

**CRAWFORD COUNTY BOARD OF HEALTH**

**MINUTES**

**JULY 16, 2019**

The Crawford County Board of Health met Tuesday, July 16, 2019 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Kayla Blank  
Toni Earleywine  
Bonnie Finn  
Robert Walsh, D.O.  
William Schaefer, DDS

EXCUSED: Koert Bartman  
Shannon Goebel  
David Rotman, M.D.

**OTHERS**

PRESENT: Darla Tracy, Certified Public Health Administrator  
Jenna Thompson, R.N., Nursing Supervisor  
Eric Paulin, LEHP, Director of Environmental Health  
Debbie Corder, WIC Clerk  
George Bohman, Crawford County Board Representative  
Don Goupil, Crawford County Board Representative  
Jim Keller, Crawford County Board Representative  
Bobbi Branson, Executive Secretary to the Board of Health

**CALL TO ORDER**

The meeting was called to order at 12:17 p.m. by Toni Earleywine, President.

**ROLL CALL**

Mrs. Branson held roll call for attendance with Board members Mrs. Blank, Ms. Earleywine, Mrs. Finn, 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 Debbie Corder, WIC Clerk; Mrs. Corder shared about herself.

Dr. Walsh arrived at 12:19 p.m.

Mrs. Tracy introduced Eric Paulin, LEHP, Director of Environmental Health Department; Mr. Paulin shared about himself.

Board of Health members and County Board members introduced themselves.

### **APPROVAL OF LAST MEETING MINUTES**

A motion was made by Dr. Schaefer and seconded by Mrs. Blank to approve the June 18, 2019 minutes as written. Upon roll call, motion carried unanimously.

### **EXECUTIVE SESSION MINUTES**

Ms. Earleywine circulated the June 18, 2019 Executive Session Minutes for Board members to review.

### **FINANCIAL UPDATE**

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

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

### **APPROVAL OF EXECUTIVE SESSION MINUTES**

A motion was made by Dr. Schaefer and seconded by Dr. Walsh to approve the June 18, 2019 Executive Session Minutes. Upon roll call, motion carried unanimously.

### **AGENCY OBJECTIVES UPDATE**

Mrs. Tracy distributed the Agency Objectives for the second quarter of FY'19 for Board members to review at their convenience.

### **SALARY COMMITTEE APPOINTMENT**

Ms. Earleywine appointed Bonnie Finn, Kayla Blank and Dr. Walsh to the Salary Committee with Mrs. Finn to serve as chairperson; Ms. Earleywine will serve as an alternate member.

### **NURSING REPORT**

Mrs. Thompson reviewed the Nursing Report for the month of June, 2019.

Mrs. Thompson stated home visits will begin to increase as they will soon be required for all pregnant women and infants between the ages of two to four months.

Mrs. Thompson reported the department has had an increase in Hepatitis A immunizations and will hold a special Hepatitis A immunization clinic soon. She advised there have been

increased cases of Hepatitis A in Illinois, surrounding counties, and in Crawford County. She noted the department has vaccinated several individuals through the Hepatitis A 317 Program designated for the high-risk population, including the incarcerated, homeless, and those who have had a known exposure.

Mrs. Thompson reported three staff members were recently trained and certified as car seat technicians.

Mrs. Thompson stated she and another staff member recently attended the Public Health Emergency Preparedness Summit in Bloomington, IL. She reported staff will participate in an upcoming "Crimson Contagion" mock pandemic flu exercise to be held August 13-16, 2019.

### **ENVIRONMENTAL HEALTH REPORT**

Mr. Paulin reviewed the Environmental Health report for the month of June, 2019.

Mr. Paulin reported the department successfully passed the water, food, and sewage program review recently conducted with substantial compliance. He stated these programs will not be reviewed again until 2022.

### **ADVISEMENTS**

#### **BYLAWS**

Mrs. Tracy noted the revised Bylaws were included in Board packets.

#### **AIR CONDITIONING**

Mrs. Tracy reported one of the air conditioning units had to be repaired last week. She discussed the importance of keeping the building temperature cool enough for the vaccine refrigerators to maintain appropriate temperatures. She noted the vaccine thermometers are very sensitive and if readings go too high, even for a few seconds, staff must go through the complete inventory and contact every manufacturer for each lot number to confirm the vaccine has not been compromised.

Mrs. Tracy stated it has always been difficult to regulate the temperature throughout the building. She explained the treatment room area gets the warmest. She reported ductless split units will be installed over each refrigerator in the treatment rooms as soon as possible to have better control over cooling these rooms.

She stated the waiting room is another area that is difficult to cool as it only has three floor registers. She noted it is not possible to add additional registers or ductwork as there is no crawl space under this area. Therefore, additional ductless split units may be installed in that area in the future.

Mrs. Tracy stated the department will apply for a commercial grade refrigerator to store vaccine through a local foundation grant in the future.

**CRAWFORD COUNTY LIFE/BEHAVIORAL HEALTH CENTER UPDATE**

Mrs. Tracy stated LeeAnn Hyder’s last Crawford County L.I.F.E. meeting was July 11, 2019. She stated she was presented a plaque in appreciation for her service. Mrs. Tracy stated the Crawford County L.I.F.E. board has solicited new board members for two current openings and will expand to a seven-member board as allowed in their bylaws.

**BEHAVIORAL HEALTH CENTER**

Mrs. Tracy discussed a recent conference call with Marvin Lindsay, President of Community Behavioral Healthcare Association of Illinois. She stated he explained behavioral health centers are still not being approved as the state is trying to close loopholes found with hospitals referring clients to their own clinics. Mr. Lindsay stated he felt our department is exactly what they had in mind for behavioral health centers, a small agency in a rural underserved community.

Dr. Schaefer left the meeting at 12:54 p.m.

Mrs. Tracy stated Mr. Lindsay encouraged the department to consider applying for certification as a Community Mental Health Center rather than a Behavioral Health Center as the process for certification has recently been simplified; while accreditation through CARF/JCAR is preferred, it is no longer required. Mrs. Tracy stated there is a short prequalification application the department would need to complete first. Mrs. Tracy stated she was informed the department may not have to be fully staffed before being approved. She explained a Community Mental Health Center must provide Assessment, Treatment Planning and Therapy/Counseling. Mrs. Tracy stated Mr. Lindsay will contact the Division Director regarding Community Mental Health Center application and follow-up with us.

Mrs. Tracy stated there are factors she still needs to investigate such as operating while waiting to be certified, but she intends to complete the prequalification application and go from there.

**EXECUTIVE SESSION**

Ms. Earleywine noted Executive Session could not be held as a quorum was not present.

**COMMENTS**

Board members had no comments.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:03 p.m.

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