

Macon County Board of Health Meeting

Tuesday, February 18, 2020

Candace Clevenger, Board of Health President, called the meeting to order at 5:37 pm in the Main Conference Room of the Macon County Health Department.

Roll Call

Candace Clevenger, President – Present
Vivian Goodman, Vice President - Present
Paige Toth, Secretary – Present
Mary Jane Linton, Treasurer - Absent
Jan Hack – Present
Carol Hendrian - Absent
Dr. Venkat Minnaganti – Absent
Janet Patterson - Present
Phil Tibbs - Absent
Laura Zimmerman - Present

Health Department Staff in Attendance

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
Carol Carlton, RN, BSN, Director of Clinical Services
Becky Edwards, Director of Starting Point
Marisa Hosier, Director of Health Promotion & Public Relations
Karen Shiflett, RN, BSN, Director of WIC/FCM
Kathy Wade, Director of Environmental Health
Sheree Zalanka, Chief Financial Officer
Meagan Bowers, Health Educator

Public in Attendance

None

Approval of Agenda Topics

Vivian Goodman moved to accept the agenda, seconded by Paige Toth. Motion carried.

Public Comment

None

Approval of Previous Meeting Minutes

The meeting minutes from the January 21, 2020 meeting were provided via email in the BOH packet. Laura Zimmerman moved to accept the January 21, 2020 meeting minutes, seconded by Jan Hack. Motion carried.

Communications

- Bethany Stapel, Assistant Public Health Administrator, let the Board of Health know that unfortunately, Brandi had a last-minute emergency and was not able to attend the meeting tonight. Bethany also informed the Board that Brandi Binkley, Public Health Administrator, will be attending a conference next month so she will be unable to attend March's Board of Health meeting.

Board Education

- Bethany informed the Board of Health that Brandi Binkley, Administrator, and Bethany Stapel, Assistant Administrator, presented the following information at the County Board last Thursday night (February 13th) so they wanted to highlight that information to the Board of Health as well. Bethany shared that she would try to keep it brief as some of this had been discussed at the last Board of Health meeting in January. Basically, it is a highlight of all the Macon County Health Department divisions and services but then updates on a few priorities and changes under Brandi and Bethany's administration.
 - Starting Point is the Aging and Disability Resource Center which served over 12,000 people last year. This includes services for seniors and people with disabilities, along with in-home services, nursing home pre-screens, caregiver services, and assistance with Medicare. Becky Edwards is the Director of this division.
 - Marisa Hosier is the Director of Health Promotion and Public Relations. This division served 1,200 students in the schools last year. This division covers health education, community relations, outreach, advertising, media and website management.
 - Our dental clinic served close to 4,000 patients in 2019, along with 25 patients in the hospital setting. Our services cover both children and adults.
 - Kathy Wade is the Director of Environmental Health and Emergency Preparedness which includes food, tanning, body art, well, and septic inspections. There were over 2,700 food activities along in 2019. This division also prepares for emergencies- anything from natural, manmade, pandemic flu or other diseases like the coronavirus now known as COVID-19.
 - Carol Carlton leads the Clinical Nursing Services. Their division performed over 5,800 tests on patients in 2019. This division includes home visiting, case management of children in foster care, vaccinations, communicable disease, foreign travel, lead, and TB. In 2019, they provided over 2,000 flu vaccinations and 8,000 total vaccinations to over 4,500 patients.
 - WIC and FCM is lead by Karen Shiflett. This division served almost 3,200 clients in 2019 including visits at our building to provide food instructions and education as well as case management both in our building and in the client homes.
 - Sheree Zalanka is our CFO. The Administration division covers the financials, IT, Board Management, HR functions.
- Bethany reminded the Board that our divisions partner with many organizations and agencies throughout the community. Through their administration, it's been a priority to review all the divisions and look at ways to improve. Bethany and Brandi are always open to feedback, so please share any questions and/or concerns with them.
- As mentioned last Board of Health meeting, there's a few changes in our Environmental Health Division that we wanted to remind the Board of Health about. We will complete re-openings during the weekends. In the past it was preferred that two staff be present for closures or re-openings. This was normally happening

but now this will be required. The health department has started to offer online payments but are continuing to investigate further options regarding this. We will also accept online submission of forms and applications. We've continued to offer educational sessions and the year-in-review sessions. We want to increase training for our staff to be fully equipped to handle situations out in the field. Bethany asked Kathy Wade, Director of Environmental Health and Emergency Preparedness if there was anything else, she wanted to share that Bethany had missed. Bethany again asked for any questions, and also offered to play the MCHD commercial. Board of Health members gave feedback that they had already seen it, so the commercial was not played but it was provided on the TV monitor as an option to play from the Macon County Health Department website.

- Bethany also wanted to remind the Board of Health that per the by-laws, the nominating committee needs to meet in March to review attendance and then share that information with the full Board of Health in April. The members of the nominating committee include Jan Hack, Carol Hendrian, and Laura Zimmerman. Brandi will email the committee directly regarding the options to proceed to ensure compliance with the Open Meetings Act.

Presentation and Acceptance of Financial Report

Sheree Zalanka, CFO, presented the Financial Report. Copies were provided for all Board members. The report is through the end of January. We are two months into the fiscal year- 17%. Accounts receivable is at \$537,925.99. Deferred revenue is at \$144,551.20- this is an increase because we received payment for all the Local Health Protection Grant, and we have only earned half of the award. Fund balance is at \$4,868,388.07. Total revenue is \$1,260,311.45 or 19.3% of budgeted revenue. Total expenditures are \$978,671.47 or 15.2% of budgeted expenditures. Sheree asked if there were any questions. Paige Toth moved to accept the Financial Report, seconded by Laura Zimmerman. Motion carried.

Resolutions

none

Review of Department Expenditures

Laura Zimmerman moved to pay the bills, seconded by Paige Toth. Motion carried.

Grant Applications and Review

Update on Census 2020

- Bethany informed the Board of Health that as a follow-up from last month, the health department did not receive funding from the source discussed last month. However, the health department did find out that they will receive a small amount of funding through Starting Point to assist with their clients. We are also partnering with the Census Committee in our community to work on this initiative.

Department and Division Reports

Candace Clevenger, Board President, asked the Division Directors in attendance if they had any reports. Brandi Binkley, Public Health Administrator's report was provided for each Board member.

Marisa Hosier introduced Meagan Bowers. She is a Health Educator in the Division of Health Promotion and Public Relations.

Employee Recognition

Candace Clevenger acknowledged all employees on the monthly certificate and thanked them for their years of service. The list of employees was provided in the BOH packet.

Old Business

Dental Clinic Expansion/Collaboration

- Bethany reported that since last month's meeting, Brandi's been working with the Decatur Public Building Commission. They informed us that one quote has increased \$1,500 but the others seem to be the same so far. The local health department is waiting to receive additional HR-related information from SIU specifically regarding employees. Also, Administration has a meeting set-up with United Way to discuss the usage of funds and ensure all is handled appropriately with those grant funds. The dental clinic has been needing new computers for quite some time. Knowing this, along with the potential expansion/collaboration, Administration/IT has been working very closely with SIU to get computer specifications. The new computers have been purchased by the local health department following the SIU specifications with the intention that they would still work with the partnership and/or they would purchase those.
- Board Member Update: Dr. Bret Jerger was approved at the County Board meeting last Thursday night to fill the dentist vacancy. The Board of Health spots are now all filled which is exciting news!

New Business

2019 MCHD Annual Report

- Marisa Hosier, Director of Health Promotion and Public Relations, presented the 2019 MCHD Annual Report to the Board of Health. The 2019 MCHD Annual Report draft version was also provided in the BOH packets. Bethany notified the Board that they would like for them to vote to approve the 2019 MCHD Annual Report. This is a new process that probably hasn't been done in previous years, but we felt was a best practice to move forward with.

Laura Zimmerman moved to approve the 2019 MCHD Annual Report, seconded by Vivian Goodman. Motion carried.

Closed Session

None

Adjournment

Paige Toth moved to adjourn, seconded by Vivian Goodman. Meeting adjourned at 6:52 p.m.

Respectfully Submitted,

Bethany Stapel

Bethany Stapel, MPH, CPHA

Assistant Public Health Administrator

President: _____

Secretary: _____

Date: _____