

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

JUNE 19, 2012

The Crawford County Board of Health met Tuesday, June 19, 2012 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Joe Bliss  
Bob Bowen  
Bonnie Finn  
Susan Inboden, R.N.  
David Rotman, M.D.  
Robert Walsh, M.D.

EXCUSED: William Bedwell, OD  
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  
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:09 p.m. by Joe Bliss, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members, Mr. Bliss, Mr. Bowen, Mrs. Finn, Mrs. Inboden, 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 Mr. Bowen and seconded by Dr. Rotman to approve the May 15, 2012 minutes as written. Upon roll call, motion carried unanimously.

## FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of May, 2012.

A motion was made by Mrs. Inboden and seconded by Mr. Bowen to approve the May, 2012 financial report as presented. Upon roll call, motion carried unanimously.

## FEE SCHEDULE

Mrs. Tracy presented a revised fee schedule reflecting changes in the cost of private pay vaccine.

Mrs. Tracy recommended the Board approve a fee schedule formula rather than approving the fee schedule each time vaccine costs fluctuate. Mrs. Tracy explained how fees are currently calculated, noting the Department must pay an excise tax on some vaccine stock.

A motion was made by Dr. Rotman and seconded by Mrs. Finn to approve the fee schedule as presented. Upon roll call, motion carried unanimously.

A motion was made by Mr. Bowen and seconded by Mrs. Inboden to approve the fee schedule formula (actual cost of vaccine rounded to the nearest dollar with ten percent of that figure and an administration fee of \$15.00 added to rounded amount) with the fee schedule to be presented annually for Board approval. Upon roll call, motion carried unanimously.

## APPOINTMENT OF SALARY COMMITTEE

Mr. Bliss appointed Dr. Walsh, Mrs. Inboden, and Dr. Bedwell to serve on the Salary Committee with Dr. Rotman to serve as an alternate member.

## NURSING REPORT

Mrs. Shaffer reviewed the nursing report for the month of May, 2012.

Mrs. Shaffer informed the Board that parents are accepting the enforcement of Vaccine for Children eligibility well.

Discussion was held concerning the Department's application to contract with Blue Cross/Blue Shield as a participating provider thus allowing CCHD to bill for client services. Mrs. Tracy will follow-up with four of the county's major employers to verify insurance carriers and plans.

Mrs. Shaffer reminded Board members the National Kidney Foundation of Illinois' KidneyMobile will visit the Department Thursday, June 28, 2012 from 10:00 a.m. to 2:00 p.m. to offer free screenings for diabetes and kidney disease.

She reported five school physical clinics will be held during July and August with Lynn Phillippe, FNP providing the examinations. She noted several prostate clinics will be held in the near future as well.

Dr. Walsh inquired about a possible rabies exposure related to a dog bite; Mrs. Milam responded to this question. After discussion, it was recommended Mrs. Milam begin mailing the possible rabies exposure letters as certified mail for proper documentation of contact or attempted delivery. Mrs. Milam stated the letter recommends the individual see their private physician and receive prophylaxis if the animal cannot be tested.

#### ENVIRONMENTAL HEALTH REPORT

Mrs. Milam reviewed the Environmental Health Report for the month of May, 2012.

Mrs. Milam reported through the West Nile Virus Grant, the Department has provided a case of larvicide to each municipality. She noted two birds sent in from Crawford County were found to be negative, but Champaign had one crow test positive for West Nile Virus.

#### ADVISEMENTS

##### MARY HEATH GRANT

Mrs. Tracy stated the Department was not selected to receive funding through the Mary Heath Foundation during their recent grant disbursement.

##### WEBSITE

Mrs. Tracy encouraged Board members to visit the Department's revised website at [www.cchd.net](http://www.cchd.net).

##### WE CHOOSE HEALTH

Mrs. Tracy reported the Department is currently working with thirteen other health departments to apply for a "We Choose Health" Community Transformation Grant. She explained this is a very detailed grant to address healthy eating, active living, and smoke-free living.

#### APPROVAL OF APRIL 17, 2012 EXECUTIVE SESSION MINUTES

A motion was made by Mrs. Inboden and seconded by Dr. Walsh to approve the April 17, 2012 Executive Session Minutes. Motion carried unanimously.

#### ADJOURNMENT

There being no further business to discuss, a motion was made by Dr. Rotman and seconded by Dr. Walsh to adjourn the meeting at 12:52 p.m. Motion carried.

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