CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JULY 18, 2017

The Crawford County Board of Health met Tuesday, July 18, 2017 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD
Toni Earleywine, R.N.
Bonnie Finn
David Fulling
Christa Inboden
David Rotman, M.D.
William Schaefer, DDS
Robert Walsh, D.O.

OTHERS PRESENT: Darla Tracy, Certified Public Health Administrator
Karen Free, FCM Coordinator
Jerica Robinson, Environmental Health Practitioner in Training/ERC
Jim Keller, County Board Representative
Steve Rich, County Board Representative
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

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

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Dr. Bedwell, Ms. Earleywine, Mrs. Finn, Mr. Fulling, Mrs. Inboden, Dr. Schaefer, and Dr. Walsh present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

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

APPROVAL OF LAST MEETING MINUTES

A motion was made by Dr. Bedwell and seconded by Dr. Schaefer to approve the May 16, 2017 minutes as written. Upon roll call, motion carried with Ms. Earleywine and Mr. Fulling abstaining.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of May, 2017.

A motion was made by Ms. Earleywine and seconded by Dr. Walsh to approve the May, 2017 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of June, 2017.

A motion was made by Ms. Earleywine and seconded by Dr. Bedwell to approve the June, 2017 financial reports as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES UPDATE

Mrs. Tracy distributed Agency Objectives for the second quarter of 2017 for Board members to review.

Dr. Rotman arrived at 12:22 p.m.

SALARY COMMITTEE APPOINTMENT

Mrs. Finn appointed Dr. Bedwell, Dr. Schaefer, and Christa Inboden to serve on the Salary Committee with Dr. Bedwell to serve as Chairman; Mrs. Finn will serve as an alternate.

NURSING REPORT

Mrs. Free reviewed the Nursing Report for the months of May and June, 2017. She reported the assigned WIC caseload lowered to 410 as of July 1, 2017 and is hopeful this will improve the monthly achieved caseload.

She reviewed the results of the June 5, 2017 National Kidney Foundation of Illinois' KidneyMobile visit. Dr. Rotman expressed concern over the National Kidney Foundation's diagnosis term of "prediabetic" as he feels it alarms clients unnecessarily.

Mrs. Free stated World Breastfeeding Week will be held the first week in August. She noted the Department received a one-hundred-dollar mini grant to fund events for the week.

She reported CCHD is the sixth Milk Depot to open in Illinois. She stated the Milk Donor Bank in Indianapolis will reimburse the Department for all expenses with the exception of supplies such as tourniquets, gloves, syringes, and Band-Aids.

Mrs. Free announced a part-time nurse has been hired to allow herself and the WIC Coordinator more time to complete required administrative duties.

Mr. Rich left the meeting at 12:44 p.m.

ENVIRONMENTAL HEALTH REPORT

Ms. Robinson reviewed the Environmental Health Report for the months of May and June, 2017.

Ms. Robinson reported Environmental Health staff will attend Illinois Liquor Commission Grant training July 26, 2017 in order to begin inspecting facilities with liquor licenses, including gambling parlors.

She noted she recently attended a Public Health Emergency Preparedness (PHEP) Summit which was very informative.

Ms. Robinson stated through the PHEP grant, the Department has been actively participating in a Healthcare Coalition with approximately sixteen counties including hospitals and emergency responders such as ambulance and fire departments. She noted the Department can request items beneficial to our county and Department through the Coalition for emergency situations.

ADVISEMENTS

PERSONNEL UPDATE

Mrs. Tracy announced the Director of Nursing resigned in June. She noted as a three-month pilot, the WIC and FCM Coordinators as well as the Communicable Disease have absorbed the duties of this position. She stated the WIC Coordinator will supervise nursing staff and the FCM Coordinator will supervise clerical staff. She stated a part-time nurse has been hired to assume a portion of the Coordinators' client caseloads and assist in immunization clinics.

IPLAN

Mrs. Tracy reported the IPLAN manuscript was submitted to IDPH for approval following the May Board meeting. She noted IDPH has requested a few corrections and the Department has received a six-month deadline extension to complete these corrections.

MENTAL HEALTH SERVICES

Mrs. Tracy announced the 708 Board has contributed an additional $12,000 toward mental health services offered at the Department. She reported telehealth sessions will be increased to twice a month once Harsha Behavioral Center is able to accommodate this request, hopefully in August or September.

OFFICE SPACE

Mrs. Tracy discussed the need for additional office space for staff currently office sharing. She stated she is researching the possibility of converting one of the men's' restrooms into additional office space. Ms. Robinson suggested contacting the state plumber to confirm the Department would meet the required number of restrooms for the size of the facility if this were to occur. Mr. Fulling inquired if the basement would be a possibility of additional space. Ms. Robinson stated a fire exit would need to be created; Mr. Fulling noted that would not be difficult.

SALARY COMMITTEE

Mrs. Tracy stated she will contact the Chairman to plan a Salary Committee meeting in the future, but is not prepared to meet at this time.

COMMENTS FROM BOARD MEMBERS

There were no comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:01 p.m.

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