

## Henry County Health Board Meeting December 7, 2016

**Members Present:** Jan Berghult, Emily Snell, Denise Haga, Jan May, Art Cajigal, MD, Crystal Snider, MD and Thomas VanVooren, DMD

**Member Absent:** None

**Also present:** HCHD Staff: Duane Stevens, Administrator; Kelli Humphrey, Sandy Sommer, Dorothy David, RaeAnn Tucker-Marshall, Mat Schneppe and Naomi Stahl (HCHD staff) and Breanne Cinnamon, DPT

### MINUTES

**Agenda Item:** I. Call to Order

**Discussion/Evaluation:** The quarterly meeting of the Henry County Health Board was held on December 7, 2016 at the HCHD office in Kewanee.

**Action:** President Jan Berghult called the meeting to order at 6:30 p.m. with 7 members in attendance.

**Conclusion/Follow Up:** None

**Agenda Item:** II. Introductions

**Discussion/Evaluation:** None

**Agenda Item:** III. Approval of Minutes

**Discussion/Evaluation:**

**Action:** Jan May made a motion to approve the minutes of the September 7, 2016 meeting as presented. Motion was seconded by Tom VanVooren and carried via voice vote.

**Conclusion/Follow Up:** None

**Agenda Item:** IV. Comments from Visitors/Presentations

**Discussion/Evaluation:** Breanne Cinnamon, DPT was introduced as our upcoming health board member to complete the unexpired term of Gary Bennett. Her appointment will be made at next week's Henry County Board meeting. Brea is a resident of Kewanee, IL and a Physical Therapist at OSF. She is currently serving on the IPLAN Committee

**Action:** None

**Conclusion/Follow Up:** None

**Agenda Item:** V. Department Overview - Informational Items

A. Monthly Reports

**Discussion/Evaluation:** The Incident Report and Complaint Management Report through October were included in packets sent to Board members prior to the meeting.

1. Incident Report: There was 1 incident in August, 1 in September and 5 in October, summaries were included.
2. Complaint Management: There were 2 complaints in August and no complaints in September & October, summary was included. Finished the year with 5 total.

3. Home Care: Home Services: There was a total of 10,626.00 hours of service in October to 357 clients. Home Health: There were 349 visits to 47 patients in October.

**Action:** None

**Conclusion/Follow Up:** None

#### B. Clinic Services

**Discussion/Evaluation:** An audit of the VFC (Vaccines for Children) program was conducted with no corrective actions. CHIP (Illinois Child Health Insurance Program) participants can no longer utilize VFC and must use our private vaccines instead. A 12-month inventory summary showed wastage percentages. Expirations can impact wastage. Some vaccines are combination vaccines. VFC does take back unused vaccines.

**Action:** None

**Conclusion/Follow Up:** None

#### C. Environmental Health

**Discussion/Evaluation:** Dorothy announced that the department is wrapping up for the year. A tire pickup was conducted at the Hwy Dept for townships and municipalities only. Dorothy has been looking into FDA grants. Last year an intern worked on Radon program and we received that grant again.

**Action:** None

**Conclusion/Follow Up:** None

#### D. Emergency Preparedness

**Discussion/Evaluation:** Hosted many state agencies in Geneseo. The focus was on how we would provide prophylaxis. The biggest change for the department this year will be the accreditation process. Previously, the Health Department's Emergency Preparedness has only been accredited through the CDC (Centers for Disease Control and Prevention). We will continue this accreditation, but will also apply through FEMA (Federal Emergency Management Agency). This effort will open up many more grant opportunities, such as equipment and communications.

**Action:** None

**Conclusion/Follow Up:** None

#### E. Health Promotion

**Discussion/Evaluation:** RaeAnn has been busy with flu season awareness and prevention. The IPLAN is going into the third and final meetings next week. RaeAnn announced that the staff has supported Secret Santa donations for Hillcrest Home residents and would accept any further donations from the board. The department is working on Tobacco initiatives to work with the local Park District.

**Action:** None

**Conclusion/Follow Up:** None

#### **Agenda Item:** VI. Financial Report

Revenues should be at or above 91.67% at this time and are at 82.88%. Expenditures should be at or below 91.67% and are at 82.48%. The current bank balance at the end of October was \$1,064,407.35. The end of November is \$867,747.70. The end of November 2015 was \$1,060,147.22. We have \$704,258.00 total outstanding receivables from the state.

**Action:** None.

**Conclusion/Follow Up:** None.

A. State Budget Update

**Discussion/Evaluation:** Out of session.

**Agenda Item:** VII. Action Items (require Health Board approval)

A. ByLaws

**Discussion/Evaluation:** State statute requires that Health Board Bylaws be reviewed and approved on an annual basis. A copy was provided in packets for Board members review.

**Action:** Emily Snell made a motion to approve the Bylaws as presented. Motion was seconded by Denise Haga and carried via voice vote.

**Conclusion/Follow Up:** None

B. Private Sewage Ordinance

**Discussion/Evaluation:** Came back to the board after further discussions and suggestions. There were three main issues addressed. Any time there is surface discharge, EPA will be involved.

**Action:** Tom VanVooren made a motion to recommend the changes of the Henry County Private Sewage Disposal Ordinance to the Henry County Board. Emily Snell and carried via voice vote.

**Conclusion/Follow Up:** None

**Agenda Item:** VIII. Old Business

**Discussion/Evaluation:** We currently have one home care nurse vacancy. We do have a PRN Home Care nurse who is available and starting to work one day per week and work on-call.

**Action:** None.

**Conclusion/Follow Up:** None.

**Agenda Item:** IX. New Business

A. Review Closed Session Meeting Minutes

**Discussion/Evaluation:** There were no closed session meeting minutes.

**Action:** None.

**Conclusion/Follow Up:** None.

B. Personnel Policy Changes

**Discussion/Evaluation:** Many of the proposed changes to the Personnel Policy Handbook were the result of closely matching policies with the Henry County Board approved changes.

**Action:** A motion was made by Denise Haga I to approve all changes as presented to the Personnel Policies. Motion seconded by Jan May and carried via voice vote.

**Conclusion/Follow Up:** None.

**Agenda Item:** X. Personnel Action

A. Administrator Evaluation

**Discussion/Evaluation:** Approval of Health Department Administrator's Performance Evaluation will

be performed annually. The evaluation tool was sent to all board members by Naomi Stahl and the results were tabulated for discussion.

**Action:** A motion was made by Jan May to accept and place on file Duane Stevens' Annual Performance Evaluation. Motion seconded by Crystal Snider and carried via voice vote.

**Conclusion/Follow Up:** None

**Agenda Item:** XI. Adjournment

**Discussion/Evaluation:** None

**Action:** Tom VanVooren made a motion to adjourn at 7:35 p.m., seconded by Emily Snell. Motion carried via voice vote.

**Conclusion/Follow Up:** The next quarterly meeting of the Health Board will be March 8, 2017, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: \_\_\_\_\_