

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JANUARY 17, 2012

The Crawford County Board of Health met Tuesday, January 17, 2012 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD
Joe Bliss
Bonnie Finn
Susan Inboden, R.N.
David Rotman, M.D.
Robert Walsh, M.D.

EXCUSED: Bob Bowen
John Newlin, DDS

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Donna Milam, B.S., L.E.H.P., Director of Env. Health/Emergency Preparedness
Terry Shaffer, R.N., Nursing Supervisor
Michele Elliott, L.P.N., Bachelor of Science in Nursing Student
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:18 p.m. by Joe Bliss, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Dr. Bedwell, Mr. Bliss, Mrs. Finn, 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.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Mrs. Finn and seconded by Dr. Rotman to approve the November 15, 2011 minutes as written. Upon roll call, motion carried unanimously.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of November, 2011.

Mrs. Inboden arrived at 12:24 p.m.

A motion was made by Dr. Bedwell and seconded by Mrs. Finn to approve the November, 2011 financial report as presented. Upon roll call, motion carried unanimously; Mrs. Inboden was not called upon to vote as she did not hear complete report.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of December, 2011.

A motion was made by Dr. Rotman and seconded by Mrs. Finn to approve the December, 2011 financial report as presented. Upon roll call, motion carried unanimously with Mrs. Inboden abstaining.

AGENCY OBJECTIVES FISCAL YEARS 2011 AND 2012

Mrs. Tracy reviewed the Agency Objectives for the fourth quarter and yearly summary of FY'11 in detail. Mrs. Tracy reviewed the FY'12 Agency Objectives in detail.

ANNUAL REPORT

Mrs. Tracy presented the 18th Annual Report for the Crawford County Health Department and reviewed the 2011 highlights section.

NURSING REPORT

Mrs. Shaffer introduced Michele Elliott, L.P.N. Mrs. Shaffer stated Mrs. Elliott is currently completing a clinical rotation at the Department as she works toward her Bachelors of Science in Nursing degree.

Mrs. Shaffer reviewed the Program Report for the months of November and December, 2011.

Mrs. Shaffer reported the Department provided a season total of 2,085 flu vaccinations through the end of December. She noted this is a decrease when compared to previous years, but believes a significant number of county residents have received vaccinations through physician offices and other businesses.

Mrs. Shaffer reported there are currently no active cases of TB in the County. There was one positive TB skin test in December which was referred to a private physician for initiation of preventative therapy. Crawford County Health Department's TB nurse is monitoring the situation.

Mrs. Shaffer reviewed a fiscal year comparison report for the last three years.

ENVIRONMENTAL HEALTH REPORT

Mrs. Milam reviewed the Environmental Health Report for the months of November and December, 2011. She reported one nuisance complaint had been referred to the Robinson Police Department.

Foodborne Illness Outbreak Update

Mrs. Milam discussed a foodborne illness outbreak the Department investigated in December. She reported the Department is awaiting a final report of findings from the Illinois Department of Public Health.

Cottage Food Operations Public Act 097-0393

Mrs. Milam stated through the passage of the Cottage Food Operations Public Act 097-0393, the Illinois Department of Public Health requires anyone selling baked or processed foods at a farmer's market to register with their local health department and requires that they hold a current Illinois Food Service Sanitation Certificate. All products must show specific labeling required by the Act. If any food made to be sold is not listed in the Act, that food item must be tested to show proof of meeting selling requirements in the Act. She explained by signing the application, the seller acknowledges if there is a foodborne illness or complaint, the Health Department may inspect their facility. Mrs. Milam inquired if the Board would like to establish a fee for such inspections. Mrs. Milam noted the actual farmer's market location would not be inspected unless a complaint is received.

Dr. Walsh left the meeting at 1:17 p.m.

Mrs. Milam stated she will educate the public on the new regulations via radio, sending letters to municipalities to distribute, newspaper, etc.

A motion was made by Mrs. Inboden and seconded by Dr. Bedwell to charge a fee of \$50.00 for inspections provided under the Cottage Food Operations Public Act 097-0393. Upon roll call, the motion carried four to one, with Dr. Rotman voting "no".

Food Program Discussion

Mrs. Milam reported the food establishment discussed in previous meetings had made full payment of operating permit and late fees.

Mrs. Milam discussed a food establishment operating with low food scores due to continued food violations. She noted she will be sending a warning letter to the establishment. She stated the establishment has several new employees and she will conduct training for their personnel in the spring. She reported she will perform an inspection once training is completed and if violations are not improved she will bring the issue before the Board again.

Mrs. Milam reported a local licensed septic installer is in the process of having their license revoked. She noted the individual had been warned by the Department previously as well as the Regional Office prior to this action being taken.

NOMINATING COMMITTEE

Dr. Bedwell reported the Nominating Committee recommends reinstating officers as follows:

Joe Bliss, President
Susan Inboden, Vice-President
Bob Bowen, Secretary

No other nominations were offered by those in attendance.

A motion was made by Dr. Bedwell and seconded by Mrs. Inboden to approve the nominations as presented. Upon roll call, motion carried unanimously.

ADVISEMENTS

PERSONNEL UPDATE

Mrs. Tracy informed the Board David Saad was hired part-time (24 hrs/wk) as Sanitarian In-Training on December 27, 2011.

Mrs. Tracy reported Lynda Vaughn was hired as a part-time/temporary Breastfeeding Peer Counselor January 9, 2012 and will work approximately sixteen to twenty hours per week.

ADMINISTRATOR EVALUATION

Mrs. Tracy noted Administrator evaluation forms were included in Board member packets. She asked completed evaluations be returned to Mr. Bliss in the self-addressed stamped envelopes provided by February 29, 2012.

FEBRUARY MEETING

Mrs. Tracy stated for the past several years the February Board of Health meeting had been canceled due the lack of a quorum. She noted she was presently aware of two members unable to attend in February and asked if the Board would like to cancel the meeting. Board members in attendance felt they would be able to attend the February meeting.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mrs. Finn and seconded by Dr. Bedwell to adjourn the meeting at 1:32 p.m. Motion carried.

_____, Secretary