

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

MARCH 18, 2014

The Crawford County Board of Health met Tuesday, March 18, 2014 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD
Bob Bowen
Toni Earleywine, R.N.
Bonnie Finn
Susan Inboden, R.N.
David Rotman, M.D.
Robert Walsh, D.O.

ABSENT: John Newlin, DDS

OTHERS

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

CALL TO ORDER

The meeting was called to order at 12:15 p.m. by Bob Bowen, President.

ROLL CALL

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

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

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

APPROVAL OF LAST MEETING MINUTES

A motion was made by Ms. Earleywine and seconded by Dr. Walsh to approve the November 19, 2013 minutes as written. Upon roll call, motion carried unanimously.

INTRODUCTIONS

Mrs. Tracy introduced Michele Elliott and announced she has agreed to serve as a Board member upon Mrs. Inboden's retirement from the Board of Health. Mrs. Tracy stated a letter of support has been sent to the Crawford County Board requesting her appointment and this will be voted on during their April meeting.

Mrs. Tracy introduced Thomas Parks, a BSN student through the University of Southern Indiana currently completing his internship with the Department.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of November, 2013.

A motion was made by Mrs. Finn and seconded by Dr. Walsh to approve the November, 2013 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of December, 2013.

A motion was made by Dr. Walsh and seconded by Dr. Bedwell to approve the December, 2013 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of January, 2014.

A motion was made by Ms. Earleywine and seconded by Dr. Walsh to approve the January, 2014 financial reports as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of February, 2014.

A motion was made by Dr. Walsh and seconded by Ms. Earleywine to approve the February, 2014 financial reports as presented. Upon roll call, motion carried unanimously.

Dr. Rotman arrived at 12:25 p.m.

AGENCY OBJECTIVES

Mrs. Tracy noted due to time constraints, she would appreciate the Agency Objectives be reviewed at each Board member's convenience and encouraged them to call her should they have questions.

Mr. Bowen stated after reviewing the Agency Objectives, Board members should contact Mrs. Branson if they would like this item placed on the agenda for discussion next month.

FEE SCHEDULE

Mrs. Tracy reviewed the revised fee schedule and asked the Board to allow her to adjust rates as necessary rather than approving the fee schedule itself.

A motion was made by Dr. Walsh and seconded by Mrs. Finn to allow the Administrator the authority to adjust the fee schedule according to needs. Upon roll call, motion carried unanimously.

ANNUAL REPORT

Mrs. Tracy distributed the 20th Annual Report for the Crawford County Health Department. She stated she presented it to the County Board during their February meeting. She asked Board members to review the report at their convenience and contact her should they have questions.

ADMINISTRATOR EVALUATION

Mr. Bowen stated he had not received all completed evaluation forms to date and asked that this agenda item be tabled until the next month.

A motion was made by Dr. Rotman and seconded by Dr. Walsh to table the Administrator Evaluation until the next meeting. Upon roll call, motion carried unanimously.

EXECUTIVE SESSION MINUTES

Executive Session Minutes were made available for Board members to review.

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

NURSING REPORT

Mrs. Shaffer reviewed the Nursing Report for the months of November, 2013 through February, 2014.

She reported a total of 2,374 flu shots were provided for the current flu season.

Mrs. Shaffer reviewed a three year comparison report. She discussed a decrease in the number of WIC certifications over the past three years. She explained a change in the WIC Program has affected the number of certifications as children are now recertified once in a twelve month period rather than every six months, so the number of child certifications has been reduced by half. She noted children are seen for a follow-up appointment during the middle of the year with height, weight, and hemoglobin obtained, but not recertified.

Mrs. Shaffer explained the decrease in the number of group and individual nutrition education sessions reflects the majority of clients prefer to complete internet education rather than visiting the Department for in person sessions.

Mrs. Shaffer reported the State increased the Department's WIC assigned caseload to 530 from 519 during FY'13. She stated the achieved caseload has fallen to an average of 84%. Mrs. Shaffer explained fewer clients are choosing to participate in the program and unfortunately once certified, some clients do not return to pick up their coupons. She

reported achieved WIC caseloads have decreased statewide and agencies are networking to improve this problem. Mrs. Shaffer reported the Department has implemented walk-in WIC clinics on Wednesday mornings where clients do not schedule an appointment and are served in the order they arrive. She noted attendance for this clinic is starting to grow, but stated it will not be a quick solution. She also reported the Department has held incentive promotions for the past few months with little or no interest. One offer includes a free \$10.00 gas card for each successful WIC referral and the other offer is for free pregnancy tests in order to promote the WIC Program if test results are positive.

Mrs. Inboden arrived at 12:43 p.m.

Dr. Walsh left the meeting at 12:44 p.m.

ENVIRONMENTAL HEALTH REPORT

Mrs. Milam reviewed the Environmental Health Report for the months of November, 2013 through February, 2014.

Mrs. Milam reported as the Smoke-Free Inspector for the Health Department, Hank Graves worked with the City of Robinson to successfully pass a Smoke-Free Ordinance. As a result, any court action for violations would be held in Robinson and all fines collected would be equally divided between the City of Robinson and Crawford County Health Department. Mrs. Milam noted Mr. Graves intends to discuss developing ordinances with Palestine and Oblong as well.

Mrs. Milam discussed two ongoing septic issues; one concerned the revocation of a local septic installer's license by Illinois Department of Public Health and the second concerned a malfunctioning septic system. Mrs. Milam explained the Department addressed the owner of the septic system last year with no resolution and the matter has since been turned over to the State and now to the Crawford County State's Attorney.

Mrs. Milam addressed an ongoing issue with individuals selling home-prepared food via Facebook. She noted most items are baked goods, but some items are potentially hazardous. She stated in December she sent a letter requesting an individual cease operation after receiving a complaint. Mrs. Milam requested the Board advise her on how to address individuals without proper licensing/inspections advertising the sell of home-prepared food via Facebook.

Dr. Rotman suggested sending an informative letter to individuals advertising on Facebook explaining State regulations and addressing liability concerns. In addition, Mrs. Inboden suggested posting the guidelines on the Department's website as well as submitting an article to the Robinson Daily News to better inform the public.

ADVISEMENTS

LAB PROGRAM UPDATE

Mrs. Tracy reviewed a Lab Program report for fiscal years 2012 and 2013. She explained the program continues to grow and clients are very appreciative of this service.

MARY HEATH GRANT

Mrs. Tracy reported the Department was not selected for funding through the Mary Heath Foundation grant to purchase automatic sliding doors to improve accessibility and reduce injuries at the front entrance. She stated she will present options for consideration in the future.

STATEMENTS OF ECONOMIC INTEREST

Mrs. Tracy distributed Statements of Economic Interest for Board members to complete and return.

COMMENTS FROM BOARD MEMBERS

Mrs. Finn welcomed Mr. Bowen back. Mrs. Inboden stated she has really enjoyed her time on the Board and is thrilled Mrs. Elliott is willing to serve. Mr. Bowen stated Mrs. Inboden's contributions have been valued over many years. Dr. Rotman had no comments. Ms. Earleywine stated she is happy to be back. Dr. Bedwell had no comments.

Mrs. Tracy informed the Board the Department is now contracted to bill ten insurance companies. Mr. Bowen asked that Mrs. Tracy report this as an advisement next month.

ADJOURNMENT

There being no further business to discuss, a motion was made Mrs. Inboden and seconded by Mrs. Finn to adjourn the meeting at 1:03 p.m. Upon roll call, motion carried.

_____, Secretary Date: _____