

**Whiteside County Board of Health
Minutes of the Regular Meeting, April 27, 2021**

Members Present: Dr. Mathew Mathew, Dr. Mark Mench, Margo Myers, Karen Nelson, Chris Tennyson, Dr. Robert Whittaker

Members Absent: Cindy Zander

Staff Present: Cheryl Lee, Kimberly Good, Steve Brenner, Peggy Blase, Staci Shaffer, Jeff Deets, Tina Hodge

The meeting was called to order at 7:06 p.m.

Public Comment - None

Dr. Mathew made the motion to approve the February 23, 2021 Minutes, seconded by Margo Myers. Motion carried.

Dr. Mathew made the motion to approve the March 19, 2021, Special Meeting Minutes, seconded by Dr. Whittaker. Motion carried.

Correspondence - None

Administrator Report

Cheryl made the recommendation for the Board of Health and the Governing Council to meet together twice a year, with one of the meetings being the January Strategic Planning meeting. Cheryl reported that we are applying for capital funding for a new building and will have more information on that at a future meeting. Cheryl shared that she is following some legislation that has affected FQHC's for 340B and that she is working with the state on a per member per month payment module to work that out. Cheryl commended staff stating that she received a call from IDPH regarding our I-Plan we recently submitted, commenting that it was one of the best he'd ever seen. She shared that our I-Plan has been approved for another five years. Cheryl went on to share that we have submitted a grant for our school-based health center which will include the use of the new mobile unit. She states the Health Department will move forward in working with the schools regardless of grant approval or denial. Cheryl reported that the contract has been signed for the employee survey and will have a call with the company next week to begin putting that together. Cheryl asked board members to email Susan Gillespie, Human Resources Manager, with any topics they would like addressed. Cheryl went on to say that we have been told it will take 3-4 weeks to complete once the survey has been finalized. Cheryl reported that the state fiscal audit had no action item findings, only a non-material finding,

or recommendation, regarding performance evaluations not being up-to-date. Peggy shared that the delay in the evaluations was due to covid and all the additional workload that came with that, which the auditors stated they had seen with many health departments.

COO Report

Kimberly reported that for Covid testing in the clinic we have completed 6.657 tests so far with 943 being positive. She stated that rapid testing on Fridays continues with 43-100 per Friday. She went on to report that we have added antibody testing to the tent, though we have not seen as many requests for that as expected. Kimberly shared that the MAT Expansion is moving along. She reported that we have requested \$68,000 for start-up costs, and that the Lee County Sherriff's office is donating \$5,000 for supplies. She shared that we are using equipment such as chairs, etc., that we already have, and doing some painting. She states we are currently working on the clinical flow and planning to operate on Thursdays and Fridays. Kimberly reported that dental restrictions are beginning to lighten and they are working to increase patients by reducing appointment times to 45 minutes, adding children hygiene appointments, and bringing back sit-and-wait appointments with patients waiting in their cars. She states that dental reached their normal goal of 52 patients per day again, having been previously down to 30 per day with the Covid restrictions. Adults remain emergency only. She went on to say that we will be doing some advertising for the medical clinic to encourage patients to return for routine care visits. Kimberly reported that we continue to work with CGH Medical Center's Behavioral Health Unit to ensure that discharged patients are seen quickly and have a smooth transition with care and records. She shared that we will be putting a Prep commercial together in May. Kimberly went on to report that Dr. Parveen Varma will be starting May 17, working on Mondays, and that Dr. Boguslaw Bonczak will be starting with us sometime in the summer, working on Thursdays. She states we are working on the FTA submission, which is due in June, and the PCMH submission, which is due in May. Kimberly reported that the Spring patient survey will be going out next week with only some minor rearrangement of the questions to make them more reader friendly. She states that we will be doing a restructure of the survey for Fall. For the HRSA site visit, she shared that we have been meeting weekly to review and starting May 3 will be meeting weekly to prepare. Cheryl added that Dr. Bonczak has pediatric training which she feels will be a great benefit to the clinic. Steve added that he will be performing a safety check of the office in Dixon as well.

Public Health Report

Staci reported that they are working to get the Covid vaccine out to the public, including working with schools. She shared that the Johnson vaccine pause has been lifted, but the availability is restricted. She shared that there was a IL National Guard clinic held

yesterday and that contact tracing continues. She reports that the normal non-Covid grants have opened up so they are beginning work on those. She shared that WIC and Family Case Management will be continuing services by phone until August, at which time the state will vote whether to continue that or to return to in-person services. She also shared that WIC has received a \$40,000 increase in their grant. She reports that we have been notified that the Moderna vaccine will be changing from a 10-dose vial to a 14-dose vial at the end of May which will make it more difficult to use up complete vial. Cheryl responded to a question regarding the vaccination of children stating that we are being told mid-summer. She added that we will be utilizing our new mobile unit to reach kids for vaccination.

Board Education

Steve shared some information regarding the roles and responsibilities of board members. He reported that he has recently attended a week-long risk management conference which gave him some valuable information to bring back to our organization. Steve also reminded board members to complete the Open Meetings Act Training if they have not done so already.

Committee Reports

a. Finance Committee

Peggy reported on the following end-of-year finances:

Health Department:

Beginning Balance	\$470,596
Receipts	\$785,563
Expenses	\$824,321
Ending Balance	\$431,838
- Shows a gain of	\$215,664

Animal Control:

Beginning Balance	\$139,191
Receipts	\$ 32,849
Expenses	\$ 19,759
Ending Balance	\$152,281
- Shows gain of	\$13,090

Peggy reported that clinic visits are still down about 20%, but is coming back up. She went on to report that the clinic was just notified that we have been awarded \$2.74 million from the American Rescue Plan Act which the Governing Council approved to be used for salaries and insurance for Covid staff. Cheryl added that she has spoken with

the Finance Committee regarding the restructuring of the Public Health staff in order to stay within budget and aligning titles and job descriptions.

b. Personnel Committee

Margo shared that they discussed the employee survey and expressed concerns about confidentiality and timing. She states that more details will be sorted once they have the questions finalized.

Regular Business

- a. Dr. Mench requested volunteers for the committees. Cheryl recommended there be three members per committee. Cheryl suggested that a form be sent out to board members to submit their nominations. She also recommended that the Personnel Committee meet twice a year. Dr. Mench shared that Cindy Zander and Karen Nelson have agreed to sit on the Bylaws Committee and that they will have a meeting prior to the June meeting.
- b. A discussion was had regarding changes to the Bylaws which was tabled until the next meeting to allow for Administrator, State's Attorney, and all board members to review. No vote at this time.
- c. Steve presented an update to the Staff Grievance Policy to state that staff must follow the grievance process outlined in the policy and if not satisfied after that, they can contact the Board of Health. The Board agreed that this update was acceptable.
- d. Steve presented the handbook update to match the Staff Grievance Policy which the Board agreed was acceptable.

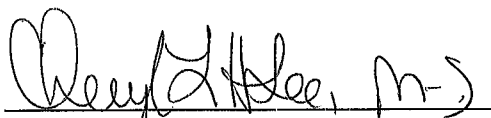
New Business - None

Dr. Mathew made the motion to adjourn the meeting, seconded by Dr. Whittaker. Motion carried.

The meeting adjourned at 8:16 p.m.

Next meeting - June 22, 2021

Respectfully submitted,



Cheryl Lee, M.S.

Public Health Administrator/CEO