

**Henry County Health Board Meeting
March 8, 2017**

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

Members Absent: Thomas VanVooren DMD. Denise Haga and Jan May

Also present: HCHD Staff: Duane Stevens-Administrator, Sandy Sommer, RaeAnn Tucker-Marshall, Kelli Humphrey, Tabatha Eiselstein, Mat Schnepfle 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 8, 2017 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: Duane introduced Kathy Nelson, a Henry County Board member and member of the Health and Social Services committee. Kathy has advocated many times for the Health Department in Springfield.

Agenda Item: III. Approval of Minutes

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

Action: Art Cajigal made a motion to approve the minutes of the December 7, 2016 meeting as presented. Motion was seconded by Emily Snell 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 was one complaint in December and none in January.
3. **Infection Control:** A summary of staff illnesses were provided for FY 2016.
4. **Home Care:** Home Health information was provided. In January, there were 323 visits, 9 admissions and 8 discharges. Homemaker Services had 10,388.50 hours of services to 343 clients in January.

Action: None

Conclusion/Follow Up: None.

B. Clinic Services

Discussion/Evaluation: Sandy provided information regarding the rattery investigation in our County.

Action: None.

Conclusion/Follow Up: None

C. Environmental Health

Discussion/Evaluation: Dorothy referred to the information in the packet. The department was awarded an FDA grant to attend the FDA Risk Based Inspection methods at retail value. A Home Economics teacher reached out to coordinate a food handler course with McDonalds and Kewanee High School students - 41 students passed the course. A staff member received a scholarship to attend the national conference in Michigan.

Action: None

Conclusion/Follow Up: None

D. Emergency Preparedness

Discussion/Evaluation: Mat referred to the information in the packet. He has been rewriting the Emergency Operations Plan. Stark County has lost accreditation and they are now partnering with Bureau County. Partnered with Mercer county for 3 yr. grant through Homeland Security in the amount \$441,000 for education and accelerated NIMS courses to be offered here. A 15 foot box trailer was acquired.

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.

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 above at 17.40% and expenditures are currently above projection at 17.13%. The January balance was \$878,666.48. The February balance was \$731,028.00. We had ended FY 2016 at \$867,747.70

A. Majority of backlog is CCP and the Local Health Protection Grant. Over \$959,000 is owed to us from the state.

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: Dr. Art Cajigal and Dr. Crystal Snider.

Action: A motion was made by Emily Snell to recommend the reappointments of the two board members to the Henry County Health Board for terms to expire June 2020. Motion was seconded by Breann Cinnamon 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 Dr. Snider to accept the 2015/2016 Annual Report. Motion was seconded by Emily Snell and carried by voice vote.

Conclusion/Follow Up: None

C. IPLAN Initiatives

Discussion/Evaluation: IPLAN committees have met. Three essential elements were the Organizational Capacity Assessment, Community Health Needs Assessment and Community Health Plan. Three priority health problems were: Mental Health, Poor Health Behaviors, and Drug/Alcohol/Tobacco Use. The Health Board will recommend three initiatives and we will send them to the state.

Action: A motion was made Dr. Snider to approve the health initiatives of Mental Health, Poor Health Behaviors, and Drug/Alcohol/Tobacco Use. Motion was seconded by Dr. Cajigal and carried by voice vote.

Conclusion/Follow Up: None

D. Organizational Capacity Assessment

Discussion/Evaluation: The Organizational Capacity Assessment was completed by management and leadership team of the health department staff .

Action: A motion was made by Breanne Cinnamon to approve. Motion was seconded by Emily Snell and carried by voice vote.

Conclusion/Follow Up: None

E. City of Kewanee Welcome Sign

Discussion/Evaluation: Duane was approached by the city manager to consider a city sign on our property.

Action: A motion was made by Emily Snell to approve. Motion was seconded by Dr. Snider 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: April 3-9th. We will have clinic 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 – as long as there will be more than 15 participants.

Action: None

Conclusion/Follow Up: None

Agenda Item: X. Adjournment

Discussion/Evaluation: None

Action: Emily Snell made a motion to adjourn at 7:30 p.m., seconded by Dr. Cajigal. Motion carried

Conclusion/Follow Up: The next quarterly meeting of the Health Board will be June 7, 2017, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: _____