

Macon County Board of Health Meeting

January 21, 2020

Candace Clevenger, Board of Health President, called the meeting to order at 5:30 pm.

Roll Call

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

Health Department Staff in Attendance

Brandi Binkley, MPA, SHRM-CP, CPHA Administrator
Bethany Stapel, MPH, CPHA, Assistant Administrator – via phone
Carol Carlton, RN, BSN, Director of Clinical Services
Marisa Hosier, Director of Health Promotion & Public Relations
Kim Sabin-Pritchett, Dental Clinic Office Manager
Karen Shiflett, RN, BSN, Director of WIC/FCM
Kathy Wade, Director of Environmental Health
Sheree Zalanka, Chief Financial Officer
Sandy DeDios, Administrative Assistant II

Public in Attendance

none

Approval of Agenda Topics

Carol Hendrian moved to accept the agenda, seconded by Laura Zimmerman. Motion carried.

Public Comment

None

Approval of Previous Meeting Minutes

Mary Jane Linton moved to accept the Minutes, seconded by Carol Hendrian. Motion carried.

Communications

- Brandi reminds the board of the annual employee appreciation luncheon on January 28th and invites board members to attend.

Board Education

Brandi reviewed the procedure for unplanned coverage for the Public Health Administrator if Brandi was unable to perform her duties as Administrator. The Assistant Administrator, Bethany, would step in as Interim Administrator until Brandi was able to return or until the Board of Health approved a replacement.

- Brandi offered to have the board members visit the site of the potential dental clinic expansion if they were interested in seeing it or they could schedule a more convenient time to tour the building.

Presentation and Acceptance of Financial Report

Mary Jane Linton moved to accept the Financial Report, seconded by Laura Zimmerman. Motion carried.

Resolutions

none

Review of Department Expenditures

Vivian Goodman moved to pay the bills, seconded by Jan Hack. Motion carried.

Grant Applications and Review

Census 2020 Sub-Recipient

Brandi handed out a copy of the grant assessment tool that is used when a new grant is available for application. There is a possible funding opportunity as a sub-recipient of the 2020 Census Grant, however, we were not initially contacted. IPHA was going to reach out to Illinois Primary HealthCare Association to see if there was a possibility of receiving funding if there are any funds remaining, but either way, we will partner to work on the Census 2020 grant. Please see attached.

Mary Jane Linton moved to accept the Grant Application of the 2020 Census Sub-Recipient with the Illinois Primary HealthCare Association, seconded by Laura Zimmerman. Motion carried.

Department and Division Reports

Brandi acknowledged that all the division directors work exceptionally hard and is very grateful for that. Brandi specifically mentioned that Marisa Hosier applied on behalf of the health department to be a part of the Behavioral Health Training Institute Program. There are only 40 health departments within the United States chosen to participate and Marisa was one of those chosen to attend the Behavioral Health Institute training on behalf of the MCHD.

Employee Recognition

Candace Clevenger acknowledged all employees on the monthly certificate and thanked them for their years of service.

Old Business

Dental Clinic Expansion/Collaboration

- Letter of Intent
 - Brandi is still waiting to hear from legal regarding the letter of intent.
- Approval of Dental Clinic Expansion/SIU Collaboration
 - Brandi stated that she had received a contract from SIU for partnering with STI Clinic beginning in July 2020. We had discussed the possibility of this in the future. If SIU partners, they definitely want to expand beyond dental services such as Well Child and Behavioral Health Services. Further meetings need to take place before any commitment can be made on this. Brandi will provide an update as they have information. Currently, Crossing comes into our building to assist with STI clinic a couple times a week.
 - Brandi also learned of the possibility that HFS would increase the reimbursement rate for dental services while in an Administrators meeting. There has been no formal announcement, but the talk is that it would be 1.79 times what we receive now. Local health departments get reimbursed less than a Federally Qualified Health Center (FQHC). SIU and Crossing are examples of FQHCs. In previous year's, we've also been able to submit for a Federal Match reimbursement. LHD's also were told they might be able to submit back to July 1 for the new rate, but again, this is nothing formal. Some heard that the changes in the reimbursement rate would be as quick as April 2020 and some June 2020. There will always be a deficit in the dental clinic. Then, we would still pull from tax dollars. Some benefits of partnering with SIU would be able to offer more services in the dental clinic and beyond. Another LHD also thought they might be able to recruit staff/providers easier, but they have not had a lot of success so far. Comfort in knowing SIU carries the risk, and they have experience at other LHDs. As a reminder, MCHD have a significant amount of grant dollars to use by June 30, 2020. If MCHD does not use those funds, then we would have to return those. There's been interest voiced regarding being able to bring in another provider but there's no guarantee with that either. Currently, we have one provider here four days per week, and another that comes in one day per week. Next steps would be getting updated quotes to make sure everything is still okay; numbers finalized, as well as looking to see if an RFP is required for the equipment piece. If there is any

cause for concern or delay as we move forward, then of course, Brandi would bring the information back to the Board of Health.

The SIU contract would be reviewed and renegotiated yearly. Another HD stated that it would be difficult to get out of that once everything is switched over.

Brandi noted this and that it could be done, if absolutely necessary.

It was noted that it is a positive option to expand services and provide services we do not currently provide and that some patients have to drive clear to Taylorville to receive. Discussion followed.

Laura Zimmerman moved to approve the Dental Clinic Expansion/SIU Collaboration, seconded by Mary Jane Linton. Motion carried.

New Business

Environmental Health Protocol Changes and Updates

- Brandi advised of recent changes in protocol regarding re-opening of a restaurant on a weekend due to closure. There were situations in the past where we would spend a lot of staff time and efforts to go out on weekends when establishments were not ready to re-open; So with that, it was decided to not do re-openings on the weekends back in 2018. However, since then, several measures have been incorporated such as a change in the ordinance. Therefore, Administration as well as Division Staff had already had conversations regarding changing this protocol to re-open establishments during the weekend. Several factors will be taken into consideration while having communication with the establishment owner before determination will be made to reopen the facility on a weekend. Changes have included:
 - The protocol was changed in 2018 to stop doing weekend re-openings due to several establishments claiming they were ready to be re-opened and we sent staff, and paid mileage for numerous visits when establishments weren't ready. We have reviewed this and decided we will re-open on weekends if an establishment is ready to be opened. Other changes were made to combat this issue in the new Food Ordinance. We now require Corrective Action Plans to be completed and reviewed prior to opening and the payment to be made. We will increase communication with the establishment over the weekend to help determine if a re-opening is possible. We will also start accepting the required Corrective Action Plans via email to save a trip into the office for all involved.
 - Looking at internal history over the past year, only two establishments potentially might have been ready to re-open over a weekend.
 - We are working on implementing an online payment system to allow establishments to pay online. Sheree, CFO has been working with the Auditors' office to work on this. This will assist with weekend re-openings, as our staff do not accept payment in the field. In the meantime, we will just use an invoice option for payment if the online payment option is not available/working.
 - Having two (2) Environmental Health Specialists present when it is determined an establishment will close and when it is to be reopened. If all staff would be at a required training, then the Administrator would help go out to an establishment.
 - LHD will contact establishments regularly if LHD is not hearing from the establishment. This will provide communication and support to the establishments.
 - Environmental Health Specialists are expected to de-escalate situations, so LHD is looking at trainings to provide support to staff.

- Provide additional internal weekly trainings on documentation so inspection reports are consistent.
- MCHD closure rate remains at 2% or a little less so most of establishments are doing what they are supposed to do. While at times it might seem like there are lots of closures, there really are not. We work with establishments as much as we can, but we always have to follow the laws and requirements of our funders.
- Every division, Brandi and staff have been looking at ways to improve processes in all divisions of the local health department, but especially in Environmental Health.
- MCHD staff already work weekends so this should not have a major impact. If there's any questions, please direct people to call Brandi directly, and/or they can call Kathy, Director of Environmental Health and Emergency Preparedness.
- Also, the Macon County Health Department will present at the Macon County Board meeting on Thursday, February 13th to give an overview of all the services at the health department as well as highlights of the environmental health division.

Approval of Board of Health Member

- Brandi updated the board in regard to finding a replacement Dentist. She has contacted several Dentists, but no one has been able to commit to joining as a member due to the time commitment. Brandi has since reached out to other Dentists but have not heard back from Dr. Catherine Cavanaugh and Dr. Bret Jerger. In the event that one would decide to join the board, she asked if the board would like to make a motion to move forward with submitting their name to the County Board Chairman for approval prior to the next Board of Health meeting.

Candace Clevenger moved to have Brandi submit new member to County Chairman prior to the next Board of Health meeting, seconded by Jan Hack. Motion carried.

Closed Session

At 6:12 p.m., Candace Clevenger stated they needed to go into *Closed Session pursuant to Section 2.06(d) of the Open Meetings Act to Review Closed Meeting Minutes*. Vivian Goodman moved to go into Closed Session, seconded by Jan Hack. Motion carried.

At 6:15 p.m., Vivian Goodman moved to go back into Open Session, seconded by Jan Hack. Motion carried.

Reopen Meeting

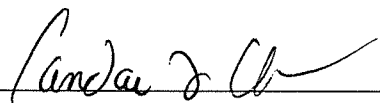
Laura Zimmerman moved to have closed minutes remain closed for November 19, 2019, seconded by Jan Hack. Motion carried.

Adjournment

Vivian Goodman moved to adjourn, seconded by Jan Hack. Meeting adjourned at 6:17 p.m.

Respectfully Submitted,

Sandy DeDios, Administrative Assistant II

President: 

Secretary: _____

Date: 2/18/2020