

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

NOVEMBER 20, 2018

The Crawford County Board of Health met Tuesday, November 20, 2018 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Kayla Blank
Toni Earleywine
Bonnie Finn
David Fulling
Shannon Goebel
David Rotman, M.D.
Robert Walsh, D.O.

EXCUSED: William Schaefer, DDS

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Jenna Thompson, WIC Coordinator
Dara Potts, Public Health Inspector
Patty Patton, Fiscal Manager
LeeAnn Hyder, Masters in Public Health Student Intern
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:12 p.m. by Bonnie Finn, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Mrs. Blank, Ms. Earleywine, Mrs. Finn, Mr. Fulling, Dr. Rotman and Dr. Walsh present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

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

Mrs. Goebel arrived at 12:13 p.m.

EMPLOYEE INTRODUCTION

Mrs. Tracy welcomed Fiscal Manager Patty Patton to the meeting. She stated Mrs. Patton has been employed for over twenty-five years and does a wonderful job keeping the department on track, always going above and beyond the call of duty. She stated the department is blessed to have her and asked her to share about herself.

Mrs. Patton shared some of her job duties including preparing the monthly financial statement, completing grant and financial billing, and preparing payroll. She stated she wears many hats at the department.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Mrs. Blank and seconded by Mrs. Goebel to approve the October 16, 2018 minutes as written. Upon roll call, motion carried with Mr. Fulling abstaining.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of October, 2018. She noted she is researching placing some of the cash on hand into a certificate of deposit.

A motion was made by Ms. Earleywine and seconded by Mr. Fulling to approve the October, 2018 financial report as presented. Upon roll call, motion carried unanimously.

NOMINATING COMMITTEE

Mr. Fulling reported the Nominating Committee recommends the following slate of officers for 2019:

Toni Earleywine, President
Bonnie Finn, Vice-President
Dr. Schaefer, Secretary

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

EXECUTIVE SESSION MINUTES

The October 16, 2018 Executive Session Minutes were circulated for Board members to review.

A motion was made by Mr. Fulling and seconded by Mrs. Blank to approve the October 16, 2018 Executive Session Minutes. Upon roll call, motion carried unanimously.

NURSING REPORT

Mrs. Thompson reviewed the Nursing Report for the month of October, 2018.

She noted staff will begin completing home visits with DCFS social workers in January. Mrs. Thompson stated the department may hold a Pneumonia Clinic in the future and promote FIT Kits for these clients.

Mrs. Thompson stated the achieved WIC caseload increased to 86% for the month.

ENVIRONMENTAL HEALTH REPORT

Mrs. Potts presented the Environmental Health Report for the month of October, 2018 and distributed proper turkey thawing and cooking information.

ADVISEMENTS

MENTAL HEALTH

Ms. Hyder reported the department is making progress toward becoming a certified behavioral health clinic. She reported she has been working with Community Behavioral Healthcare Association of Illinois (CBHA) to get policies and job descriptions in place. Ms. Hyder explained the department must have space for the facility and personnel in place before making application, as the State will inspect and certify within ten days of application. Ms. Hyder stated in order to bill Medicaid each patient must have an assessment plan (reviewed every twelve months) and a treatment plan (reviewed every six months). Ms. Hyder explained staffing requirements include a psychiatrist or psychiatric nurse practitioner on staff to review initial assessments and treatment plans, a LCSW or LCPC to serve as Clinical Director to oversee day to day operations, and a counselor to deliver counseling and intervention services. She explained medication monitoring and training would be overseen by psychiatrist or psychiatric nurse practitioner who would also train behavioral health clinic staff.

She noted the department would need a statement from the Fire Marshall that the facility meets code before making application.

Mrs. Tracy stated Ms. Hyder will finish her internship in December. She stated Ms. Hyder has done an amazing job and has been a blessing to the department.

Ms. Hyder stated Leadership Crawford County has offered to potentially raise funds for CCHD to rent a mobile trailer to help meet the required office space for a behavioral health center. She noted a two-office trailer installed for one year would cost approximately \$33,000 to rent. Dr. Rotman and Ms. Goebel suggested checking with Marathon or Senco regarding trailers.

Mrs. Tracy stated she continues to keep the 708 Board informed of progress and funding requests. It was noted Crawford County L.I.F.E. is eligible to apply to United Way for funding as well.

Ms. Hyder concluded by stating there is still a lot to do to make the behavioral health clinic a reality, but she will continue working on it and wants to see it through. Mrs. Tracy commended Ms. Hyder for all of her hard work and dedication.

Mrs. Goebel left the meeting at 12:48 p.m.

PERSONNEL

Mrs. Tracy reported Mrs. Potts transferred to full-time status effective 11-5-18 from thirty hours per week. She explained the additional six hours will be spent through the Regional Illinois Tobacco Free Grant.

Mrs. Tracy reported Stephinie Weger was hired to fill the full-time Receptionist/WIC Clerk position on November 7, 2018.

Mrs. Tracy announced Timothy Yates has been hired to fill the LEHP and P&P Coordinator position and will begin on December 3, 2018. She stated he has already been approved to test within the year for his Licensed Environmental Health Practitioner exam.

REAPPOINTMENTS

Mrs. Tracy stated Dr. Walsh and Mrs. Goebel were each reappointed for another three-year term.

DECEMBER MEETING

Board members agreed to cancel the December meeting due to busy holiday schedules. Mrs. Tracy will contact members should the need to meet arise.

Mrs. Tracy asked Board members to pick up Christmas gifts from staff as they leave the meeting.

COMPANY VEHICLE

Mrs. Tracy stated Sheriff Rutan plans to donate a used vehicle to CCHD after the first of the year. She noted she plans to research purchasing a new vehicle as well and will possibly present something at the January meeting.

COMMENTS

Ms. Earleywine stated she is proud to be a part of the Board and happy to be asked to serve. Mrs. Finn stated it is a good organization and she is glad to be a part of it. No other comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:57 p.m.

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