

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JANUARY 17, 2024

The Crawford County Board of Health met Wednesday, January 17, 2024 at 6:00 p.m. at the Crawford County Health Department. The following directors were present:

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

EXCUSED: David Rotman, M.D.

OTHERS PRESENT: Mikayla Maynard, Director
Amy Marley, MSN, RN, CRHCP, CCRS, CLC, Administrator
Bobbi Branson, Assistant Administrator/Exec. Secretary to the Board

CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Shannon Goebel, Chairperson with Mrs. Blank, Mrs. Goebel, Mr. Hasty, Mr. Rumler, Dr. Scott, and Mrs. Wade-Decker present at time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

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

NURSING REPORT

Mrs. Maynard reported two nurses have been hired recently to fill vacancies. She reported nursing staff is currently filling in as the school nurse for Oblong School.

She stated the department is now offering the RSV vaccine to pregnant women. She noted the department has a standing order for infant vaccine as well.

ENVIRONMENTAL HEALTH REPORT

Mrs. Maynard announced the Director of Environmental Health position has been filled. She stated this employee will sit for the LEHP exam within twelve months, but has three years to become licensed.

She reported an Environmental Health intern will begin next week. She stated the intern is finishing a Bachelor's degree and will be working on her Master's in Public Health with a focus on Environmental Health.

Mrs. Maynard stated the Regional Environmental Health Supervisor visited the department last week and has recommended requesting an extension for the Environmental Health review currently scheduled for 2024.

APPROVAL OF NOVEMBER 15, 2023 MEETING MINUTES

A motion was made by Dr. Scott and seconded by Mr. Rumler to approve the November 15, 2023 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF NOVEMBER, 2023 FINANCIAL REPORT

Mrs. Maynard reviewed the Financial and Expenditure Reports for the month of November, 2023.

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

APPROVAL OF DECEMBER, 2023 FINANCIAL REPORT

Mrs. Maynard reviewed the Financial and Expenditure Reports for the month of December, 2023.

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

AGENCY OBJECTIVES

Mrs. Maynard asked that Board members review the Agency Objectives for the fourth quarter of FY'23 at their convenience and contact Administration should they have any questions or concerns.

Mrs. Maynard reviewed the FY24 Agency Objectives.

ANNUAL REPORT

Mrs. Maynard asked that Board members review the 30th Annual Report at their convenience and contact Administration should they have any questions or concerns. Mrs. Maynard stated she will present the Annual Report to the Crawford County Board next month.

APPROVAL OF NOVEMBER 15, 2023 EXECUTIVE SESSION MINUTES

A motion was made by Dr. Scott and seconded by Mrs. Wade-Decker to approve the November 15, 2023 Executive Session Minutes. Upon roll call, motion carried with Mrs. Blank abstaining.

APPOINTMENT OF COMMITTEES

Mrs. Goebel appointed committee members as follows:

- Building and Grounds: Dr. Scott, David Hasty, and Dr. Rotman
- Finance Committee: Kim Wade-Decker and Shannon Goebel
- Personnel Committee: Guy Rumler and Kayla Blank

Mrs. Goebel stated as Chairperson, she would be able to attend all committee meetings as needed. She recommended the committees meet on a quarterly basis during even months.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY BN-08 VACATIONS

Mrs. Maynard reviewed proposed revisions which included adding temporary employees in order to follow the Illinois Paid Leave for All Workers Act.

Discussion was held regarding possible additional revisions before the Act is finalized on March 31, 2024.

A motion was made by Dr. Scott and seconded by Mrs. Wade-Decker to approve the revisions to Policy BN-08 Vacations as presented in accordance with the Illinois Paid Leave for All Workers Act. Upon roll call, motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY EP-06 EMPLOYEE CLASSIFICATIONS

Mrs. Maynard reviewed proposed revisions in order to follow the Illinois Paid Leave for All Workers Act.

A motion was made by Mr. Rumler and seconded by Mrs. Blank to approve the revisions to Policy EP-06 Employee Classifications as presented in accordance with the Illinois Paid Leave for All Workers Act. Upon roll call, motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY EP-09 ATTENDANCE AND PUNCTUALITY

Mrs. Maynard reviewed proposed revisions in order to follow the Illinois Paid Leave for All Workers Act.

She noted additional changes included employees must start their work day at the department unless previously approved by Supervisor and Administrator. She discussed utilizing a timeclock in the future and the importance of communicating employee locations for safety.

A motion was made by Mrs. Blank and seconded by Dr. Scott to approve Policy EP-09 Attendance and Punctuality as presented in accordance with the Illinois Paid Leave for All Workers Act. Upon roll call, motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF POLICY BN-22 PAID LEAVE FOR ALL WORKERS ACT

Mrs. Maynard presented the Paid Leave for All Workers Act policy.

A motion was made by Mr. Rumler and seconded by Mr. Hasty to approve Policy BN-22 Paid Leave for All Workers Act as presented in accordance with the Illinois Paid Leave for All Workers Act. Upon roll call, motion carried unanimously.

ADVISEMENTS

EPA GRANT

Mrs. Maynard reported the department has received an Environmental Protection Agency Sharps Grant to allow for the collection of residential sharps.

CAREER FAIR

Mrs. Maynard reported the department participated in a career fair held at the Civic Center in November for high school students and community members.

MOTHER AND INFANT SAFETY SHOWER

Mrs. Maynard stated the department’s Mother and Infant Safety Shower was held in November with thirty expectant mothers attending. She reported between the department and community partners, there were eighteen informational booths present with twenty-nine car seats were distributed.

ADMINISTRATOR EVALUATION

Mrs. Goebel noted the annual Administrator evaluation form for Ms. Marley had been included in each Board packet and should be returned to Mrs. Goebel by February 29, 2024.

MEDICAL RESERVE CORPS (MRC) GRANT

Mrs. Maynard reported the department has applied for an MRC grant to continue to rebuild the MRC Program. She stated a shed was purchased through the last MRC grant to store MRC equipment. She explained if received, this grant will allow MRC members to receive CPR certification.

EXECUTIVE SESSION (PERSONNEL)

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

Closed Session began at 7:20 p.m.

A motion was made by Dr. Scott and seconded by Mrs. Blank to close executive session. Upon roll call, motion carried unanimously.

Open session resumed at 7:39 p.m.

BOARD MEMBER COMMENTS

Mr. Hasty inquired about the Board member vacancy. Mrs. Maynard explained the department has been actively reaching out to licensed dentists to fill this vacancy.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further comments, or business to discuss, the meeting adjourned at 7:46 p.m.

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