

**Henry County Health Board Meeting
March 7, 2018**

Members Present: Jan Berghult, Breanne Cinnamon, Jan May, Crystal Snider, MD. and Emily Snell

Members Absent: Thomas VanVooren DMD. Denise Haga and Art Cajigal, MD

Also present: HCHD Staff: Duane Stevens-Administrator, Sandy Sommer, Dorothy David, RaeAnn Tucker-Marshall, 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 7, 2018 at the HCHD office in Kewanee, IL.

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: Mat Schnepple introduced his intern Aaron Harlen. Aaron has been working towards his Illinois Emergency Manager certificate.

Agenda Item: III. Approval of Minutes

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

Action: Jan May made a motion to approve the minutes of the December 6, 2017 with a correction to Item VII. B. A term of 30 days written notice was added. Motion was seconded by Breanne 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 5 incidents in December and two in January, summaries were included.
2. **Complaint Management:** There were no complaints December and January.
3. **Infection Control:** A summary of staff illnesses were provided for FY 2017.
4. **Home Care:** Home Health information was provided. In January, there were 294 visits, 7 admissions and 6 discharges. Homemaker Services had 8,199 hours of services to 359 clients in January.

Action: None

Conclusion/Follow Up: None.

B. Clinic Services

Discussion/Evaluation: Sandy reported that we opened up a new Family Planning clinic location within the Rock Island Health Department building. Our Colona Nurse Practitioner, an LPN and a

newly hired Clinic Secretary/Interpreter will staff the location two to three days per week. We are planning to open by March 19th.

Action: None.

Conclusion/Follow Up: None

C. Environmental Health

Discussion/Evaluation: Dorothy highlighted changes effective January 1, 2018 regarding Farmer's Market rules. The department is working very closely with IDPH.

Action: None

Conclusion/Follow Up: None

D. Emergency Preparedness

Discussion/Evaluation: Mat referred to the information in the packet. The EOP (Emergency Operations Plan) has been approved. The new EOC (Emergency Operations Center) is in the newly remodeled basement of the courthouse old jail. Mat reported that 17 counties in Region 2 were at the most recent exercise. He also reported that Narcan is in all but 4 cars in Henry County and in all Stark County patrol cars.

Action: None

Conclusion/Follow Up: None

E. Health Promotion

Discussion/Evaluation: RaeAnn referred to the report and is gearing up for Public Health Week in April.

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). Duane stated through the end of January revenues were above at 17.06% and expenditures are currently below projection at 13.82%. The January balance was \$1,098,752.51. We had ended FY 2017 at \$946,755.37.

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 in June are: Jan Berghult, Emily Snell and Breanne Cinnamon.

Action: A motion was made by Dr. Snider to recommend the reappointments of the three board members to the Henry County Health Board for terms to expire June 2021. Motion was seconded by Jan May 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. We have a new staff member working on revamping our annual report.

Action: A motion was made by Emily Snell to accept the 2016/2017 Annual Report. Motion was seconded by Breanne Cinnamon and carried by voice vote.

Conclusion/Follow Up: None

Agenda Item: VIII. Old Business

Discussion/Evaluation: None

Action: None

Conclusion/Follow Up: None

Agenda Item: IX. New Business

A. Public Health Week

Discussion/Evaluation: The National theme is “Changing Our Future Together”. April 2nd-6th we will have clinic blood draw specials. IDPH has been releasing media messages. RaeAnn serves as one of about 6 regional Public Information Officers (Peoria region). It is important to all have the same message to educate the public. We will also offer employer worksite clinics.

Action: None

Conclusion/Follow Up: None

B. Tax Levy/Building Discussion

Discussion/Evaluation: County Board approved allocating levy money for a building project. Duane updated the group regarding the possible locations. The architect deemed the MAC building a tear-down. There is a lot for sale next to Blackhawk College Outreach Center on Third Street. The board really liked the location of the Third Street location,

Action: None

Conclusion/Follow Up: Duane was asked to find out costs to tear down the building on Elliot Street as well as set up a meeting with the owner of the Third Street lot.

Agenda Item: X. Adjournment

Discussion/Evaluation: None

Action: Jan May made a motion to adjourn at 7:35 p.m., seconded by Dr. Snider. Motion carried

Conclusion/Follow Up: The next quarterly meeting of the Health Board will be June 6, 2018, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: _____