

## **CRAWFORD COUNTY BOARD OF HEALTH**

### **MINUTES**

**NOVEMBER 15, 2023**

The Crawford County Board of Health met Wednesday, November 15, 2023 at 6:00 p.m. at the Crawford County Health Department. The following directors were present:

Shannon Goebel  
David Hasty  
David Rotman, M.D.  
Guy Rumler  
Fred Scott, D.O.  
Kim Wade-Decker, BSN, RN

EXCUSED: Kayla Blank, PharmD  
William Schaefer, DDS

OTHERS PRESENT: Mikayla Maynard, Director  
Amy Marley, MSN, RN, CRHCP, CCRS, CLC, Administrator (via telephone)  
Bobbi Branson, Assistant Administrator

### **CALL TO ORDER**

The meeting was called to order at 6:01 p.m. by Shannon Goebel, Chairperson with Mrs. Goebel, Mr. Hasty, Dr. Rotman, 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 the WIC audit completed in September identified four corrective actions. Mrs. Maynard stated the Illinois Department of Human Services audit completed in September had no corrective actions or findings identified.

She reported the department is now providing the new COVID vaccine. She stated IDPH is offering a Bridge Program to cover the cost of the vaccine for uninsured or under-insured individuals.

Mrs. Maynard reported the department will begin providing RSV vaccine for individuals 60 years and older with underlying health conditions and pregnant women.

### **ENVIRONMENTAL HEALTH REPORT**

Mrs. Maynard expressed appreciation to Mrs. Marley for her assistance with the Environmental Health responsibilities. She reported the Regional Environmental Health Supervisor has also been assisting the department.

### **APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES**

A motion was made by Mr. Rumler and seconded by Dr. Scott to approve the September 13, 2023 minutes as written. Upon roll call, motion carried unanimously.

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

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

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

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

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

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

### **COMMITTEE REPORTS**

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

Mr. Hasty reported the committee has reviewed quotes and are considering a vinyl sign to replace the current department sign.

Mr. Hasty reported the state plumbing inspector will visit the department to provide guidance on restroom compliance.

He discussed the possibility of constructing offices in the basement and noted a second exit would be required.

Mr. Hasty discussed utilizing radiant heating in the shed for clinics held in winter months. Dr. Scott suggested purchasing heated coats for staff working the clinics.

#### **FINANCE AND PERSONNEL**

Mrs. Goebel stated the department is actively pursuing a dentist to fill the required position on the Board. She noted if the Board is still at seven members in January, committees will be regrouped to include two members each for the Personnel and Finance Committee, and three members for Building and Grounds Committee.

Mrs. Goebel reported the Finance and Personnel Committees met to discuss nursing services for the Crawford County Sheriff's Department. She stated November will be the first month the Sheriff's Department will exceed the contracted \$15,000 maximum for FY23.

She explained the department's Communicable Disease Nurse, who also completes jail services, will retire in January. She noted there will be a great deal of training required for a nurse to become a Communicable Disease Nurse, which will not allow as much time for jail services.

Mrs. Goebel stated for FY24 the committees propose to continue the \$15,000 maximum with expenses over that amount split 50/50 with the County paying labs and TB tests. The

committees recommend including in the contract that the nurse will provide up to ten hours of service each week and the department begin lowering the cap each fiscal year if the contract is continued. The committee also recommends the nurse will no longer access sick calls. Mrs. Maynard suggested including the Sheriff's Department will provide policies to the Department.

Mrs. Goebel noted going forward, the Crawford County Sheriff's Department contract will fall under the Finance Committee.

#### **DISCUSSION AND POSSIBLE APPROVAL OF CRAWFORD COUNTY JAIL NURSING SERVICES FY24**

A motion was made by Dr. Scott and seconded by Dr. Rotman that the FY24 Crawford County Sheriff's Department contract for nursing services include a \$15,000 maximum allowance with a 50/50 split of costs over that amount with the Sheriff's Department responsible for labs and TB fees, and a reduction of \$5,000 each fiscal year following FY24. Upon roll call, motion carried unanimously.

#### **DISCUSSION AND POSSIBLE APPROVAL OF OFFICER NOMINATIONS**

Mrs. Goebel reported the Personnel Committee would like to nominate the following slate of officers for FY2024:

Mrs. Goebel, Chairperson  
Mr. Rumler, Vice-Chairperson  
Mrs. Blank, Secretary

Mrs. Goebel inquired if there were any additional nominations from the floor; no other nominations were noted.

A motion was made by Dr. Scott and seconded by Mr. Hasty to adopt the slate of officers as presented. Upon roll call, motion carried unanimously.

#### **DISCUSSION AND POSSIBLE APPROVAL OF BN-08 VACATION POLICY**

Mrs. Maynard reported a Paid Leave for All Workers Act (PLAWA) will go into effect January 1, 2024 to allow one hour of leave for every forty hours worked, up to 40 hours per year, dependent on regularly scheduled hours. She explained the leave can be used for any reason at any time without notice.

Mrs. Maynard explained the revisions to the vacation policy includes adding wording regarding PLAWA as well as the department returning to an accrual system for vacation time. It was noted additional policy revisions may be necessary after the Act is finalized, which could be as late as March, 2024.

A motion was made by Mr. Rumler and seconded by Dr. Rotman to approve the revisions to BN-08 Vacation Policy as presented in order to comply with the Illinois Paid Leave for All Workers Act as deemed necessary. Upon roll call, motion carried unanimously.

## **DISCUSSION AND POSSIBLE APPROVAL OF EP-06 EMPLOYEE CLASSIFICATION POLICY**

Mrs. Maynard explained proposed revisions include part-time staff to receive vacation time.

A motion was made by Mr. Hasty and seconded by Mrs. Wade-Decker to approve the EP-06 Employee Classification Policy revisions as presented. Upon roll call, motion carried unanimously.

## **DISCUSSION AND POSSIBLE APPROVAL OF EP-15 TERMINATION OF EMPLOYMENT POLICY**

Mrs. Goebel noted the proposed revision to this policy reflected returning to an accrual system.

Dr. Scott inquired if item #4 of the policy should be revised to address the Paid Leave Act for All Workers Act; Board members agreed it should.

A motion was made by Dr. Scott and seconded by Mrs. Wade-Decker to approve the EP-15 Termination of Employment Policy revisions as presented with an addition to #4 to include "after exhausting PLAWA benefits will be considered as having voluntarily quit." Upon roll call, motion carried unanimously.

## **EXECUTIVE SESSION MEETING MINUTES**

A motion was made by Dr. Rotman and seconded by Mr. Rumler to leave all Executive Session minutes closed. Upon roll call, motion carried unanimously.

## **ADVISEMENTS**

### **REAPPOINTMENTS**

Mrs. Maynard reported the reappointments of Dr. Rotman and Mr. Hasty will be voted on at the next Crawford County Board meeting.

### **TRAININGS**

Mrs. Maynard reported she attended an Administrator's training in September. She stated she also completed training to become a Stop the Bleed instructor and certified all staff in October. She stated she completed the Food Manager's Course and would like to sit for the Licensed Environmental Health Practitioner exam in the future.

### **COMMUNITY AWARENESS**

Mrs. Maynard reported the department received grant funding through the Department of Aging to help with staff time and giveaways for health fairs. She stated the department continues to provide blood pressure screenings at the Robinson Senior Center each week.

Mrs. Maynard reported the department partnered with Crawford Memorial Hospital and the Robinson Township Fire Protection District to host Car Seat Saturday in September with seventeen seats inspected and two distributed.

### **EXECUTIVE SESSION**

A motion was made by Mr. Rumler and seconded by Dr. Scott to enter Executive Session. Upon roll call, motion carried unanimously.

Closed session began at 7:21 p.m.

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

Open session resumed at 7:52 p.m.

### **BOARD MEMBER COMMENTS**

Dr. Scott complimented Mrs. Maynard for completing the Stop the Bleed Instructor's course and inquired if this was a service that could be offered to the public; Mrs. Maynard stated she would be happy to provide this class to the community.

Mrs. Maynard reported the baby shower was held last night with thirty-one car seats distributed.

### **PUBLIC COMMENTS**

No comments.

### **ADJOURNMENT**

There being no further comments, or business to discuss, the meeting adjourned at 8:04 p.m.

\_\_\_\_\_, Secretary

Date: \_\_\_\_\_