

## **Macon County Board of Health Meeting**

**Macon County Health Department  
MCHD Main Conference Room  
1221 E. Condit Street, Decatur IL 62521  
July 21, 2020 at 5:30pm**

Candace Clevenger, Board of Health President, called the meeting to order at 5:35pm.

### **Roll Call**

Candace Clevenger, President – present/on call  
Vivian Goodman, Vice President – present/on call  
Paige Toth, Secretary – absent  
Mary Jane Linton, Treasurer – absent  
Jan Hack – present/in person  
Dr. Bret Jerger – present/on call  
Dr. Venkat Minnaganti - absent  
Dr. Janet Patterson – present/on call  
Phil Tibbs – present/on call  
Laura Zimmerman - present/on call

### **Health Department Staff in Attendance**

Brandi Binkley, MPA, SHRM-CP, CPHA Public Health Administrator  
Evan Trimby, Information Technology Specialist  
Sandy DeDios, Administrative Assistant II

### **Virtual/Microsoft Teams Attendance**

Carol Carlton, RN, BSN, Director of Clinical Services  
Becky Edwards, Director of Starting Point  
Marisa Hosier, Director of Health Promotions  
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator  
Kathy Wade, REHS, RS, LEHP, Director of Environmental Health  
Sheree Zalanka, Chief Financial Officer

### **Public in Attendance**

None

### **Approval of Agenda Topics**

Brandi requested to add discussion of Popeye's hearing to New Business on the agenda. Laura Zimmerman moved to accept the amended agenda, seconded by Vivian Goodman. Roll call. Motion carried.

### **Public Comment**

No citizen remarks were received via email prior to the deadline and even prior to this meeting time.

## Approval of Previous Meeting Minutes

Phil Tibbs moved to accept the Minutes for June 16, 2020, seconded by Jan Hack. Roll call. Motion carried.

## Communications

### ***Board Education***

Brandi provided a COVID-19 update. If you have been following our daily releases, we have been getting busier, especially in the Nursing Division with the numbers steadily increasing. There are a lot of reports of non-compliance when it comes to businesses that we are also dealing with, which is more like the Environmental Health, Administration, and Health Promotion. Also, now with Nursing, a lot of the cases are having multiple contacts, since we are out of that shelter in place time period. So numerous calls come with that. As we have been discussing with you, we did make a plan in our Clinical Nursing Division to cross-train staff that do not normally work in Communicable Disease to ensure that we did have backup staff to relieve the ones that had been working since the start of the pandemic. We did implement rotating staff in our Nursing Division, and now as we planned to do if/when we needed to, we have started training staff in other divisions that are not necessarily nurses, that would qualify to be trained to do contact tracing. There is a training that the State requires for someone to be a contact tracer, then Carol and Annie have been providing internal training to ensure that staff know what they are needing and what the expectations are for assisting with the contacts. We will continue to have these staff assist as they can, because all our other services for the most part, are back to where we were before the pandemic started. And until we can hire case investigators and contact tracers.

As we had mentioned to you, we did have a grant that we applied for, and were waiting for approval for that. We did receive some feedback from the State as far as some changes we needed to make. Our team immediately went to work on addressing the feedback. Our CFO got the budget updated, we got justifications updated, and sent that back into the State last night. We just found this morning, that our grant was approved. We can now start moving forward with getting these positions hired that we so desperately need. Staff are heavily burdened as I'm sure you are seeing in your own workplaces. People are struggling during this pandemic both personally and professionally, then to work at a health department and being on the direct response for COVID-19, it's been very difficult. We have asked a lot from them. Everyone is hired with the expectation to be emergency responders 24/7 and they have certainly stepped up to that, but that doesn't mean it has been easy. We are trying to find ways to rotate schedules and have been doing that for quite some time, but understandably are getting tired and need time off to recharge and be with their families. A lot of our staff have been working seven days a week since this has started. So, we are doing everything we can to increase cross training. Now with the grant approval, we can start hiring for these positions we need.

The amount of the grant is \$2,861,712. In public health, this is unheard of, so we are very excited and feel we have a very responsible plan on how to spend this money. We do have the resolution that we sent out earlier today. We couldn't write the resolution until we had the grant approved, because it does include pieces of what the grant will be spent on. Sheree quickly developed the resolution and you know we already had on the agenda to be approved, so that we could proceed with remaining county approvals.

Some of the positions that we will be hiring for are Contact Tracer, Contact Investigator, Care Resource Coordinator, Clinic Coordinator, Covid Project Director, Data Manager/Epidemiologist, and Infection Control Nurse. These positions are very specific to contact tracing as required for the grant.

One of the other things as the Public Health Administrator that I really wanted to prioritize and felt that we have needed to focus more on is health and equity, diversity, and inclusion as an organization. Whether that has been with our hiring, or with our employee events that we have, ensuring that we are being as inclusive as possible and ensuring that we are addressing the health and equity that occurs.

So, we proposed in our grant application, a dedicated position to focus on this in our grant. We were so happy to see that it got approved. Our goal is to maintain this position even after the grant ends. We also received some funds in that grant for necessary additional staff. Some of this staff will be working remotely, most likely it will be the contact tracers who will be required to have confidential space based on HIPAA requirements. We do not have enough space to house all the people we need to hire. We did build into the grant the technology needs that we would have to have in addition to what we have already done. So those workers will have everything they need to be as successful and efficient as possible.

We were also able to get funding to address community needs such as alternate housing for cases and contacts. This has been a big point of discussion for our community. If someone cannot isolate or quarantine in their own home, then alternate housing would be available if the need arises. There are some building needs that we are going to be able to address with this funding.

Another thing related to COVID that we discussed at the April board meeting was the COVID Crisis grant. Some of the things we did with that funding was some of the progressive technology updates that we had to have in order to get our staff as remote as possible. Another thing we had in there was payout of flex or overtime essentially for staff who worked an abundance of overtime or flex time. The board approved a policy back in March for the adjustment of flex accruals since we had such a small team of staff working so many hours. This time would not be feasible to be taken especially with some of the amounts the people have accrued, especially with no end date to a pandemic. This grant and some of the other funding allow for the payment to staff during this time. Many health departments are planning to use this funding for the exact same purpose.

### **Presentation and Acceptance of Financial Report**

Sheree Zalanka, CFO, presented the financial report through the end of June, we are 58% into the fiscal year. Accounts Receivable is \$508,822.60 and Deferred Revenue is \$93,674.47. Ending fund balance is \$4,843,770.73. Total Revenue is \$3,590,895.17, which is 55.1% of budgeted revenue for the year. Total Expenditures are \$3,333,872.53 which is 51.7% of budgeted expenditures.

Laura Zimmerman moved to accept the Financial Report, seconded by Vivian Goodman. Roll call. Motion carried.

### **Review of Department Expenditures**

Phil Tibbs moved to pay the bills, seconded by Laura Zimmerman. Roll call. Motion carried.

### **Grant Applications and Review**

None

### **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.

## **Old Business**

### ***Update on Popeyes Hearing***

Brandi thanked the board members that were able to make time to attend the hearing. She informed the board that minutes from the hearing will be sent out to everyone for review, then will vote on them at the next meeting.

Kathy also thanked the board members for participating in the hearing. Kathy provided an update on Popeyes. The reason Popeyes was in this position to have a hearing is they were closed January 10, 2019, that was their first closure. They were also closed on June 18, 2019, per our ordinance. Anytime you have two closures in a twelve-month period, it requires an automatic revocation. After listening to them about the issues they were having, we decided to send them a letter stating that we will continue to work with you in good faith but will be required to uphold certain things. One of them being is that the next time you have a closure, it will be automatic revocation. That letter was issued June 26, 2019. On June 23, 2020, Jerry Brown went out to do an inspection and discovered a lot of issues. An immediate closure was issued at that point which brought us to the hearing on July 14, 2020. All three closures had issues to where Popeyes should have closed on their own. However, it took three closures by us, whether it was for a routine inspection or a complaint. So, their license is still revoked at this time.

Brandi added that she was contacted by the general counsel for Popeyes in Texas who stated that this got their attention because the situation had not been taken care of the way that it should have been. They were asking how they can get things back on track to be able to reopen the restaurant. Brandi is referring them to our legal counsel to determine what steps can be taken.

## **New Business**

### ***Approval of Updates to Personnel Policies***

Brandi indicated that they would like to change the use of benefit time to be used in increments of .25. As it is now, sick and flex time can be taken in .25 increments, vacation days in ½ day increments, and personal time by the hour. Approval of these changes will simplify the policy for everyone.

Vivian Goodman moved to approve the policy change, seconded by Jan Hack. Roll call. Motion carried.

### ***Approval of Macon County Board Resolution Approving Increase in Appropriations in the FY20 Health Fund Budget for COVID Contact Tracing***

Brandi provided more detail on the COVID-19 Contact Tracing grant. Everything that was applied for had to be justified to meet the purpose of contact tracing. This grant will support building capacity. This includes competency, training, human resources, staffing, interpretation services, literacy services, and responding to outbreaks in congregate settings. Another objective of the grant is resource coordination. Example of this would be alternate housing and referral assistance for food, medication, social services, etc. while being quarantined. So, there will be an entire position dedicated to do that.

Additional items included in the grant is surge support for call centers, promoting testing among vulnerable populations that experience health disparities, ensuring health equity and addressing community and regional approaches for successful sustainability of local contact tracing programs. Candace and Vivian asked why the revenue listed in the resolution was for \$1.9M and not 2.8M that the grant was approved for. Sheree explained that the grant began on June 1, 2020 and end May 31, 2021. So, it will cross between two fiscal years. This is just 6 months of the budget and the balance will be included the next budget.

Phil Tibbs moved to accept the resolution, seconded by Laura Zimmerman. Roll call. Motion carried.

#### ***Approval of the FY21 Grant Application for Caregiver Services***

Brandi advised that this was a Starting Point grant. This grant is one we have every year which is why it would not be included as a grant review application. The funder requires that the board approves the grant and is recorded in the board of health minutes.

Vivian Goodman moved to approve the grant, seconded by Janet Patterson. Roll call. Motion carried.

#### ***Approval of Board of Health Member***

Brandi mentioned last month that someone from DMH had been interested in becoming a member of the board. Her name is Susan Krows. Brandi provided Susan with the orientation materials and informed Brandi that she was very much interested in joining the board. Susan submitted her resume and a personal statement that Brandi read to the board.

Brandi advised Sue that she would be presenting her name to the board for approval, if the board approves, then it will be presented to the County Board Chairman for approval then on to County Board for approval.

Phil Tibbs moved to accept new member, seconded by Laura Zimmerman. Roll call. Motion carried.

### **Resolutions**

#### ***Macon County Board Resolution Approving Increase in Appropriations in the FY20 Health Fund Budget for COVID-19 Contact Tracing***

Unforeseen circumstances have arisen which give rise to an emergency situation in that valuable services will be compromised, and grant funding lost without the amending of the Health Fund budget, and the purpose of the grant is to support local health departments in conducting contact tracing, and contact tracing is a critical component of COVID-19 pandemic response and a key strategy in preventing further spread of COVID-19, and contact tracing is the process of identifying, assessing, and managing persons exposed to a positive COVID-19 case and connecting exposed persons to resources to assist them during quarantine, and to ensure contact tracing is a successful disease control measure, it is important local health departments have the capacity to appropriately implement program activities locally, and funding is to augment ongoing contact tracing program. Funding will support building capacity (competency, training, human resources for key roles identified, literacy and interpretation services), responding to outbreaks in congregate settings, facilities and community and performing necessary interventions (case investigation and contact tracing), collaborating and providing for resource coordination (food, housing, alternative housing, medicine, social services, etc.), having surge support for call centers and follow-up, promoting testing among vulnerable populations that experience health disparities, ensuring health equity and addressing community and regional approaches for successful sustainability of local contact tracing programs.

**Closed Session**

No closed session. Will review next meeting.

**Adjournment**

Vivian Goodman moved to adjourn, seconded by Jan Hack. Roll call. Motion carried. Meeting adjourned at 6:12p.m.

Respectfully Submitted,

Sandy DeDios, Administrative Assistant II

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_