

Henry County Health Board Meeting
March 2, 2016

Members Present: Jan Berghult, Jan May, Gary Bennett, Denise Haga and Emily Snell (at 7:00 p.m.)

Members Absent: Art Cajigal, MD., Crystal Snider, MD. and Thomas VanVooren DMD.

Also present: HCHD Staff: Duane Stevens-Administrator, Sandy Sommer, RaeAnn Tucker-Marshall, Kelli Humphrey, Tabatha Eiselstein, Mat Schnepple and Naomi Stahl.

MINUTES

Agenda Item: I. Call to Order

Discussion/Evaluation: The quarterly meeting of the Henry County Health Board was held on March 2, 2016 at the HCHD office in Kewanee

Action: President Jan Berghult called the meeting to order at 6:30 p.m. with 5 members in attendance.

Conclusion/Follow Up: None

Agenda Item: II. Introductions

Action: Duane introduced Mat Schnepple, the current Emergency Management Agency Director for Henry County and now assuming Public Health Emergency Preparedness through an intergovernmental agreement with the county.

Agenda Item: III. Approval of Minutes

Discussion/Evaluation: Approval of the past quarterly meeting were discussed.

Action: Gary Bennett made a motion to approve the minutes of the December 2, 2015 meeting as presented. Motion was seconded by Denise Haga and carried via voice vote

Conclusion/Follow Up: None

Agenda Item: IV. Comments from Visitors/Presentations

Discussion/Evaluation: None.

Agenda Item: V. Department Overview - Informational Items

A. Monthly Reports

Discussion/Evaluation: The Incident Report and Complaint Management Report for December and January were included in packets sent to Board members prior to the meeting.

1. **Incidents:** There were four incidents in January, summaries were included.
2. **Complaint Management:** There were no complaints in December and January.
3. **Infection Control:** A summary of staff illnesses were provided for FY 2015.
4. **Home Care:** Home Health information was provided. In January, there were 14 admissions and 12 discharges. Homemaker Services had 9,888.5 hours of services to 398 clients in January.

Action: None

Conclusion/Follow Up: None.

B. Clinic Services

Discussion/Evaluation: Sandy provided informational items in the packets. The clinic still has flu vaccines available. Sore throat visits have been on the rise. The department is monitoring Zika Virus information and updates. The department is gearing up for an upcoming Family Planning audit.

Action: None.

Conclusion/Follow Up: None

C. Environmental Health

Discussion/Evaluation: Dorothy referred to the information in the packet. Grant applications are on hold during the State's budget impasse. Dorothy provided a handout to navigate changes to the Farmer's Market. A presentation will be provided in Geneseo to explain the new rules.

Action: None

Conclusion/Follow Up: None

D. Emergency Preparedness

Discussion/Evaluation: Mat referred to the information provided in the packet. A full scale county exercise is set for June 14 – 16, 2016. Gary Bennett complimented Mat on a job well done at the last Community Partners meeting.

Action: None

Conclusion/Follow Up: None

E. Health Promotion

Discussion/Evaluation: RaeAnn referred to the report and shared health awareness activities for the past few months as well as the upcoming Public Health Week highlighting the Health Department's 50th anniversary. The department has been creative with social media and other free advertising areas due to less funding. The mental health training for first responders had a great turnout. The City of Kewanee adopted a smoke free ordinance.

Action: None

Conclusion/Follow Up: None

Agenda Item: IV. Financial Report

Discussion/Evaluation: Revenues and Expenditures should be at 16.67% of the fiscal year budget (two months in). Kelli stated through the end of January revenues were behind at 7.98%. Expenditures are currently under projection at 16.67%. The January balance was \$860,800.16. The February balance was \$944,182.00. We had ended FY 2015 at \$1,060,147.22.

A. Due to the Illinois budget impasse, we continue to receive very little revenue from the State of Illinois. The Health Department has been receiving the Medicaid portion of the CCP payments, WIC, Breastfeeding Peer Counselor and Emergency Preparedness. We received news regarding a court order that Family Case Management grants must be paid no later than February 22nd because it is federal funding.

B. Duane commended all Health Dept. staff during our changes with the Short Term Strategic Financial Plan. The Henry County Board's Finance Committee has agreed to allow delayed benefit payments. Duane shared that we are in a position to repay 3 months at this time totaling \$167,534.

Action: None.

Conclusion/Follow Up: None.

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

A. Health Board appointments

Discussion/Evaluation: Terms that are expiring are: Thomas VanVooren, DMD and Denise Haga.

Action: A motion was made by Gary Bennett to recommend the reappointments of the two board members to the Henry County Health Board for terms to expire June 2019. Motion was seconded by Emily Snell and carried via voice vote.

Conclusion/Follow Up: The recommended reappointments will be forwarded to the Henry County Board.

B. Annual Report

Discussion/Evaluation: A "draft" of the annual report was given to each board member. A 3-Year Comparison was distributed for informational purposes.

Action: A motion was made by Jan May to accept the 2014/2015 Annual Report. Motion was seconded by Emily Snell and carried by voice vote.

Conclusion/Follow Up: None

C. Personnel Policies

Discussion/Evaluation: Changes to the 307 Sick Leave Benefits and 801 Clinic Services policies of the Personnel Policy Handbook were discussed.

Action: A motion was made by Gary Bennet to approve changes to Personnel Policies 307 and 801. Motion was seconded by Denise Haga and carried by voice vote.

Conclusion/Follow Up: None

Agenda Item: VIII. Old Business

A. Dental Grant Opportunity

Discussion/Evaluation: A dental grant was submitted and we are waiting for the award announcement likely by early April.

Action: None

Conclusion/Follow Up: None

Agenda Item: IX. New Business

A. Public Health Week

Discussion/Evaluation: Duane announced that this June will mark the 50th Anniversary of the Henry County Health Department. We will kick off the anniversary announcement during Public Health week.

Action: None

Conclusion/Follow Up: None

Agenda Item: X. Adjournment

Discussion/Evaluation: None

Action: Emily Snell made a motion to adjourn at 7:20 p.m., seconded by Gary Bennett. Motion carried

Conclusion/Follow Up: The next quarterly meeting of the Health Board will be June 8, 2016, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: _____