

## **CRAWFORD COUNTY BOARD OF HEALTH**

### **MINUTES**

**SEPTEMBER 13, 2023**

The Crawford County Board of Health met Wednesday, September 13, 2023 at 6:00 p.m. at the Crawford County Health Department. The following directors were present:

Kayla Blank, PharmD  
David Hasty  
Guy Rumler  
Fred Scott, D.O.  
Kim Wade-Decker, BSN, RN

EXCUSED: Shannon Goebel  
David Rotman, M.D.  
William Schaefer, DDS

OTHERS PRESENT: Amy Marley, MSN, RN, CRHCP, CCRS, CLC  
Mikayla Gascich, Public Health Director  
Kaitlyn Williams, MPH, REHS/RS, Director of Environmental Health  
Melissa Williams, RN, WIC Coordinator  
Amy Howell, CLC, Breastfeeding Peer Counselor  
Tim Bennett, Crawford County Board Representative  
Denise Wells, Crawford County Board Representative  
Bobbi Branson, Assistant Administrator

### **CALL TO ORDER**

The meeting was called to order at 6:06 p.m. by Kayla Blank, Vice-Chairperson with Mrs. Blank, Mr. Hasty, Mr. Rumler, and Mrs. Wade-Decker present at time of roll call.

### **ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA**

Ms. Gascich noted the agenda had been revised to include Personnel Policy Revision for BN-18 Travel. It was noted agenda items would be discussed in an order to assure a quorum present for approval of items.

### **NURSING REPORT**

Ms. Gascich reported the department recently attended back to school events at Robinson schools to provide information on required immunizations. Ms. Gascich stated the department would like to possibly offer immunizations at county-wide back to school events next year.

She stated the department has been providing blood pressure screenings at the Robinson Senior Citizen Center each Wednesday and will provide immunizations at their open house scheduled for September 22, 2023.

Ms. Gascich reported the first adult flu clinic of the season will be held September 28, 2023. She noted the Robinson Lions Club will attend to offer vision and hearing screenings.

Ms. Gascich stated the new COVID vaccine has been FDA and ACIP approved so the department will begin ordering stock soon. She explained the state is offering a Bridge Program which will allow adults who have no insurance or those who are underinsured to receive the vaccine at no cost.

### **ENVIRONMENTAL HEALTH REPORT**

Ms. Williams reviewed the Environmental Health Report for the months of July and August, 2023.

Ms. Williams left the meeting at 6:13 p.m.

### **BREASTFEEDING/WIC REPORT**

Mrs. Williams and Mrs. Howell shared with the Board that CCHD received the WIC Breastfeeding Award of Excellence Gold Award on August 1, 2023. It was noted CCHD is one of only four agencies in Illinois to receive this recognition. Mrs. Howell explained the Breastfeeding Award of Excellence was established by the U.S. Department of Agriculture, Food and Nutrition Service, Special Supplemental Nutrition Program for Women, Infants, and Children, to recognize local WIC agencies who provide exemplary programs and support services in their local communities.

Mrs. Williams and Mrs. Howell left the meeting at 6:23 p.m.

### **BUILDING AND GROUNDS COMMITTEE REPORT**

Mr. Hasty reported the Building and Grounds Committee is investigating options for a new department sign. Ms. Gascich stated the committee will also address gender neutral signage for restrooms, general refurbishments including interior painting, and rewiring of outlets in the basement.

### **AGENCY OBJECTIVES**

Ms. Gascich asked Board members to review the Agency Objectives for the third quarter of FY'23 at their convenience and contact Administration should they have any questions or concerns.

Ms. Gascich reported September is Car Seat Safety Awareness month and noted CCHD will partner with Crawford Memorial Hospital and other local agencies to offer car seat inspections on September 23, 2023.

### **ADVISEMENTS**

#### **708 BOARD**

Ms. Gascich reported the department received an additional contribution from the 708 Board in the amount of \$20,000 during the month of August to assist with contracted behavioral health services.

### **CPR UPDATE**

Ms. Gascich stated most CPR classes will not be offered for college credit due to changes at Illinois Eastern Community College. Ms. Gascich stated she will continue to provide CPR on behalf of CCHD at the cost of \$25.00 for Heartsaver or BLS classes. She noted any fees collected over the expense of the cards will be deposited to CCHD.

Ms. Gascich advised the Board she is now certified as a Stop the Bleed Instructor and can provide this class to the public at no charge.

### **STRENGTHENING ILLINOIS PUBLIC HEALTH ADMINISTRATION (SIPA) GRANT**

Ms. Gascich reported the department will receive the SIPA grant, which is a multi-year grant to be received in one lump sum payment of \$350,000.00 to be spent over four years. She explained the grant is to assist strengthening the workforce and noted public health departments statewide struggle to fill open positions. She stated the grant can be used for staff training as well.

### **EMPLOYEE RECOGNITION PROGRAM**

Ms. Gascich stated an employee recognition program was held recently to honor Melissa Williams for ten years of service and Bobbi Branson for twenty-five years of service.

### **COMMUNITY AWARENESS**

Ms. Gascich reported in addition to the events reported above, the department also participated in National Night Out, the N.O.W. Program's back to school shopping, an Emergency Management Agency's tabletop exercise, a community involvement panel, and completed a Cancer Comfort Bag presentation.

### **AGING AND DISABILITY VACCINATION COLLABORATION**

Ms. Gascich stated the department will partner with the Department of Aging to assist with immunization clinics, health fairs, and education. She noted funding is available to assist with salaries and related expenses including supplies, equipment, promotional items, etc. She stated clients will be asked to complete a survey at time of event for this organization.

### **FLU FEE**

Ms. Gascich reported the department's flu fee will remain the same as last year at a cost of \$102 for high-dose and \$52 for regular. She noted a hardship policy is available for those who qualify.

### **AUDITS**

Ms. Gascich reported the department completed an Illinois Department of Human Services audit today and has a WIC review scheduled for September 26, 2023.

### **PUBLIC RELATIONS**

Ms. Gascich stated a mailer promoting department services will be distributed to Crawford County residents on October 31, 2023.

### **COMMITTEE MEETINGS**

Ms. Gascich noted the Personnel Committee should meet to confirm nominations for FY24 officers and the Finance Committee should meet to discuss Crawford County Jail Nursing Services before the November meeting.

Denise Wells left the meeting at 7:15 p.m.

Mr. Bennett thanked the Board for inviting him to attend and complimented the department's efficiency. Mr. Bennett left the meeting at 7:27 p.m.

Dr. Scott arrived at 7:30 p.m.

### **APPROVAL OF JULY 19, 2023 MEETING MINUTES**

A motion was made by Dr. Scott and seconded by Mr. Rumler to approve the July 19, 2023 minutes as written. Upon roll call, motion carried unanimously.

### **APPROVAL OF JULY, 2023 FINANCIAL REPORT**

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of July, 2023.

A motion was made by Dr. Scott and seconded by Mrs. Wade-Decker to approve the July, 2023 financial reports as presented. Upon roll call, motion carried unanimously.

### **APPROVAL OF AUGUST, 2023 FINANCIAL REPORT**

Ms. Gascich reviewed the Financial and Expenditure Reports for the month of August, 2023.

A motion was made by Dr. Scott and seconded by Mr. Hasty to approve the August, 2023 financial reports as presented. Upon roll call, motion carried unanimously.

### **FINANCE AND PERSONNEL COMMITTEE REPORTS**

Mrs. Blank stated as discussed previously, the department will move toward performance-based increases in the future.

Mrs. Blank stated the Finance and Personnel Committees recommend a 4% COLA for FY2024.

Ms. Gascich reviewed possible COLA scenarios as well as the results of a COLA survey of surrounding departments.

A motion was made by Dr. Scott and seconded by Mr. Rumler to approve a 4% COLA for FY24. Upon roll call, motion carried unanimously.

### **FY24 BUDGET PRESENTATION**

Ms. Gascich presented the Fiscal Year 2024 budget and reviewed the budget points sheet, explaining projected revenues and expenditures.

A motion was made by Dr. Scott and seconded by Mrs. Wade-Decker to approve the FY24 budget as presented. Upon roll call, motion carried unanimously.

### **APPROVAL OF PERSONNEL POLICY REVISIONS BN-18 TRAVEL**

Ms. Gascich stated proposed revisions reflect revising meal reimbursement rates to follow current state guidelines.

A motion was made by Dr. Scott and seconded by Mr. Hasty to approve the BN-18 Travel policy revisions as presented. Upon roll call, motion carried unanimously.

### **EXECUTIVE SESSION**

Mrs. Blank noted it would not be necessary to enter into Executive Session.

### **BOARD MEMBER COMMENTS**

No comments.

### **PUBLIC COMMENTS**

No comments.

### **ADJOURNMENT**

There being no further comments, or business to discuss, the meeting adjourned at 8:20 p.m.

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