

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

NOVEMBER 18, 2020

The Crawford County Board of Health met Wednesday, November 18, 2020 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
William Schaefer, DDS
Robert Walsh, D.O.

EXCUSED: David Rotman, M.D.

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Jenna Thompson, Nursing Supervisor
Madelyn Taylor, Public Health Administrator
Cole Shaner, Crawford County State's Attorney
Don Goupil, Crawford County Board member
Jonathon Goff, Crawford County Board member
Kevin Dart, Crawford County Board member
David Fulling, Crawford County Board Chairman
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Kayla Blank, Chairperson with Mr. Bartman, Mrs. Blank, Mrs. Goebel, Mr. Hasty, Mr. Rumler, Dr. Schaefer, and Dr. Walsh present at time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA

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

INTRODUCTIONS

Mrs. Tracy introduced Madelyn Taylor as her replacement. Mrs. Taylor shared a little about herself and those present introduced themselves.

APPROVAL OF OCTOBER 20, 2020 MEETING MINUTES

A motion was made by Mr. Bartman and seconded by Dr. Schaefer to approve the October 20, 2020 minutes as written. Upon roll call, motion carried unanimously.

APPROVAL OF OCTOBER FINANCIAL REPORT

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of October, 2020.

A motion was made by Mr. Rumler and seconded by Mrs. Goebel to approve the October, 2020 financial reports as presented. Upon roll call, motion carried unanimously.

REMODEL BID PRESENTATION AND APPROVAL

Mrs. Tracy references the review the summary prepared by Jason Wright, ADG Design and the bid proposal included in the packet. Mrs. Tracy reported all bids came in lower than anticipated and the project is completely covered through the Contact Tracing grant. It was noted that fifty percent of the grant must be spent by December 31, 2020 and the department could prepay for some of the work if necessary.

Mrs. Tracy stated ADG Design has worked with the lowest bidder, Wolfe Construction, Inc., before and recommends their work. She noted it could take two to three weeks for bonding and insurance.

Dr. Schaefer questioned if there would be a financial penalty if the project is not completed within the time specified; Mrs. Tracy stated she will ask ADG Design this question.

Mr. Bartman asked if the department is committed to the \$15,000 contingency fees now that the bid came in lower than anticipated; Mrs. Tracy will discuss this with ADG Design.

A motion was made by Mr. Rumler and seconded by Dr. Schaefer to approve the construction bid for Wolfe Construction. Upon roll call, motion carried unanimously.

CRAWFORD COUNTY SHERIFF'S DEPARTMENT CONTRACT

Mr. Fulling asked the Board of Health to consider waiving the contracted nursing service fees at the Crawford County Jail due to the County's current deficit. He noted this would save the County approximately \$10,000 per year.

Mrs. Tracy distributed a report for the last two years services and noted it has totaled under \$10,000 per year. She reported she had surveyed other health departments and learned of the four that provide this service for their county jails, three charge and one does not.

Board members agreed this was not an unreasonable request and could be reevaluated after one year.

A motion was made by Mr. Bartman and seconded by Dr. Schaefer to waive up to \$15,000 in Crawford County Jail nursing fees for one year, through November of 2021. Upon roll call, motion carried unanimously.

Mr. Fulling expressed his appreciation. He also thanked the department for donating a vehicle to Animal Control. Mrs. Tracy stated she felt we all need to work together.

NOMINATING COMMITTEE REPORT

On behalf of the Nominating Committee, Mr. Rumler opened the floor for nominations.

Mr. Bartman nominated Mrs. Goebel to serve as Chairperson.

Mrs. Goebel nominated Mrs. Blank to serve as Vice-Chairperson.

Mr. Rumler nominated Dr. Schaefer to serve as Secretary.

A motion was made by Mr. Hasty and seconded by Mr. Bartman to adopt the slate officers for 2021 as presented. Upon roll call, motion carried unanimously.

NURSING REPORT

Mrs. Thompson reviewed the Nursing Report for October, 2020. She stated the department continues to provide flu immunizations and completed 1,200 influenza vaccines during the month of October. Mrs. Thompson stated staff are all working together to complete many COVID-19 tests each day and continuously contact tracing.

Mrs. Thompson reported resurgence mitigation is to begin November 20, 2020 for Region 6.

ENVIRONMENTAL HEALTH REPORT

Mrs. Tracy asked Board members to contact Mr. Paulin if they had any questions regarding the Environmental Health Report included in the packet.

ADVISEMENTS

PERSONNEL

Mrs. Tracy stated she cannot thank staff enough for all they have done and continue to do. She stated they are giving one hundred and ten percent.

Mrs. Tracy stated most staff have been trained to assist with Contact Tracing. She stated the department hired one full-time contact tracer and now have two nurses who focus primarily on contact tracing, but the state recommends the department have nine full-time contact tracers. She stated rather than hiring full-time, the department has continued to add PRN contact tracers, including school nurses.

REAPPOINTMENTS

Mrs. Tracy announced Dr. Schaefer, Dr. Rotman, and Mr. Hasty were reappointed by the County Board.

DECEMBER MEETING

Board members agreed to meet in December rather than cancelling for holiday schedules.

RETIREMENT

Mrs. Tracy advised the Board she would like to retire December 31, 2020 rather than January 07, 2021. She stated she will confirm with IMRF before the December Board of Health meeting.

EXECUTIVE SESSION (CONTRACT NEGOTIATION)

It was noted Executive Session would not be necessary.

BOARD MEMBER COMMENTS

Mr. Rumler stated he felt tonight was a good move in the right direction to have an amicable relationship with the County Board.

Mrs. Goebel discussed a potential opportunity for the department to utilize office space with Community Unit #2 for behavioral health services, as the department is physically out of space.

Mr. Bartman expressed his appreciation to the Board for waiving the fees and for the vehicle donation.

Mr. Hasty inquired about the status of the carport. Mrs. Tracy stated it should hopefully be completed by the second week in December. Mr. Hasty recommended a radiant heater for the space.

There were no other comments

PUBLIC COMMENTS

Mr. Dart and Mr. Goff suggested installing an air curtain on the carport.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:03 p.m.

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