concerns he had related to Crawford County Health Department. Board members expressed their appreciation to Mr. Burke for his comments.

COMMENTS FROM BOARD MEMBERS

No comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:02 a.m.

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