

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JULY 21, 2021

The Crawford County Board of Health met Wednesday, July 21, 2021 at 6:00 p.m. at the Robinson Community Center. The following directors were present:

Koert Bartman
Kayla Blank, PharmD
Shannon Goebel
David Hasty
Guy Rumler

EXCUSED: William Schaefer, DDS
Robert Walsh, D.O.
David Rotman, M.D.

OTHERS PRESENT: Madelyn Taylor, MSN, RN, CLC, Director
Amy Marley, BSN, RN, Administrator
Lindsey Schmucker, LCHD Director of HR
Jenna Thompson, RN, Nursing Supervisor
Kaitlyn Williams, Director of Environmental Health
Don Goupil, Crawford County Board Representative
Garry Wilson, Crawford County Board Representative
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Shannon Goebel, Chairperson with Mr. Bartman, Mrs. Blank, Mrs. Goebel, Mr. Hasty, and Mr. Rumler present at time of roll call.

Mrs. Taylor introduced Director of Environmental Health, Kaitlyn Williams.

Mrs. Taylor welcomed new Crawford County Board member, Garry Wilson.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

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

APPROVAL OF MAY 19, 2021 MEETING MINUTES

A motion was made by Mr. Bartman and seconded by Mr. Rumler to approve the May 19, 2021 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF MAY, 2021 FINANCIAL REPORT

Mrs. Taylor reviewed the Financial and Expenditure Reports for the month of May, 2021.

A motion was made by Mr. Hasty and seconded by Mrs. Blank to approve the May, 2021 financial reports as presented. Upon roll call, motion carried unanimously.

APPROVAL OF JUNE, 2021 FINANCIAL REPORT

Mrs. Taylor reviewed the Financial and Expenditure Reports for the month of June, 2021.

A motion was made by Mr. Rumler and seconded by Mr. Bartman to approve the June, 2021 financial reports as presented. Upon roll call, motion carried unanimously.

POLICIES AND PROCEDURE MANUAL

Mrs. Taylor distributed a revised Policies and Procedures Manual for Board members to review prior to the next meeting. She reviewed a summary of changes and additions.

Mrs. Goebel asked members to contact herself, Mrs. Taylor, or Mrs. Marley regarding questions. Mrs. Taylor asked that Board members bring any changes they would like made to the next meeting.

APPROVAL OF MAY 19, 2021 EXECUTIVE SESSION MEETING MINUTES

After Board members had adequate time to review the May 19, 2021 Executive Session Minutes, a motion was made by Mrs. Blank and seconded by Mr. Hasty to approve the May 19, 2021 Executive Session Minutes as written. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES

Mrs. Taylor asked that Board members review the Agency Objectives for the second quarter of FY'21 at their convenience and contact her should they have any questions.

APPOINTMENT OF SALARY COMMITTEE

Mrs. Goebel inquired if anyone wished to serve on the Salary Committee. Mrs. Goebel appointed Dr. Schaefer, Mrs. Blank and Mrs. Goebel to serve on the Salary Committee with Dr. Walsh to serve as alternate. Mrs. Blank agreed to serve as Chairperson.

NURSING REPORT

Mrs. Thompson reported the recently completed Family Case Management and APORS audit went well with a few areas for improvement identified. She stated Family Case Management and frontline staff were educated on how to improve these areas and as a result, the fourth quarter percentages greatly improved. She stated she hopes the department can exceed required percentages.

Mrs. Thompson stated Lead Program audit corrections have been made and policies are undergoing revisions. Mrs. Thompson stated staff will attend Lead training once it becomes available.

Mrs. Thompson stated the department has been busy with back to school clinics, COVID cases and COVID vaccination clinics, as well as the regular department programs. She added CCHD has a great team who works very hard and very well together.

ENVIRONMENTAL HEALTH REPORT

Mrs. Taylor reported Environmental Health has completed several food inspections over the last month. She stated staff have been working with representatives of Dollar General who will build near Hutsonville. She stated there are also plans for a future butcher shop and an events venue in Crawford County.

Ms. Williams stated septic permits, as well as mobile temporary food permits, have increased over the last month. She stated she expects these will continue to increase with upcoming festivals this fall.

Mrs. Taylor advised the Board she had to contact a food establishment owner who has not paid their operating fee from January.

ADVISEMENTS

Mrs. Taylor reported the CUSD #2 Special Services facility is nearly finished and the department is excited to relocate behavioral health services to this facility in order to provide a more professional setting for clients.

Mrs. Taylor reported in addition to Ms. Williams being hired to fill the Environmental Health Director position, Paul Pinkston has been hired to do the weekly cleaning.

Mrs. Taylor discussed a new full-time nursing position with the Board. She explained the time required for jail nursing responsibilities equals approximately seventy-five percent of one full-time nurse's hours. Mrs. Taylor stated this new position would cross-train to cover all nursing positions. It was noted the position falls within the budget and would help meet department needs. Board members present expressed no objections to hiring a full-time nurse.

Mrs. Taylor reported the department did not receive the Mary Heath Foundation grant and will now look for other avenues to support the expense of baby safety showers.

Mrs. Taylor stated Family Case Management and High-risk Infant Follow-up grants were competitive grants this year and stated she was pleased to announced CCHD received both.

Mrs. Taylor informed the Board there were nine new cases of Coronavirus Disease (COVID-19) reported today for a total of twenty active cases, with three currently hospitalized.

Mrs. Taylor announced all three COVID-19 vaccine choices will begin being offered at each clinic. She stated the department continues to accommodate clients who cannot attend a scheduled clinic, as well as administering to the homebound.

Mrs. Taylor reported Crawford County is currently at 36% fully vaccinated.

EXECUTIVE SESSION (PERSONNEL)

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

Closed session began at 7:25 p.m.

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

Open session resumed at 7:52 p.m.

BOARD MEMBER COMMENTS

Mr. Rumler expressed his appreciation to Mrs. Taylor and Mrs. Marley. Mrs. Marley stated Mrs. Taylor is doing a wonderful job.

Mr. Goupil reported a State senator and representative recently met with County Board members to learn of their concerns. He stated he realizes the Illinois Department of Corrections leaving prisoners at the County Jail has impacted many, including the Health Department. He added it was a positive meeting. He expressed his appreciation for all CCHD does. He added that positive things are happening and CCHD is the source of a lot of it.

Mr. Hasty stated he has worked as a volunteer with CCHD at the COVID-19 vaccination clinics and is very proud of the staff. He mentioned through all of the cold temperatures, and now the heat, there are nothing but positive attitudes. He stated he is proud to be associated with CCHD.

Mrs. Blank expressed her appreciation for all staff do. She noted there is a lot of behind the scenes work that takes more time and effort than anyone can realize and it is appreciated.

Mrs. Goebel stated CCHD has worked so hard to get to this point and encouraged everyone to continue to push through together to keep the main goals. She stated she would not want any other leadership for the department and expressed her appreciation to all.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further comments, or business to discuss, the meeting adjourned at 8:00 p.m.

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