

Macon County Board of Health Meeting

**Macon County Health Department
MCHD WIC Conference Room
1221 E Condit Street, Decatur IL 62521
August 17, 2021, at 5:30pm**

Vivian Goodman, Board of Health President, called the meeting to order at 5:34pm.

Roll Call

Vivian Goodman, President – present
Mark Scranton, Vice President - present
Jan Hack, Secretary – present
Sue Krows, Treasurer - absent
Candace Clevenger - present
Dr. Bret Jerger - present
Dr. Venkat Minnaganti – absent
Dr. Janet Patterson - present
Debbie Hill – present
Cody Parks – present
Jeff Entler - present

Health Department Staff in Attendance in Building

Brandi Binkley, MPA, SHRM-CP, CPHA Public Health Administrator
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
LaKeeya Funches, Accountant
Evan Trimby, Information Technology Support Specialist
Fred Book, Information Technology Support Specialist Assistant

Health Department Staff in Attendance on Call

Becky Edwards, Director of Starting Point
Karen Shiflett, RN, BSN, Director of WIC/FCM
Kathy Wade, Director of Environmental Health and Emergency Preparedness
Marisa Hosier, Director of Health Promotion and Public Relations
Rachel Deerwester, Director of Clinical Nursing

Public in Attendance

Approval of Agenda Topics

Mark Scranton moved to accept the agenda, seconded by Jeff Entler. Roll Call. Motion carried.

Public Comment

No public comments were received via email prior to the deadline and even prior to this meeting time.

Approval of Previous Meeting Minutes

Mark Scranton moved to accept the Minutes with name spelling revisions, seconded by Debbie Hill. Roll call. Motion carried.

Communications

Board Education: COVID-19 Update:

Brandi informed board members things are getting worst. Not just by numbers but also by hospitalizations and long-term care facilities. She stated this was expected to come but not as early as it did. She expressed her concern due to school starting back up and how things may play out. There was a press conference the week before the meeting. This press conference included the Health Department, the Crisis Communications Team the city, Tanya (Member of Crossings Healthcare), and representatives from both local hospitals. The purpose of the Press conference was to inform the public about what was occurring in the hospitals. They informed the public of hospitals filling up across the county, surrounding communities, and the country as a whole. This raised concerns for individuals needing care that are not COVID patients. She hoped this information would encourage the public to take the pandemic seriously.

New guidance has been released from the CDC that any community that has a high transmission rate should be utilizing masks indoors whether they are vaccinated or not. The MCHD has put out a lot of communication concerning the new guidance but there is still some confusion and some just don't want to wear their masks. The Health Department has been working to stress the importance of doing so. Businesses and all partners in the health care system are leading by example by not lifting the masking rule. The Health Departments masks mandate has never been lifted because it is a health care facility. Brandi noted the executive order that masks are now mandatory in schools. This was a relief for her because it will slow the spread and decrease outbreaks amongst children and staffs. The Health Department has been in regular communications with the schools throughout the pandemic. This includes all schools in Macon County both private and public. The guidance that has been released for schools is very complex. In regard to contact tracing, its 6 feet, 15 minutes. However, if both parties are consistently masked then measurements are taken down to 3 feet. This has caused confusion in the communities because they believe they're receiving different information. However, if a student is asymptomatic and vaccinated, there is no quarantine requirement. Brandi noted there are a number of caveats in contact tracing which is making things difficult.

The State is pushing testing for students and staff. This is through Vinax Now and SHIELD testing. All testing is free. To Brandi's knowledge none of the schools are implementing SHIELD testing but one district implemented Vinax Now last year. The Director of Nursing at the Health Department has been in regular communication with the Medical Director to determine how the Health Department with implement different options for quarantine and

contact tracing. She also noted the help from Dr. Minnaganti, Board of Health member, throughout the pandemic.

Vaccine clinics are going strong. Walk-ins and appointments are continuing. She has received correspondence on booster shots. More information is to follow. In some areas, medical providers are able to give the booster shot. However, this is not available in the county since there aren't many providers giving the vaccine. The team at the MCHD is committed to supporting booster shot efforts as long as the Medical Director signs the standing order. More information will be forthcoming.

The Health Department did have a site visit for their Vaccine clinics. Everything went very smoothly. The visit was to ensure everything was being done correctly. Brandi expressed her gratitude to the Vaccine team. She is proud of everything they've done. It was good to hear that everything was being done correctly.

The Health Department has had a number of questions in regards to staffing now that numbers are going back up. A number of contact tracers have been brought back to Full time as opposed to a few months earlier when a number of staff members went to part time when the demand was lower. The state has enacted a Surge Center to assist when the Health Department does not have enough staff to cover. The centers are across the state and are a big help to local health departments with limited staff. The centers have been a huge help to local health departments. Brandi noted there were over 150 cases recently received that needed to be assigned multiplied by the number of people they've been in contact with. She also explained that businesses and food establishments that are allowing people to work that need to be in isolation or quarantined will be followed up on by the Health Department. Board of Health member Debbie Hill asked if she thinks restaurants should reinstall their partitions, spray the businesses, etc. Brandi believes it's a good idea for businesses to continue with those practices. In restaurants, masks are off while eating so that can lead to transmission through respiratory droplets. With the increase in variants and cases in Macon county, she thinks anything restaurants could do to limit the spread is helpful. The original strain would infect maybe two people if you were positive. With the spread of the new variant, that could be four to five people and 60-70% more transmissible.

There has been new correspondence on fomite transmission. This is transmission from surfaces. This could impact any cleaning measures at businesses and restaurants. This has been discussed with schools as well. More information is on the CDC website.

Board of Health member, Mark Scranton observed through conversation with the community that "less is more." He is concerned that information is being dispersed too often. Once a week may be more suitable because the media redisperses information the Health Department releases. He is worried that people will not begin to stop listening because of the overload of information. He explained that he has been asked by a few people how the variance is being determined and that should be clearly explained to the public. He also noticed the comments on social media and how there are no replies to comments and there should be more statistics put out on re-infection rates and more. Mark Scranton also asked about how variants were determined and if a blood test was necessary to detect certain antibodies.

Brandi explained to Mark that she was aware of antibody tests but not blood test. However, this does not mean they aren't. Any information put out in regard to variants comes directly from the

state. The Health Department will not reply to comments under a post but if someone reaches out to the page directly, every person is given a response. Majority of the comments under the posts are negative and disrespectful towards the staff of the Health Department. If someone asks a question directly via messaging, they will receive a reply. Brandi assured Mark that all information needed to be given to the public because that is the only way some people can get information.

Brandi also explained that information on non-vaccinated and reinfection numbers are given to Health Department directly from the state. The Health Department is unable to report on information that has not been given to them. There's a team that takes all data received Monday – Friday and it's placed in a reporting infographic to be distributed to the public. There is no epidemiologist on staff that can do higher level things but Brandi wants to make sure all local numbers are put out and accessible.

Mark Scranton asked if the Health Department could limit the number of posts on social media. He wants to ensure the Health Department is doing their due diligence to provide as much accuracy as possible. If only one post goes up a week, then it limits the number of comments. Brandi explained to Mark at one point she wanted the comments to be turned off because of the negativity. However, Facebook does not have that option. She does believe her team is very accessible and the information needs to be posted. Mark asked if comments can be approved by administrators. Because the Health Department is a government agency, this is not an option. Legally the Health Department can not delete or hide comments. If it was possible, she would have considered the number of threats against the staff and other members of the public. However, Facebook is an effective mode of communication.

Brandi was asked by Dr. Bret Jerger how many sites in the area are doing testing for variants. She responded that there are maybe ten local places testing and not just the state. However, she does have a contact sheet of all locations and can forward that information to any board member that wants it. Dr. Jerger raised the concern that he was told by both hospitals only the State was testing for variants and that becomes hard to justify if the numbers are legitimate. Mark Scranton agreed and brought up the State fair. The public is tired of the pandemic and no one is wearing masks or enforcing the rules. There were a number of pictures on Facebook and individuals are not being compliant. He believes the media is “beating this thing into the ground.” It's now getting old and the public is tired. He wants to make sure the Health Department is “controlling the message.” Brandi informed Board members that the tests are correct and can detect other variant strains. The state is just examining the sequencing to determine a variance. A positive result is still a positive result. The individual still has COVID regardless of the strain. The test is legitimate and still detects if it's another strain. It's just the State's job to tell the exact strain. Debbie Hill agreed. A positive test is still a positive and what makes a difference if you have a variant. Cody Parks also agreed. The rules still apply because you have a positive result. Brandi informed Board members that all rules apply even if you have the variant. The only difference is you may not be eligible for a ten-day early release quarantine. However, this could change. It can go back to everyone needing a fourteen-day quarantine whether you have the variant or not. In some cases, by the time the Health Department receives information on the variant, the individual is already out of their isolation period. Sometimes they won't know they have a variant, but regardless they're still sick and infectious to other people. Precautions still need to be put in place.

Mark Scranton asked if there would be information released on individuals that have tested positive after receiving the vaccine. Brandi explained that those numbers are distributed by the State and at this time the Health Department will not be also distributing that same information. She did speak with a Team Lead and the State may start providing that information via Salesforce and if they do, the Health Department will begin to report the information.

Debbie asked if there has been a lot of people who are vaccinated but still contracting the virus. Brandi didn't have the exact percentages but assured the Board she would be willing to research more and give the percentages. She then explained these individuals are considered "Breakthrough cases." Originally it was an individual who contracted the virus after being vaccinated. However, it is now defined as only individuals who end up hospitalized with covid after being vaccinated. All information is available from the State. She can check with the State on exact numbers. Mark expressed his fear that the vaccine is giving a "false sense of the vaccine" and can still be sick again. Brandi insisted The Health Department has been consistent in informing the public no vaccine is 100% effective. This particular one is highly effective, but no vaccine is 100% going to prevent you from getting the particular illness it's for. The hope is that you won't be as severe of a case, hospitalized, or lose your life. The people who are being hospitalized are more than often unvaccinated and/or in the younger population.

Cody Parks asked Brandi if she was aware of the visitation policies at the local hospitals. Brandi answered that she knew the policies had recently changed and, in most cases, the hospitals were allowing one visitor. This one visitor has to be the same each time and can not be swapped out. He explained that when he visited a family member, there were no staff members at the front desk. He went up to the COVID floor because that's where she was staying and there were still no staff members in sight. In the beginning, she was only allowed two visitors. However, those restrictions were lifted and there was no limit on visitors. He counted seven visitors in one room, no one checked them in, and he didn't see any personnel anywhere. Dr. Brett Jerger informed Cody that regulations have changed since Friday when he brought a few of his own patients over.

Vivian Goodman thanked Brandi for all of the information given. She expressed their appreciation for everything Brandi and the Health Department staff has done to keep the community as safe as possible.

Presentation and Acceptance of Financial Report

As of July 31st, 67% of the year had passed. The Ending Fund balance is \$5,423,373.83. Total Revenue is currently at \$5,575,834.53 which is 74% into budgeted revenue. Total expenditures are \$5,377,892.57 which is 72% of budgeted expenditures.

Dr. Brett Jerger moved to accept the Financial Report, seconded by Mark Scranton. Roll call. Motion carried.

Brandi wanted to point out a few of the expenditures in the check runs provided. This included Sam's Club for \$5,611.75. This large purchase was due to end of the year grant spending that needed to be completed before the fiscal year ended. The purchase included diapers, wipes, PackNPlays for the WIC/FCM division of the Health Department.

CDW Government had a large purchase for \$1105.30. This was for the purchase of laptop batteries for the Starting Point division.

Travelers is insurance for the Medication Management program.

Illinois Dept on Aging was a repayment of unused grant funds in the Emergency Senior Services program.

DWD Technology was for the payment of custom reports in the Health Departments new accounting software. Brandi informed newer board members that the county implemented a new accounting software called MIP. The Health Department elected to also adopt the company's timeclock program called EWS to connect everything together. The adoption of this new software ensures even better accounting practices for the grants. This new program is able to accurately track the percentage of time an employee has worked in a grant which will also help with predicting the Health Departments billing for staff services.

She has offered to meet with newer board members to further explain any of the Health Departments.

Striglos had a large purchase of \$1383.60. This purchase was for 40 boxes of copy paper for the entire Health Departments use.

The last large purchase Brandi wanted to point out was to the General Corporate Fund for \$370,924.45. This expenditure was to Macon County for administrative fees from March – July of 2021. She also noted the expense was so large because of the significant amount of time that had passed.

Mark Scranton inquired about two checks. One to Staley Credit Union for \$8526.20 and Amazon Capital Services for \$2087.65. Brandi explained to Mark that Staley Credit Union was for various credit card charges. Most purchases are made with a check. However, there are some instances where the Health Department has to use a credit card. For Amazon, there were a few purchases made. This included a safe for the CFO's office, Journals and Guides for the BBO program, Headlamps, lactation manuals, vacuum screen protectors, wood screws, screwdrivers, a security camera, desktop calculator, and a tape dispenser. Mark inquired more about the Staley charges and if it was normal to spend that much per month. Brandi explained to Mark that this particular month was much higher because it was June. Majority of IDPH grants end on June 30th so often times if there are funds remaining, the Health Department is allowed to purchase certain items. All of the expenses have been budgeted and approved ahead of time but generally in June all of those expenses are wrapped up at the end of the fiscal year.

Mark then asked how many credit cards the Health Department generally used. Brandi wasn't sure and asked LaKeeya Funches. LaKeeya answered there are five cards that are commonly used. Mark asked if those cards are usually used by department heads. Brandi explained to Mark the usage of credit cards are very controlled. All cards are kept in the CFO's safe. If someone wants to use a credit card, it has to be checked out and signed back in. Generally, it is used by the Department head or to someone conducting procurement in Administration. This includes LaKeeya, Sheree, Bethany, and Brandi. At this time, there is one employee in administration on leave and one who has resigned. So usually there are a couple of other administrative assistants that can also do purchasing. There can also be an instance where other staff can check out a card. For example, if an employee needed to travel for work related purposes or training, a card can be used for Hotel or food even if they're not a director. A Health Educator could check out a card to purchase supplies for an event. When they return, a receipt has to be turned in with a payment request sheet. This sheet goes through their divisions director and later turned in to LaKeeya and Sheree in Administration. If a purchase is over \$250, it needs to also be reviewed by Brandi or Bethany. Mark noted that it looks like good controls are in place. Brandi agreed. Brandi

informed board members that Sheree had been with Health Department for about ten years. She feels very confident in how things are going. At this time, LaKeeya is the Accounting Assistant but will be moving into more Accountant level duties. Administration has been short staff lately and Brandi has been looking at ways to restructure the division. Brandi expressed her satisfaction with the policies in place.

Brandi informed the board as a reminder that cash reports are sent to a board member for review weekly. At this time, Candi Clevenger has been the board member approving the reports. After it is reviewed, Brandi approves/signs and it is then sent to the County. As the board transitions to a new treasure, Sue Krows will become the person that reviews the cash report weekly.

Resolutions

There were no resolutions.

Review of Department Expenditures

Mark Scranton moved to pay the bills, seconded by Debbie Hill. Roll call. Motion carried.

Grant Applications and Review

There were no Grant application to review.

Department and Division Reports

Vivian Goodman, Board President asked board members if there were any questions on division reports. In the past, directors did attend the meeting in person but due to social distancing and allowing the public room to attend, they are available live via Microsoft Teams to answer any questions. Brandi also introduced the new board members to Bethany Stapel, the Health Department Assistant Public Health Administrator.

Mark Scranton asked if there were any anticipation for some of the clinics to reopen. He noticed that there had been sixty-two COVID clinics but none for Flu, STI, lab tests, etc. He expressed that he was aware that COVID has consumed everyone but there are still other needs of the public that should be met. Brandi agreed and informed Mark that flu clinics will begin when the Health Department has the flu vaccine. The team has already begun the planning stages for those upcoming clinics. Things will go the same as every other year. The Health Department will host clinics on and offsite. Different entities will invite the Health Department to host offsite clinics and the team plans to continue those practices this year to make sure vaccines are as accessible as possible.

STI clinics are still on hold and unable to be offered due to COVID. In the past, a provider would come onsite from Crossings. For certain tests/treatments there has to be a provider. The Health Department began looking at options for possibly collaborating with SIU. These conversations were before COVID. There was also the option of a brown bag program. This program would allow people to come and give a urine sample so they could do some things they could do even if a provider wasn't onsite. Another problem was staffing. During COVID, there were not enough

staff members to host a STI clinic. SIU has recently had leadership changes, so she is uncertain if there is still interest in possibly collaborating. Brandi has spoken with Crossings about having a provider come over and more information will come.

Mark reiterated his concern that the STI rate is high, and he believes all time has been given to COVID instead of the problems that were here before. He hopes in the future some of those activities will start to appear again on reporting. Brandi expressed to Mark that the Health Department is very passionate about the STI rate and making services accessible for everyone. However, sometimes Health Departments have to be driven funding and what rules are placed upon them. Regardless it is still a priority of the Health Department but there is limited funding for staffing and running clinics. On the other hand, COVID is something that was required of the Health Department to respond to. Other clinics haven't been forgotten but Public Health is guided by funded. Crossings does still offer their clinic and thankfully the Health Department has been able to refer clients. The goal is to have multiple options and locations in the future.

Employee Recognition

Vivian Goodman acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work.

Old Business

New Board Members

Vivian Goodman and Brandi welcomed new board members and thanked them for being willing to serve.

American Rescue Plan Fund Update:

Brandi became aware that county would be receiving \$20.1 million, and they would be doing a premium pay based on the number of months people had worked in the pandemic. She was informed that potentially the Health Department would not be included in that. Initially they were not included but after speaking with County board members and the Finance committee, there was some consideration and advocacy from board members. Originally, the County was under the impression, the Health Department had already paid additional funds to staff but Brandi assured them this was not the case. After the discussion, they decided to include Health Department employees. At the last County board meeting, the Treasurer did inform everyone final approval from the funder hasn't been given yet, but it has been voted to be approved. Brandi understood there was a misconception with pay given to the Health Department's staff. All money given was for time worked and there were no extra bonuses. She is thankful that the Health Department is now included.

Brandi was asked by Mark Scranton if the explanation of the distribution of funds make sense. Brandi agreed that it made sense. The resolution states the months of April 2020 – March 2021 were covered. Each employee would receive a certain dollar amount per month worked in the pandemic. There is a different dollar amount for full time vs part time employees. Mark Scranton asked board member, Jeff Entler if he agreed that at this time everyone is waiting for the funder to make sure it all goes through. Jeff agreed. Brandi did inform board members only a few staff at the Health Department were aware of this funding. Morale has already been a struggle during the pandemic but finding out the Health Department was excluded would be devastating. Brandi also did not want to get staff's hopes up just for the funder to possibly not approve. However, now that it has been in Open Meetings, she believes they should be made aware. Sheree was able to take all language and develop a spreadsheet quickly on how much the Health Department staff would be paid if they were included.

Budget Process Schedule

The budget meeting is September 7th. The budget needs to be casted so the Health Department can present it at the meeting with County on September 13th. The finance committee will be meeting before that and then a full meeting will be held with everyone.

The Pay Grade scale will be made available to the Board for approval. The scale is a standard formula that is used to determine what their title and base pay level would be when hired. It determines if they employee is exempt or non-exempt and is broken down by both parttime and full. It is updated yearly. If there are any cost of living or merit increases, it is adjusted accordingly.

There has been a team working hard to complete the Salary Assessment. Bethany, Sheree, and Brandi will be meeting soon to determine if adjustments need to be made on any levels of pay and to keep the Health Department comparable with others local health departments and health care organizations. More information will be given when the budget is presented.

Mark Scranton asked Vivian Goodman what board members are currently on the board and if anyone needed to be appointed to the committee at the meeting. Brandi informed him the Vivian Goodman, Candace Clevenger, and Sue Krows are the current members and that was generally the number of people on it. Brandi does plan to add to the agenda next month the appointment of members to vacant positions on other committees.

Business Cards

Brandi offered the idea of blank cards. The blank cards will say @BOH.Maconchd.org. This will allow board members to fill it in themselves and reduce waste associated with ordering a large quantity of cards that may not be used.

Cody Parks agreed with Brandi and believes it's a good idea.

Email Addresses

Brandi update members on email addresses. Brandi spoke with IT and informed the board of the price associated with creating more emails. Each email would be \$4 per person per month. The BOH members will have a separate domain of "first initial last name" @BOH.Maconchd.org. Brandi also confirmed with IT the option of creating a group as well.

Mark Scranton expressed that he is not in favor of group emails and it will ultimately create confusion. Mark informed new members how he brought up the idea of individual emails for board members so personal and professional correspondence is separate from BOH matters. It will provide a better channel of communication for correspondence and things will not be intermingled. Mark also mentioned that he was aware the Health Department's email would be protected more by IT. Correspondence would be backed up by the servers and encryptions to keep everything protected.

Jeff Entler informed the Board that the County Board has recently mandated separate emails.

Mark Scranton motioned for approval from the board to create separate email addresses, seconded by Dr. Brett Jerger. Roll call. Motion carried.

Safety Discussion Update

Brandi is currently waiting for more information from a second business in regards to keyless entry. The Decatur Public Building Commission is providing Brandi with another contact from

the buildings alarm company as someone who could also assist. They also discussed the cost associated because Brandi did request assistance from the County's American Rescue Plan money. At this time, there hasn't been an updated but the DPBC inform Brandi they would try to work with the Health Department on assistance. It's not a guarantee but they could possibly have money for it.

Brandi informed the board in the last two weeks the Health Department has had to go into lockdown. Lately there has been a number of shootings in Decatur, and some were close to the building. On two separate occasions, employees were entering or exiting their vehicles and heard gun shots. Immediately the building was placed on lockdown and staff was contacted through the Emergency Alert System. Brandi also spoke with the DPBC about the possibility of bullet-proof glass in the windows and doorways. A number of staff members have offices that are on the side of the building where the police are. They have expressed their concern of being caught in the crossfire while sitting in their offices. In some building like the Courthouse, there is a film that can be placed on windows to help with that. At this time, they're pricing it.

Mark Scranton asked Brandi how long does it take for a lockdown to be implemented after it has been initiated. Brandi informed him it's in a matter of minutes. Staff is aware that they are also able to call 911 in cases of emergency. It also needs to be reported to a supervisor and the Emergency Preparedness coordinator, Whitney Allison. In the past two cases, it was reported that an employee heard gun shots, and another noticed heavy police presence nearby.

There are instances where heavy police presence did not constitute a lockdown but instead staff were alerted and told to be cautious while in the area. However, when gunshots were heard Brandi wanted to take more aggressive action. This included informing staff they could not exit the building and if there were staff already out, they were instructed not to return until the all clear signal was given. During that time, the Decatur Police are also contacted to find out more information. Brandi did ask the police department if they proactively contact her if the Health Department needed to go on lockdown. In the last two instances, they did not so several staff members did have to reach out to ask.

Mark Scranton suggested that Brandi reach out to the Sheriff's Office in regard to ballistic film.

Kathy Wade, Director of Environmental Health also informed board members that when there is a lockdown, supervisors are alerted so that it could be explained to the best of their ability what the situation was. Kathy expressed that some staff members may already have PTSD in regard to certain situations so by contacting the supervisors, they would be able to handle questions better depending on the employee. The Emergency Alert System does not give specifics on why there is a lockdown.

Mark Scranton asked if a dollar amount could be given before the finance meeting takes place. This will ensure adequate funding could be allocated if there isn't any available. Brandi assured him it will be given. The plan is to include it so if the DPBC is not able to cover the costs, the Health Department has already accounted for it in the budget.

Open Meetings Act Training Update

The website is still down. Brandi reminded members that within ninety days of being elected to the board, the training must be completed. There is still information online to learn more about OMA but the training is unavailable. Brandi will continue to check the site and inform the BOH when the site is working.

New Business

There is no new business to be discussed.

Closed Session

At 7:11pm, President Vivian Goodman stated they needed to go into Closed Session to discuss personnel. Mark Scranton moved to go into Closed Session, seconded by Cody Parks. Roll call. Motion carried.

Reopen Meeting

At 7:41p.m., Mark Scranton moved to go back into Open Session, seconded by Dr. Brett Jerger. Roll call. Motion carried.

Dr. Janet Patterson moved to approve and keep the minutes for July 21st, 2021 closed. Seconded by Candi Clevenger. Roll call. Motion carried.

Mark Scranton moved to approve the Dental Director Agreement. Seconded by Dr. Brett Jerger. Roll call. Motioned carried.

Adjournment

Jan Hack moved to adjourn, seconded by Candace Clevenger. Roll Call. Motion Carried. Meeting adjourned.

Respectfully Submitted,

LaKeeya Funches, Accountant

President: _____

Secretary: _____

Date: _____