

Macon County Board of Health Meeting

**Macon County Health Department
MCHD WIC Conference Room
1221 E Condit Street, Decatur IL 62521
September 21, 2021, at 5:30pm**

Vivian Goodman, Board of Health President, called the meeting to order at 5:32 pm.

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 – present
Dr. Janet Patterson - absent
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
Sheree Zalanka, Chief Financial Officer
LaKeeya Funches, Accountant
Evan Trimby, Information Technology Support Specialist
Fred Book, Information Technology Support Specialist Assistant

Health Department Staff in Attendance on Call

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
Becky Edwards, Director of Starting Point
Marisa Hosier, Director of Health Promotion and Public Relations
Karen Shiflett, RN, BSN, Director of WIC/FCM
Kathy Wade, Director of Environmental Health and Emergency Preparedness

Public in Attendance

Approval of Agenda Topics

Vivian Goodman asked if any revisions needed to be made to the agenda. Brandi informed Vivian she did not and asked if the board had any. Mark Scranton answered that he had sent Brandi everything that needed to be discussed except one item regarding a board member and whether or not it needed to be discussed in open or closed session. Brandi replied that any discussion regarding a board member could only be discussed in open session.

Jeff Entler moved to accept the agenda, seconded by Cody Parks. 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 August 17th, 2021, meeting Minutes, seconded by Cody Parks. Roll call. Motion carried.

Candi Clevenger moved to accept the September 7th, 2021, Finance Committee meeting Minutes, seconded by Debbie Hill. Roll call. Motion carried.

Jeff Entler moved to accept the September 7th, 2021, Special Meeting Minutes with date and vote revisions, seconded by Cody Parks. Roll call. Motion carried.

Communications

Board Education: COVID-19 Update:

Brandi informed the board on recent COVID updates. As of 9/21, numbers have been down the last few days as well as the positivity rate. Timelines for IDPH and the CDC do differ so the rate ranges between 6.9 and 8.7%. Hospitalizations are still high. Brandi also added that the month of August had the most cases than any other month this fiscal year. At this time, the MCHD is awaiting more information on boosters and preparing for the pediatric 5–11-year-old vaccinations once its approved.

Contact Tracing has remained busy. Brandi noted additional staff have left the MCHD due to personal reasons and she's hopeful the numbers will stay down. Changes have been made to the process with schools and a meeting was held with the superintendents of public schools throughout the county last Thursday. Brandi admitted things did begin to spiral in the schools last week due to things that would happen in other counties being imitated in Macon County. For example, parents were pushing their students back into school who had been previously exposed and potentially infectious who should be quarantining. At that time, there was nothing the schools could do. Without legal support from the State's Attorney office, there was nothing the health department could do either. Temporary restraining orders against masks also became prevalent and were filed in Macon County. Brandi has continued to request support and guidance from other administrators and the state. Since then, an Executive Order was issued. It detailed the authority of the schools and the exclusion of children who should not be at school. Brandi is hopeful it will help and was informed by the state more information will be forthcoming. The schools have already received the rules and guidelines and have been able to communicate it with their communities. Some schools are considering Test to Stay. The health department and county have not been in support of this option. Brandi explained the reasoning behind the lack of support is due to the high transmission rate and the health department's Medical Director. However, if the schools choose that option, there is nothing that can be done on behalf of the

health department except the continuance of contact tracing. The schools have been encouraged to sign up for the SHIELD testing program or another that has EUA or CLIA.

Brandi informed the board the health department has been very busy dealing with the mandated vaccinations. The MCHD is subject to that mandate as well. She has worked directly with the HR attorney, Ed Flynn on the specifications of how things should be done. She has also been talking with schools and local testing site to help them ensure they are compliant as well. Employers with over 100 staff members or health care organizations have to be vaccinated. If an employee does not get vaccinated, they're subject to mandatory testing at least once a week. Brandi hopes no staff is lost due to this recent mandate however, the rules have to be followed.

Board member Jeff Entler asked for further clarification on Test to Stay. Brandi explained Test to Stay is a quarantine option for release. If a student is exposed, they're able to stay in school if they remain asymptomatic and test on days 1,3,5, and 7. All tests would have to be negative in order to stay. At the time the decision was made, none of the schools in the county had a robust enough testing program to do Test to Stay. She also stated this does not mean the decision will be never supported. Brandi and her team want to ensure the testing is in place and the county is not in a high transmission rate period. There have been consultations with IDPH and the MCHD's Medical Director. If someone is contact traced at the school, the entire process is not being conducted the same way it is done at the MCHD. The school determines who is close contact to the positive child or staff member. After the determination, the list is submitted to the MCHD. The list given only depicts close proximity to the positive case.

Brandi added in order to qualify for the Test to Stay program, the school has to have consistent masking for both parties involved. If masks are not being worn correctly, the program does not work correctly (this means over the mouth and nose). If the mask mandate presents an issue in the schools, they would be ineligible according to the guidance. Mark Scranton asked if that puts the schools in a liability situation and Brandi responded that she could not speak to that. They have been encouraged to speak with their own legal representatives. Brandi assured the board she does not give any legal guidance and only informs them of what the MCHD recommends/supports but they are highly encouraged to speak with their own teams.

Jeff Entler asked for further clarification on August numbers mentioned in the beginning and if the numbers used were from the percentage of population in Macon County. Brandi answered that the numbers come from test positivity. This is the percentage of tests that are positive. All numbers are county level or region level. She clarified that if she mentions numbers for a specific month, it is cumulative for total positive cases. Percent positivity was also higher in the last month at 12-13%. She also noted that with the vaccine mandate, more people will be screening testing that weren't before. This will lead to a possible decrease in the test positivity rate. This does not mean there will be less people overall that have it. Jeff also asked if the SHIELD test was the saliva test and Brandi answered that the SHIELD test was a saliva PCR test. All schools will not have it if they do not sign up for it. The testing is provided by the state and free to the school if a certain criterion is met. The MCHD did encourage schools to sign up because it was a free resource. Majority of the schools did not express interest in the beginning of the year; however, there are some now in the pipeline to sign up and receive the testing. It does take a while because the demand has increased due to the recent mandates. There are other options and schools are beginning to explore them. Crossing has also partnered with schools in the county to provide testing one day a week to unvaccinated staff members.

Mark Scranton asked for updates on the funding for contact tracing. He expressed his concern on delaying action on whether or not the health fund would absorb the costs in relation to keeping staff for as long as necessary. Brandi explained that the answer was the same as before. Last week, the state announced additional funding would be made available but a date nor amounts have been received. Often times health departments find out late and it's likely they will not know until December the amounts, the dates, and rules associated. Mark Scranton voiced that the board should begin discussions on planning. His concern is funding, payroll, and possible recruitment if staff begin to leave because there is no update on funding. Jeff agreed and asked Brandi for guidance on how the board should proceed in regard to developing guidelines. Board President Vivian Goodman requested that Brandi put an item on the agenda for a discussion at the October board meeting. Mark Scranton agreed.

Cody Parks asked if additional funding is received, will it be paid back to the MCHD. Sheree assured the board that it would be. In her experience, every grant she has seen has gone back. It's not guaranteed, but that has been the standard. Brandi noted that all contact tracers are aware and have been communicated with consistently. At the time of employment, they were made aware that the position was temporary. Originally, the grant was expected to end May 31st but could go longer or shorter. The contact tracers are aware of their value and Brandi will continue to keep them informed on funding. Dr. Venkat Minnaganti asked Brandi how many contact tracers are currently employed. Brandi answered there are between 30 and 40 that are not apart of the regular team. Some staff members were initially hired through the grant but are now being funded through the budget as a permanent position for FY22 regardless of what happens. However, specific contact tracing positions will not stay unless they apply for a permanent job at the MCHD. Regular nurses will stay on and continue to contact trace through TB, STI, Mumps, etc.

Cody Parks inquired on the timetable to train new contact tracers. Brandi explained that the process includes MCHD required trainings and then more trainings related to contact tracing. This includes job shadowing, phone calls with supervisors/trained staff, and more. Overall, it takes about two weeks. Brandi also mentioned the use of Surge Centers in the event cases do surge. The centers are funded and staffed by the state. Their purpose is to assist counties that do not have contact tracers or not enough during a surge. Brandi expressed difficulties with using the surge center due to lack of consistency and being thorough. As a result, there has been issues locally with community members believing this was the MCHD staff.

Presentation and Acceptance of Financial Report

As of August 31st, 75% of the year has passed. The Ending Fund Balance is \$5,400,366.29. Total revenue is currently at \$6,066,698.01 which is 62.3% into budgeted revenue. Total expenditures are \$5,891,763.59 which is 60.9% of budgeted expenditures.

Mark Scranton moved to accept the Financial Report, seconded by Cody Parks. Roll call. Motion carried.

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 was no Grant application to review.

Department and Division Reports

Board President, Vivian Goodman asked board members if there were any questions for the directors on their division reports. The Directors were available via Microsoft Teams for questions and/or updates.

Mark Scranton asked Brandi the status of quotes for keyless entry for staff. Brandi informed the board she has received two quotes and waiting for a third. The quotes were forwarded to the Decatur Public Building Commission because they own the building and would need to be involved in any changes being made. The Director of the DPBC is assisting with review to ensure the systems are comparable. At this time, they are also receiving more info on the ballistic film for the windows.

Mark also inquired about the status of the electronic data. Brandi spoke with Assistant State's Attorney, Mike Baggett about information received thus far. He did give confirmation that they could proceed and Brandi plans to bring more information to the board at the next meeting and a resolution would need to be made. Kathy Wade and the IT team have received quotes, demos, and information from others familiar with the various systems. It has been presented to Brandi and the process is ongoing. Brandi informed the board that since it's a new contract and not in the budget, she will present it to legal and after their approval, the board will be able to look it over for their approval. After the Board's approval, it will need to be presented to the EEHW, Finance Committee, and the full County Board.

Brandi explained to new board members what the new system entails. To begin, the food program will be transitioned to digital environmental health. If it all goes well, more programs will be added like Septic & Wells and so on. Inspections will be done and logged on an iPad or device. The full report will be completed on the device and the inspector will be able to give the report to the individual at the time of inspection. This will eliminate a lot of back and forth and save staff time. Brandi hopes this will allow things to be more progressive for the staff and the community. Kathy commended Brandi on the update.

Employee Recognition

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

Old Business

American Rescue Plan Fund Update

Brandi informed the board she did not have any additional information. She spoke with Kevin Greenfield on ideas to add to the health department's wish list that was requested from the county. He did grant permission for the health department to attend and give their pitch to the committee. Brandi informed the board she will continue to give more information as it is received.

Budget Process Schedule – Updates

Brandi informed the board on the budget process. On September 7th, the BOH Finance Committee approved the budget and then later approved by the entire Board of Health. The following Monday, it was brought to the County's Finance Committee. During the presentation, Brandi was stopped due to an email received by the County Board Member Liaison/Board of Health member, Jeff Entler. Brandi was notified by the Chairman of the County Board that Jeff had a few questions and concerns about the MCHD's budget and therefore the Chairman was not comfortable with it being presented and approved that evening. The County Board Finance Committee voted to table the budget and suggested Brandi meet with Jeff to address his concerns and represent it to the Board of Health. Jeff met with Brandi, Sheree, and Bethany the next day. Sheree developed presented several additional reports and Brandi offered to distribute those to the BOH as well. Brandi asked the County Board what the next steps were since the original budget was approved by the majority of the quorum. The BOH does not have to revote but it is at their discretion if they would like to vote again. Brandi informed the board they will be representing the budget to the county on October 4th.

The board decided to not revote and expressed their satisfaction.

Email Addresses

Email addresses are up and created. As board members continue to activate their email addresses, it will be updated on the MCHD's website and roster.

New Business

Salary Assessment

Brandi presented the Salary Assessment summary report to the board. The last assessment was completed in 2014 and showed the health department was significantly lower than comparable employers. Some positions were up to 25% lower than others. A plan was put in place by to increase the pay of current and incoming employees. The county board did give their support and encouraged the health department to continue those efforts in order to better recruit and retain staff.

Brandi was unable to access any professional companies to perform the task. As a result, a partnership was formed with the Illinois Association of Public Health Administrators. The purpose of the association is to network and share information. A few administrators were in the same position as Brandi looking for a company to complete the assessment and gaining data. IAPHA had already developed a similar survey to gather this information and was able to assist. The data received is only for health departments and does not include hospitals, long term care facilities, etc. The data given to board members only shows the results of health departments that completed the survey. Brandi does hope to get the help of a professional company in the future so its comparable to the assessment performed in 2014.

Personnel Manual Review for October BOH Meeting

Brandi explained to the board each year the Personnel Manual is reviewed. If changes need to be made throughout the year, they may be brought. In cases of emergency, Brandi does have the authority to make a change, but it will still be brought to the board.

At this time there has been no significant changes to the manual. The past Health, Equity, Diversity, and Inclusion coordinator did review the policy to make edits to the pronouns used.

This edit allowed the manual to be more inclusive, but no policy changes were made. No action needs to be taken until the October BOH meeting.

Approval of Helmer Contract

Brandi has forwarded the Helmer Contract to Mike Baggett's office. At this time, the board will not be able to vote without his edits, but Brandi wanted the board to have it to look over. Brandi explained to the board the contract was for maintenance on the freezers. The contract is a multi-year contract, so it needs to be approved by legal and through all of the boards and committees. Brandi hopes to have a resolution and edited contract to present at the October meeting.

Appointments to Committees

Currently, the board has a few vacancies for committees. The vacant positions include the Nominating Committee, Personnel Committee (2), and By-Laws Committee (2). Brandi explained appointments usually happen in December. However, with the number of vacancies due to term endings it was brought up today. Mark Scranton asked if all committee positions were being reappointed in December. Brandi answered that only officer positions have term limits. Anyone appointed this month can keep their position when appointments happen in December. Mark made the recommendation to appoint the vacant positions at the December meeting. He also brought up his concerns of the board members. Mark stated that the by-laws say board members should be active at meetings and involved in committees. He offered to have the discussion at another meeting but reiterated that some members that aren't active with the board shouldn't be on a committee. Vivian Goodman explained that she does have the ability to appoint members but would prefer if members volunteered.

Closed Session

At 6:53pm, President Vivian Goodman stated they needed to go into Closed Session to discuss personnel. Debbie Hill moved to go into Closed Session, seconded by Dr. Bret Jerger. Roll call. Motion carried.

Reopen Meeting

At 7:12 p.m., Mark Scranton moved to go back into Open Session, seconded by Dr. Bret Jerger. Roll call. Motion carried.

Adjournment

Debbie Hill moved to adjourn, seconded by Dr. Bret Jerger. Roll Call. Motion Carried. Meeting adjourned at 7:14 p.m.

Respectfully Submitted,

LaKeeya Funches, Accountant

President: _____

Secretary: _____

Date: _____