

Macon County Board of Health Meeting

March 17, 2020

WIC Conf. Room - Virtual Meeting in Response to the COVID-19 Pandemic
(Governor's Executive Order 3/16/2020 Loosened OMA)

Paige Toth, Board of Health Secretary, called the meeting to order at 5:37pm via virtual/phone.

Roll Call

Candace Clevenger, President – present/on-call

Vivian Goodman, Vice President – present/on-call

Paige Toth, Secretary – present/on-call

Mary Jane Linton, Treasurer – present/on-call

Jan Hack – absent

Carol Hendrian – absent

Dr. Bret Jerger – present/on-call

Dr. Venkat Minnaganti – absent

Dr. Janet Patterson- present/on-call

Phil Tibbs- absent

Laura Zimmerman- present/on-call

Health Department Staff:

Present:

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator

Virtual/Microsoft Teams:

Carol Carlton RN, BSN, Director of Clinical Services

Becky Edwards, Director of Starting Point

Marisa Hosier, Director of Health Promotions and Public Relations

Kathy Wade, Director of Environmental Health and Emergency Preparedness

Sheree Zalanka, Chief Financial Officer

Public in Attendance

None

Approval of Agenda Topics

Mary Jane Linton moved to accept the agenda, seconded by Paige Toth. Motion carried.

Public Comment

None

Approval of Previous Meeting Minutes

Mary Jane Linton moved to accept the minutes from the Tuesday, February 18, 2020 Board of Health meeting that was held in the MCHD main conference room that were included in the packet, seconded by Laura Zimmerman. Motion carried.

Communications

Brandi gave an update regarding COVID-19. Our building is only offering essential services to the public until April 1, 2020. There will be limited members of the public and visitors in the building. Staff members, working in the building, are also being limited. If divisions are working, they are working half staffed. Staff that are able, are working from home. Visitors, as well as staff, are being screened if they are coming into the building, doing home visits and/or inspections, etc. The policies in the packet have been implemented for our staff effective Monday, March 16th -this can be done in the case of an emergency. We will adjust as the situation evolves, and continue to respond to the COVID-19 pandemic.

Nominating Committee – The nominating committee will need to meet to review attendance. They will bring their recommendations back to the April Board of Health meeting.

Statements of Economic Interest – We will bring next month for Board members to complete.

Presentation and Acceptance of Financial Report

Sheree Zalanka, CFO, presented the financial report through the end of February, we are 25% into the fiscal year. Accounts Receivable is \$650,359.14 and Deferred Revenue is \$225,039.70. Ending fund balance is \$4,896,212.11. Total Revenue is \$1,740,891.39, which is 26.7% of budgeted revenue for the year. Total Expenditures are \$1,431,427.38, which is 22.2% of budgeted expenditures. Vivian Goodman moved to accept the Financial Report, seconded by Mary Jane Linton. Motion carried.

Review of Department Expenditures

Laura Zimmerman moved to pay the bills, seconded by Mary Jane Linton. Motion carried.

Grant Applications and Review

Starting Point has applied for a Technology grant from the Illinois Department on Aging. We requested \$18,400 to purchase new laptops, phones and portable printers for the 8 Care Coordinators. There is not a financial match required. Laura Zimmerman made the motion, and Paige Toth seconded to accept the Grant Applications for Review, motion carried.

Starting Point received a 2020 Census Advocacy grant from East Central Illinois Area Agency on Aging. The grant award is \$4,100. This grant will assist older residents in Macon County filling out the 2020 Census and promote and educate the community on the importance of completing the 2020 Census. Vivian Goodman made the motion to accept the Grant Application for Review, and it was seconded by Paige Toth, motion carried.

Department and Division Reports

Included in packets

Employee Recognition

Candace Clevenger acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work. Included in packets.

Old Business

Looking to move forward with the dental clinic expansion/partnership. We have asked for feedback from SIU regarding budgetary suggestions/guidance. The Decatur Public Building Commission also needs to run the contract through their board before work can begin.

New Business

BOH Member Appointments - Jan Hack, Carol Hendrian, and Laura Zimmerman are up for BOH member re-appointments. Brandi will check with these board members to see if they would like to be re-appointed. Paige Toth moves to approve the re-appointment of Jan Hack, Carol Hendrian, and Laura Zimmerman to Board of Health; Vivian Goodman seconded; motion carried.

Macon County Board Resolution Approving Increase in Appropriations in the FY20 Health Fund Budget for 2020 Census Advocacy. This is a grant from East Central Area Agency on Aging for \$4,100. This grant will assist older residents in Macon County filling out the 2020 Census and promote and educate the community on the importance of completing the 2020 Census. Paige Toth made a motion and Laura Zimmerman seconded to approve increase in appropriations in the FY20 Health Fund Budget for 2020 Census Advocacy, motion carried.

COVID-19 Temporary Policy Updates: Bethany Stapel wrote these policies, and they were also reviewed by legal. However, Administrator, Brandi Binkley, has the authority to implement these policies in an emergency situation like the current COVID-19 pandemic. However, we still wanted to bring them to our Board of Health.

Infectious Disease Control Policy – Motion made by Paige Toth and Seconded by Dr. Jerger, motion carried.

Telecommuting Arrangements Policy – Motion made by Mary Jane Linton and seconded by Dr. Jerger, motion carried.

Temporary Suspension of Nonessential Business Travel – Motion made by Mary Jane Linton and seconded by Laura Zimmerman, motion carried.

Temporary Flex Time Accrual Recommendations – Motion made by Mary Jane Linton and seconded by Paige Toth, motion carried.

Closed Session

Review next meeting

Adjournment

Paige Toth moved to adjourn, seconded by Dr. Bret Jerger. Meeting adjourned at 6:10p.m.

Respectfully Submitted,



Bethany Stapel, MPH, CPHA

Assistant Public Health Administrator

President: _____

Secretary: _____

Date: _____