

Macon County Board of Health Meeting
Macon County Health Department WIC Conference Room
1221 E Condit Street, Decatur IL 62521
May 17, 2022, 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
Candace Clevenger – present
Jeff Entler – present
Debbie Hill – present
Dr. Bret Jerger – absent
Dr. Venkat Minnaganti – absent
Cody Parks – present
Dr. Janet Patterson – absent

Health Department Staff in Attendance in the Building

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator
Sheree Zalanka, Chief Financial Officer
Susan Hertel, Administrative Assistant
Evan Trimby, IT Support Specialist
Luke Leach, IT Support Specialist Assistant
Karen Shiflett, RN, BSN, Director of WIC/FCM

Health Department Staff in Attendance Virtually in the Building.

Rachel Deerwester, Director of Clinical Nursing Services
Laquitta Ford, Health, Equity, Diversity & Inclusion Coordinator
Marisa Hosier, Director of Health Promotion and Public Relations
Teresa Smith, Director of Starting Point
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
Brian Wood, Asst. Director of Environmental Health and Emergency Preparedness

Public in Attendance

Mike Baggett, Assistant State's Attorney
Carolyn Wagner, Virtual, Incoming Board Member
Dr. Jerry Snyder, Incoming Board Member
Unknown member of public

Approval of Agenda Topics

Vivian Goodman started the meeting and stated good afternoon and welcome everyone we would like to call to order the Macon County Health Department Board of Health meeting for Tuesday, May 17th, 2022. Roll Call please. Thanks.

Vivian Goodman asked Approval of Agenda Topics, are there any changes? Brandi Binkley said she didn't have anything. Vivian Goodman then asked for a motion to approve the Agenda Topics. Jeff Entler made the motion to approve the topics and accept the agenda, seconded by Mark Scranton. Roll call was completed. All votes yes. Motion carried.

Public Comment

Vivian Goodman asked if there were any public comments.

Brandi Binkley responded we did not receive any emails, but I'm not sure if anyone present would like to make a comment.

There were no public comments presented.

Approval of Previous Meeting Minutes

Vivian Goodman stated we would move on to approve the April 19, 2022, meeting minutes. I will entertain a motion to approve the minutes.

Mark Scranton made the motion to approve the minutes, seconded by Cody Parks. Vivian Goodman asked if there was any discussion.

Brandi Binkley stated we did notice on the 4th to the last page, there was just a sentence which was basically was copied right below with the new title of the Discussion and Approval HomeMeds Subcontract and Business Associate Agreement. This is just a real small thing, but...

Mark Scranton asked what page that was on.

Brandi Binkley stated, you know, it looks like we didn't get page numbers on this one, so I apologize. But if you like start from the back at the very back page, we'll make sure we get page numbers like next time I was easier, but it is the 4th from last page, and at the very bottom of that page you'll see the title Discussion and Approval Homemedes Subcontract and Business Associate Agreement right above that. It basically has that sentence again, very small thing, but it just is repeated twice in there. So, if you would like to have that removed, that is the only edit that we found after we sent these out.

Mark Scranton stated he did not see where you were talking about.

Brandi Binkley showed the board where she was talking about.

Vivian Goodman stated that she actually said that, so it was verbatim.

Brandi Binkley responded it is totally up to the Board. Do you see it, Mark?

Mark Scranton said no and asked if it's under the discussion about HomeMeds Subcontract.

Brandi Binkley responded right before that; it is literally the sentence right before it.

Mark Scranton responded ok I got it.

Vivian Goodman asked if there was any discussion and there was none.

Vivian Goodman asked for Roll call. It was completed. All votes yes. Motion carried.

Communications

Brandi Binkley reported OK, so just a few things I wanted to let you know. We do have the Directors all present in the building for the, you know, to move forward, making sure they're physically here. I did have them join via Teams for this month just because of the rise we continue to see in the COVID cases. I did not want to cram all our Director level staff really close to one another, because if we happen to have a case or an outbreak in the room that could be detrimental to staffing. So they are physically here in the building and if the Board feels strongly that you would like them to come down, we can do that, but I just felt like it would be safest for their health and then also just staffing levels to not have them here this month. Hopefully next month we can have them in the room. Hopefully we'll see a decrease by then that we'll feel safer to do that.

Brandi Binkley continued and then I also wanted to just welcome a month early. We have some visitors here. Dr. Jerry Snyder and Carolyn Wagner are both participating today. They will be effective on the Board in June, but we did invite them to attend, and they are both participating today. So welcome to both of you. We are excited to have you on the Board and I look forward to working with you as does my team.

Brandi Binkley continued with just a few COVID updates. Like I said, there has been an uptick. We've been talking about that for several months. Macon County is still at a low community level. But there are many of our surrounding counties that have moved to medium level and so I would assume that either we're already there and just not seeing the numbers yet because there's so many home tests that are being done. But we definitely are seeing, you know, more cases than we want to just continue to remind people just to be careful and take precautions to keep themselves and others safe. Macon County is at a high community transmission level and that is the number that is used for healthcare facilities for decisions and for certain measures that they have to take. So, a lot of the state is in high for that right now including Macon County. And the numbers as of May 15th, the number of cases there was 62.6 increase. Our case rate was 192.29 per 100,000 and the aim for that historically has been 50. So definitely seeing numbers up again.

Jeff Entler responded could you repeat that. That is 192.

Brandi Binkley responded 192.29.

Jeff Enter responded per 100,000.

Brandi Binkley responded yes, and those numbers are updated pretty regularly and those are the ones that were pulling from the CDC Community tracker, CDC data tracker that you can look on there for the entire nation and look specific to States and then counties of where we are and basically the recommendations or mitigations that we should follow based on where we're at. Brandi continued by stating, for hospitalizations through May 14th, there was a decrease of 12.5%, but for the number of beds there was a .8 increase and for the number of ICU beds there was a 4.4 increase. Home tests are not all being counted in that. So, we do assume there's more positive out there. So just you know reminders of being safe. Then I did send you an email just highlighting that there were going to be some changes with the Surge Center, which is that Contact Tracing center that was developed by the state. Those changes will be effective June 1st. Case interviews will no longer be done by the Surge Center; cases will be routed to the health department. However, we will not be responsible for calling all of them. Every case will get an automated text message. The 312 number if you recall that we've talked about that a lot that is going away in the capacity that it has existed to this point. People, residents, when they receive a text will have prompts they can follow to be directed to guidance, but there will not be a state level interview or human answering those calls. So that significantly changes you know what contact tracing has looked like for quite some time now. And then there is information on the website that people will be directed to. People can still call us here locally if they have questions or need assistance for anyone that may not understand what they're finding on the Internet, or may have questions, or if they don't have Internet access or cannot read what is there, we're still going to be a resource for them here locally. We are removing that 312-phone number from all of our communications to ensure that there will hopefully

not be any confusion. We also will be putting more communication out to the public, so they know this change is coming because it is very significant when people have been expecting contact tracing to happen and now this change is going to occur. So, we wanted to make sure you all knew as our Board in case you heard anything or got any questions as always, feel free to forward people to us and we will help them work through what's going on.

Brandi Binkley continued with if there is an undeliverable text, so that would be the people that before, if their text was not successful that came from the Surge Center, they could talk to us here at the local health department. That will continue the expectation from the state is that based on the bandwidth of the health department to respond to those phone calls, that is how we will handle them. We continue to have one full-time staff person that handles those calls and assists with outbreaks. We are having a steady number of outbreaks, where we'll close some out and then we are getting more. So definitely we are happy to have her in that role because it is always an expectation of health departments for any communicable disease for which we are responsible that we are to handle those and help guide people and then handle outbreaks. So that remains the same for COVID-19.

Brandi continued let's see if there's anything else. There are still unanswered questions that local health departments have about this change, with the Surge Center, and we've been told to expect additional communication from the state, but we will put information out to our public even if we don't have something formal from the state to put out, just to ensure that our community knows what's going on and knows those changes will occur. So that is all I have for that COVID report. And there was no other board education for the month. So, if anyone has questions for me, I'm happy to answer those.

Jeff Entler responded with Brandi I did not get that email. Could you resend it to me please?

Brandi Binkley responded ok, and yes, I will.

Vivian Goodman stated if there are no questions we will move on.

Presentation and Acceptance of Financial Report

Vivian Goodman stated we will move on to the Financial and Acceptance Report, Sheree.

Sheree Zalanka reported the report in your packet is through the end of April, and we were 42% into the fiscal year. Ending fund balance is at 7.5 million. Total revenue at 3.7 million, which is 54.8% of budgeted revenue. Total expenditures at 2.7 million, which is 39.8% of budgeted expenditures.

Vivian Goodman asked if there were any questions. Jeff Entler responded Bethany, are we trending good then you are comfortable with that? Vivian Goodman said Sheree. Jeff said sorry, I mean Sheree.

Sheree Zalanka stated yeah. I mean, our expenditures are under, but I mean, timing is always a little off. We don't know if it will be equal spending throughout the year. We're coming up on the end of a lot of our grants, so the spending will probably get a little heavier as we can make sure we get everything that we budgeted. Most of our grants are on the state fiscal year so they end on June 30th.

Vivian Goodman asked to entertain a motion to approve and accept the Financial Report.

Mark Scranton made the motion to approve the Financial Report, Cody Parks seconded.

Vivian Goodman asked if there was any discussion? There was no discussion. Roll call was completed. All votes yes. Motion carried.

Review of Department Expenditures

Vivian Goodman stated the Department Expenditures are in your packet. I would entertain a motion to approve Department Expenditures.

Candi Clevenger moved the expenditures be approved, seconded by Jan Hack.

Vivian Goodman asked for Roll Call vote. Vote completed. All yes. Motion carried.

Grant Applications for Review

Vivian Goodman asked for Grant Applications for Review.

Brandi Binkley responded we do not have any this month.

Department and Division Reports

Vivian Goodman stated that the Department and Division Reports are in your packet, and we have a presentation From WIC/FCM - Women, Infants, Children Program/Family Case Management Program.

Division Presentation – Clinical Nursing Services

Good evening, everyone. My name is Karen Shiflett, and I am the Director for the WIC and the Family Case Management Division here at the health department. I'm a registered nurse, and I came to the health department in 1994. I began my career here as a Family Case Manager and also was a nurse for immunization and well child. In 2000, I took over as HIV Coordinator and in 2005, I moved to this Division to supervise these programs. So I'm going to share a little bit about what I do and what our team does. I would like to start with WIC, because it's like the umbrella, it's the biggest one and I have the largest caseload for this program. We are assigned 2,052 families to serve each month. We're meeting about half of that, and this is a program - Women, Infants and Children. It's serving pregnant, breastfeeding, postpartum women and children up to five years of age. We provide supplemental foods to them through a food package that's issued on a debit-like card that they can take to the store, certainly provide nutrition education and assessment and referral. It's a wonderful program and it does help families as well that have those expensive medical formulas prescribed to them. We also always provide and promote breastfeeding and offer an additional program under the WIC bonnet called the Breastfeeding Peer Program. This is a super successful program that leans women who are peers themselves. In other words, these aren't nurses or trained individuals. We train another woman who's at the age level and is currently breastfeeding or recently breastfed in the past five years to support women who are interested in learning about breastfeeding and sustaining breastfeeding. They have texting ability; they work outside the normal office hours; and it's just been a super exciting way for women who want to sustain a breastfeeding relationship to do so. Once they get funneled into the WIC program through our assessments, we're able to also offer them other programs that might be beneficial.

Karen Shiflett continued the next largest program we supervise is Family Case Management - the one that I started in a million years ago. Family Case Management is an income-based program that serves pregnant women and children up to one year of age. They provide health education, accurate health education to the families that they're working with, and sort of what I call, provide anticipatory guidance. These are families who may not understand what's going to take place during their pregnancy or what the normal development for their baby will be and they work with them to understand what those needs are. All of these programs have the overall goal of reducing infant

mortality and the number one way to do that is ensuring from the moment we meet with them that they're linked with the medical provider. So that's the most important thing that we also do for them. That case load right now is 720. We're probably serving about 400. So, we definitely have openings if people are interested in that program.

Karen Shifflett continued the next program I supervise is High Risk Infant Follow-Up. This is where a registered nurse meets with families who've been identified at the hospital level as being born with some adverse pregnancy outcome. That's kind of complicated, but the bottom line is it could be something as basic as prematurity or substance abuse in utero, or it could be things like heart anomalies, other birth defects. And so, we follow those kiddos if the family volunteers to do so for up to two years and this nurse will provide them support and understanding of how to care for their high-risk baby and also provide developmental screenings. It can be so important. I was the mother of a 29-week born child and I can tell you I didn't understand why other babies were so much farther along than he was. And so developmental assessment and helping the families understand how to adjust for prematurity is one of the basic and most wonderful things that that nurse can provide to help the families bond in a better way with their kiddos. We can also identify children through our risk assessments in our other programs as being high risk. Maybe they're diagnosed with something after they're born, and they can then be referred into that program. We're currently serving about 85 families; were assigned 120. That one is not income-based because obviously anyone can deliver a baby that may be high risk. It is voluntary though to participate.

We have another program I supervise called Better Birth Outcomes and this is a program that serves high risk pregnant women. Our nurses follow them for the entire pregnancy and then works with them through six weeks postpartum. These are mothers who are identified as having some kind of a concern that they might deliver their baby less than 5 pounds 8 ounces. Research indicates if you can get them above 5 pounds 8 ounces at birth, they'll have a better outcome to their life and development. So, we work with moms who might be identified with high blood pressure, diabetes, mental health concerns, women who may have had a negative birth outcome in the past, lost a baby to miscarriage or still birth. We worked with moms who have low literacy levels. Maybe they're pregnant with twins triplets, and they meet with them monthly intensively to promote prenatal education, to help them have the best possible outcome for that pregnancy and deliver the healthiest baby possible. They also can provide some supportive needs for the mom, such as a bus pass to make sure if she has trouble with transportation, she's able to get to her physician appointments because that's most important thing for her to have a positive birth outcome is to be in constant care with her physician. That caseload is also about 120, and we're only in the 60s range for that one. So we have lots of openings.

Karen Shifflett continued Final program that I supervise is iGrow coordinated intake and it's kind of complicated. iGrow is a collaborative process that provides families with the single point of entry for home visiting needs. And the home visiting again is meant to help promote bonding and support the family's ability to grow together and feel good and relate to their child in the most positive way. It's serving pregnant women and children zero to five years of age, and the Coordinated Intake Worker accesses the family and determines with that assessment what's the best fit for them of community home visiting programs that we have in Macon County. So, I would tell you, I think it's a very successful thing because it has allowed us to be more collaborative with all the agencies that serve our target population outside the health department. It's not just based here and limited to health department only program. So that is the content of what I supervise, and do you have any questions?

Debbie Hill asked how do you find out about those programs?

Karen Shifflett responded you can find out about them on our website. We have a wonderful long-standing history with the WIC program in this community. School nurses are aware, we network with the prenatal clinics, New Life, Pregnancy, we network with the high schools. We have a great collaborative relationship for the most part with

DCFS even. And we received many referrals from them for families that are not yet in dire need, but could be for support for their family. We also have in the past a pretty good relationship with the public aid system. Things have changed a bit with that and COVID, but we have a lot of community awareness and word of mouth most of all seems to bring us our population, but we are pursuing outreach on the regular. We do have access to a few prenatal clinics in the community, but that I would say is our biggest challenge right now is keeping that access going and getting back into providers that sort of had to shut things down for us during COVID. Any questions?

Mark Scranton stated I would just say thanks for doing what you do with the WIC program because everybody needs some help at some point in time. I know from my own personal experience with the young family growing up that those little things don't seem like a lot, but they are. My kids went to the school program at Mueller Park and did that and that really made a difference and getting them on the right path going forward into school and stuff. So, but I appreciate that program is still in existence and doing what they do because there are people out there. I mean, look at right now we're in the middle of a formula crisis of all things. Who would ever thought that was going to be a problem? And so, everybody needs some help at one time or another. So, I appreciate the work that you're doing.

Karen Shiflett responded thank you so much for the compliment. It's definitely a very committed team that we have here. All of my staff are super dedicated, and I do think several of us have experienced the WIC program ourselves personally. I grew up very middle class, but ended up a single parent at a point in my life and utilized WIC and I cannot say enough about the program. So, thank you very much for acknowledging it. Any other questions?

Jeff Entler stated I have a couple, I would like to echo what Mark said too, very impressive, the department and group of people and programs are just phenomenal. How many people are in your organization?

Karen Shiflett responded I supervise 17 staff right now; normally 18. One of them is on maternity leave.

Jeff Entler responded as a Board how can we better help you? Anything we can help with or suggestions?

Karen Shiflett responded I appreciate that the request I think just support - public support when you're out and about to share your positive thinking of what we do here in the health department and now that you're aware of how much we're doing through our presentations, we would just covet your public support so much.

Jeff Entler stated and again, some of your bigger challenges is transitioning from a the COVID environment back to...

Karen Shiflett responded yes, there are providers that have changed hands, there are staff who have left, of course. People that we were very collaborative with in the past like in the public aid office that's all changed and it affects our ability to get our awareness of what we can do and how we can support clients that are being served in the various agencies in the community. So, the more that they could be aware, hey, call the health department, you don't know, you might qualify for some of this. And certainly, if they're a young family or parenting family pregnant, we would love to have them.

Brandi Binkley asked if there were any other questions for Karen? Thank you, Karen.

Karen Shiflett responded thank you so much.

Brandi Binkley stated there was just one quick thing I wanted to put in your mind. If you don't want to talk about it this month, we don't have to. It will be budget time again before we know it. So, we wanted to just get an idea from you of how much notice or how early ahead of presenting the budget for approval that you all would prefer to receive that. I know we talked about that last year and we do want to make sure to give you as much time as possible. Most likely

depending on the date that we are given by the county, most likely we will want our Board to approve the budget at our August 16th meeting. We usually have the Finance Committee, this Board's Finance Committee meeting, in advance of that that day. So, if you can kind of just start thinking about how many days or weeks in advance of that meeting that you would like to receive that first budget draft or package so that you can start reviewing it; asking any questions that you have; if you want to come in and meet and kind of talk through things individually; or anything like that that we can do to help you feel comfortable with voting on it at that August meeting. Just let me know and maybe by our June meeting next month, you could give me a definitive time period of what you're thinking because it does take Sheree and the rest of our team quite some time to build all of those numbers and then our accomplishments list and our challenges list everything that goes into that package. So, we do want to ensure we have time to get all that ready for you and give you time to review.

Mark Scranton responded we need to see it no less than 60 days prior to the meeting we are going to take action on this. I will not be party to another budget being presented an hour before we have to make a decision on that. So, I mean, we need to see it at least at least 30 days out at minimum, but I would like to see a draft 60 days out. So, we have questions we can give you feedback, you can bring that back prior to the prior to that next that that meeting. And then when we come to meeting August then everybody's pretty much satisfied with where we're at. So, we don't have any issues on that, but that's, that's my opinion on it.

Jeff Entler responded what is a reasonable expectation on that, Brandi? Sixty days would be great too, but that seems like that's a long way out. Is that?

Brandi Binkley responded well, I don't think that as far as everything that goes into it and then the numbers that Sheree would need from all the months leading up to the creation of the budget, I don't know if 60 days would work and she's certainly here, so she can speak to that in a moment. But that would be around June 16th, which is very, very soon. And she does work with all of our Director-level staff very closely to finalize those budgets and then we also always give our list of accomplishments, challenges, all of that, that all of the directors themselves write and submit. So, I'm not sure if 60 is something we can do. Sheree, do you wanna speak to that at all?

Jeff Entler said let's negotiate.

Mark Scranton asked where where's it? When's the date that it's supposed to go to the County Board?

Brandi Binkley responded we don't have that yet.

Mark Scranton replied we don't know?

Brandi Binkley replied no, they haven't sent that out yet.

Mark Scranton stated I mean, I think be about the same time every year, wouldn't it?

Brandi Binkley replied it's around the same time you get assigned to certain date. So, our that's why I said most likely we would have to present it.

Mark Scranton interjected and said which month is what he's asking.

Brandi Binkley replied to this last year I believe, like September 7th is when we had to present it to the Finance Committee the first time.

Jeff Entler responded, and you got pushed to the end.

Brandi Binkley responded we actually presented it twice. So, the first time we presented it was our assigned date. And then when this Board approved it and then asked for it basically to be brought back to this Board. Then we went back I think toward the end of September maybe I don't remember that date off the top of my head. But yeah, we actually took it back. So, I mean, we could also request one of the later dates we just try not to be difficult because I know the County does all of that, you know strategically, so we can certainly ask for a further day out just to give the board enough time and our CFO and Directors enough time to get all of that ready.

Jeff Entler responded well in fairness you've got a little bigger, meatier budget and then you've got an additional approval process. So, I think that I think that's fair to ask that you're put at the end to give it more time.

Brandi Binkley replied and I have no problem asking for that and I can certainly bring you know the answer back to all of you and just let you know about it. But I don't see why that would be a problem at all.

Mark Scranton asked Sheree if July is doable to have a draft of at least look at if you've got questions on things.

Sheree Zalanka replied I mean I 30 days is doable 60 days is absolutely not.

Mark Scranton replied that is what I am saying is July doable?

Sheree Zalanka replied at this point we are just getting our numbers and for what our next year grant contracts are going to be. So, before I have that, I really would just be totally guessing at a budget for next year. You have to keep in mind that this budget would start December 1st. So, it's still a ways out like I can prepare a budget at any point. But the closer I get to the date, the more accurate it's going to be. And so, I mean, July is possible, yes, I think.

Jeff Entler asked if we could have a stretch goal and let's say 6 weeks. Is that reasonable?

Mark Scranton responded we are going to look at August, July is 30 days before. So I think we should at least have something to look at because then we can...

Jeff Enter replied I agree 30 days...

Mark Scranton then said then if people ask questions, they have another 30 days

Jeff Enter replied I am thinking another two weeks. Make it six weeks. Give us just a little bit more time.

Mark Scranton replied I think about it ready for the July Board Meeting, so we have a chance to look at it and then they got another 30 days to go back and adjust it or get answers or whatever. Then that way in August when we meet, we have actually had the chance to look at it and then see it in its final state and then we are good to go. That is what I am looking at.

Jeff Entler replied good.

Brandi Binkley responded so is that a consensus just to have it to you for the July board meeting?

Mark Scranton replied I would say it draft, not a final budget, but at least a draft. That way it takes the pressure off everybody, but at least then there could be conversations on this is where we're at and this is where we're still headed. There are some things here because she might, she said she might not have some numbers by the middle of July, but she might have by the end of July. And then you get to August, they say, okay, here's the here's the gaps that I had in the in the previous draft proposal, now I've got it fine-tuned because that's a lot to digest. There's a lot there to look at.

Brandi Binkley responded yeah; we can definitely do that. And for the Department Division report, I think that I have Sheree scheduled for July so that she could do, you know, a little bit of, you know, the presentation about everything in her Division, but then also highlight budget. So that'll really fit nicely. So we can definitely do that. And then if there's any other thoughts you have between now and then, please let us know. And I will also go ahead and email the County and ask them just to consider putting us toward the later group when they do schedule all of those. I can reach out to them this week.

Mark Scranton replied it doesn't cost nothin to ask.

Brandi Binkley replied Yeah, right. Yeah. And then the only other thing that I had was just a reminder with your Board of Health emails. I think we only have a couple of you left that are, you know, needing to get that finalized. We have been sending everything to both your personal and your Board of Health email just to be safe because I know someone struggling with that coming through. So hopefully we'll be to the point eventually where you can just let me know if you just want it to go to Board, but I'll continue doing both just so there's no gaps in any of you receiving anything in the meantime. Then just a reminder, we do send out private and confidential information in those, so just keep that in mind and then we are going to provide something next month, just about best practices with email and security and privacy and all of that. So, Evan will provide that to all of you and that's all I have. Thank you.

Vivian Goodman responded Thank you.

Employee Recognition

Vivian Goodman stated Employee Recognition we have one May Anniversary - Kim Sabin-Pritchett 19 years. So we want to wish her a happy 19 year anniversary and thank you for your service.

Old Business

Vivian Goodman stated moving on to Old Business.

Discussion and Approval HomeMeds Subcontract and Business Associate Agreement

Brandi Binkley stated so this is the one that we went over last month as a reminder and Mike Baggett with the States Attorney's Office did review it for us right away after that and did have some feedback. So, I made the changes that you requested and then also he had a couple outstanding questions about if our cyber liability insurance through the County was adequate to cover what was referenced in this agreement. I did follow up with Carol Reed who is the Auditor, to confirm that, and she did confirm and send me something in writing that does show that it does meet that and I did forward that to Mike so that he has record of that. Brandi stated I'm not sure, Mike, if you've had a chance to review that the master contract or whatever it was, I think that's the only outstanding thing. So, if you can speak to that, that would I think determine whether or not we can vote.

Mike Baggett replied I'm still not sure that I've seen the master contract. I've had various documents sent to me that a lot of them are repetitive things that have already been sent to me and I don't believe I've seen a master contract - certainly nothing with the name master contractor that uses the language that is referenced in the subcontract is being defined and applicable in the master contract so a little...I'm still a little bit in the dark on that. It's possible that what they're referring to I been given, but it doesn't say what they're saying it says which gives me significant pause.

Or it's possible that I just, for whatever reason, have not yet been sent the actual master contract or agreement so. Still, you know very much, unable to give an opinion as to whether that's something that the Board should be agreeable to without seeing it. The subcontract itself doesn't really cause me a lot of concerns if the other party is willing to accept the changes that I suggested. I would not expect the master contract to introduce elements that would be problematic, but without seeing it, I'm not willing to give a final sign off on it either.

Brandi Binkley replied okay, so actually, your email we reached directly to the agency to request the master contract and that was what they sent us. So, I'll just verify with them if the master contract is really called what I sent you. So, what I'll do if the Board is agreeable to it, and Mike if you are, is re-ask them if that is the master contract, that it was called, I can't remember what it was on the email, but I will get clarification and then of course send that on to Mike so that we can bring it back next month, hopefully with an opinion from Mike and that the other party is agreeable to his changes in the contract. And then hopefully we can vote then.

Mark Scranton asked do we need to make a motion to table this then formally.

Brandi Binkley stated I don't think so.

Mike Baggett replied you don't need to formally do it.

Mark Scranton responded I mean we got consensus.

Mike Baggett stated yeah, it's not final action so, by not addressing it, you simply need it to be brought back next month under old business.

Discussion and Action on BOH Appointments

Cody Parks stated he had applicants here if anybody wants them.

Brandi Binkley responded I did pass one out to everyone. You should have four that I have passed out that I had access to.

Cody Parks stated you gave us three and I gave you one, right?

Brandi Binkley replied yes.

Mark Scranton said well my opinion on this, this is for filling a vacancy that we have from a resignation that we were just told about basically at last month's meeting. I'm going to make a motion that we table moving forward on doing anything with this until next month because we'll have two new Board Members here and I would like to get their involvement since it's kind of involved putting another person in the chair for another year. So, I think it's important that we give them due considerations, especially as new Board Members to be involved in that process and express their opinions, and also have ability to vote and make a recommendation to the County Board. I'm glad to see we've actually got several request forms. I've actually got two people that I've talked to, too that haven't formally filled this document out but have alluded to me they're very much interested. So, I will get them a copy of this now that I've seen this because I hadn't seen it before and pass that along. And then I'll send that back to the members of Nominating Committee, as well. But that would be the motion that I would make at this time in regards to that vacancy.

Jeff Entler seconded that motion. I think that is an excellent direction to go with the process.

Brandi Binkley asked Mike Baggett if that presents any issues since our bylaws say it should be a vacancy should be filled immediately and it hasn't if it's not filled for two months. Is that problematic if we have several nominees or anything?

Mike Baggett responded no your bylaws are not determinative here, the Board of Health doesn't have any authority to make recommendations to the County Board and certainly doesn't have any binding authority with respect to who the Chairman appoints. So, the fact that the bylaws say that you need to do in an expeditious manner...I don't think it presents a problem. The problem is created more in the line of the Chairman may decide to make an appointment without waiting to hear from the Board of Health if the Board of Health is delaying its ultimate recommendation. It certainly, while there's no authority for the Board of Health to make those recommendations, there's nothing that prohibits it. And of course, historically it has been the practice of the Board of Health to make such recommendations to allow the Chairman and the County Board to have some information about appointees or potential appointees before those appointments are made. But I think the only concern there is really respect to the bylaws is with respect to whether the Chairman wants to put a nominee forward sooner than the timeline outlined by the Board of Health at this point.

Mark Scranton replied well, I would say probably a good way to go with that, Mike, to keep the Chairman and the County Board in the loop because that was one of the discussions at the board meeting last month is we make them aware that we have several interested parties and I would I would formally ask that the somewhere between now and our meeting next month that the Nominating Committee, who hasn't met so far, take the time to review these these applications and reach out to these people you know individually and either a phone call conversation or whatever is deemed appropriate with the committee, and then come back next month with a either recommendation of one individual or two or three that seem to be attractive to be a good fit for the Board and notify the Chairman and the County Board that the Nominating Committee is going through the process and when they're ready to make a recommendation, they'll provide that to everybody. I think that's we need to get that back on track. I think that's the appropriate way to do it.

Brandi Binkley responded I just wanted to clarify again, which I know I did say last month we I have been communicating with the County Board Chairman since January about the nominations. So, they're definitely has not been a gap in communication there. And then the forms that I had I did forward on to the County Board Chairman and to Jeannie Durham, which is the Board Secretary, I did not have the one that you had. So, I haven't done that, but I'm happy to do that first thing tomorrow. But I just wanted to make sure you all know that I have done that, have been communicating since January for this particular...

Cody Parks stated so they go online and fill these out and they send the email and it only goes to us...it doesn't go to the County Board level, is that right? So they just transfer, I'm sorry.

Brandi Binkley replied it goes to all of you, you know especially to the Nominating Committee, then unless you forward it to me, I don't even know about it which is fine because it's the Nominating Committee. But if I ever received them, I do forward them on just as an additional courtesy to the County Board or to the County Board Chairman that I am aware that there are interested parties. So, I'm happy to do that to help out, but that person can certainly forward it directly to the County Board Chairman as well.

Mark Scranton replied but this is a generic form, right? For appointments that any any boards because it just says Macon County Board Requests. It's telling you to email it to Jeannie Durham, whoever that is.

Brandi Binkley replied that is Jeannie Durham, the Board Secretary.

Mark Scranton continued with okay, so this if somebody fills this out, if they don't give it back to one of us or somebody from the Nominating Committee, they may end up emailing this directly to them, and we may not even know about it. So, we probably need to think about maybe the Nominating Committee, would we have an issue with that, Mike, if we had our own form? Or can we just use this form and just change how they respond back in terms of submitting this so it comes to us instead of going to the County?

Mike Baggett responded you can use that form, but it's the Chairman's appointment, so that's a form that the County Board office is giving out for people who are seeking appointment from the Chairman of the County Board. Then that's the form I don't, you can't take that form. Let me put it this way, you can't prevent that form from being out there in use.

Mark Scranton replied but can we put the information on there where if somebody got this, it could come back to a member of this Board, especially the Nominating Committee, to where we are aware that this person's interested? Because if the loop doesn't get completed then this is going directly to the County Board Secretary. We don't know about it, unless they pass that information back to this.

Mike Baggett replied I think the avenue you might want to explore is asking the County Board Chairman to instruct the executive secretary to copy those on receipt to the Board of Health as opposed to directing them to the first stop.

Mark Scranton replied that makes sense.

Cody Parks stated I thought whenever she filled this out and she said she sent it, I assumed they would get it. And it would go to the right place. Is that right?

Brandi Binkley responded well, I mean, hopefully I can't speak for as far as the county receiving it. What I can say to add to what Mike said is we have asked for; you know notification that if there were interested parties to be notified so that I could notify the Board. But I think it would be great if our Board could speak directly to the County Board Chairman or to the Board Secretary to make that request. And then maybe there would be that full circle that Mark referenced. And I will also say everyone that's been appointed to our Board, some people never complete this. So, it's also not like used 100% of the time for all people that want to be on or are put on our Board by the County Board Chairman. So, if that's something that our Board feels strongly that you want one of these completed, I'm sure you can't tell, you know, the Chairman that it has to be done since it's his appointment. But maybe to make that request on behalf of the Board rather than it coming from me.

Mark Scranton replied I like the form because it has questions on here and you're getting to see the opportunity to see the responses and learn about a little bit more who they are so. But we got a motion and 2nd I'd like to take a vote on this if we need to.

Mike Baggett stated I'm sorry, Sir. If I could just interrupt for a moment. There's been a lot of discussion with respect to the Nominating Committee. How many people are currently on the Nominating Committee?

Brandi Binkley responded three.

Mike Baggett replied OK. I wanted to make sure that you didn't have an open meetings problem in terms of a quorum of a quorum and I think three is one under where you would trigger an open meeting issue. Obviously, these types of meetings would generally not be conducive to an open meeting in the first place because you go into closed session to discuss the appointment of particular people to a public body. But I just wanted to my alarm bells went off and wanted to make sure they could stop.

Mark Scranton responded so should we...if the Nominee Committee meets or any committee meets for that matter, should we be keeping a record minutes of that meeting or how should that be handled?

Mike Baggett replied if there are four of you in a room ever who are discussing Board of Health business without 48-hour notice of public meeting, an opportunity for public comment on agenda, the listing of any potential action items, then you would be in violation of the Open Meetings Act and subject to prosecution.

Mark Scranton stated so that's why all the committees are made of bodies of three, probably.

Mike Baggett replied yeah. I can't really speak to that; it wasn't necessarily done on advice.

Mark Scranton responded but doesn't every committee we have right now made up of comprised of three people? I know the Finance Committee was...the Personnel Committee is.

Brandi Binkley responded I would have to look. But I mean, if we're aware of the committee meeting, we do ensure that if you know we give guidance to the Board of Health members about following Open Meetings Act. But if for some reason we weren't aware, and the Board was initiating that without our knowledge then we couldn't help guide that. But I guess that's the friendly reminder of the Open Meetings Act. Make sure you get your training done and all of that because there are a lot of intricacies to that.

Jeff Entler asked Mike, could you, sounded like you were finishing your thought. So, is what the Health Department Board is doing with three people on each committee is that, is that the right thing to do?

Mike Baggett responded well, you are currently. I do have some concerns because right now you have ten members of your Board, which means that a quorum would be...well, I guess that doesn't change the math. If you lost one more, we'd have a problem, but you normally at full staff or 11, which means a quorum is six, which means a quorum of a quorum would be four. So anytime four of you are in a room talking about Board of Health business without going through all of the things that you have to do and advance of an open meeting, you would be in violation of the Act. So if there are three of you, then that is not a violation of the Open Meetings Act. I don't know that I can answer your question in exactly the fashion you asked it in terms of, is that okay? Is that alright? Is that the way it's supposed to be done? I'm not sure it's the way it's supposed to be done. It's simply not a violation of the Act as it is written.

Mark Scranton replied okay, that's good to know.

Vivian Goodman stated alright.

Mark Scranton replied so do we need to take a vote on this then?

Vivian Goodman responded I'm getting ready to. The motion that you made, is that, is that what? Yeah, I am getting ready to do that.

Mark Scranton replied I didn't know if this was going be like the other thing with the contract. And we were just don't leave it. Leave it set. I didn't know.

Mike Baggett replied well, at this point there has been a motion and a second, Madam President. So I think it is important that.

Vivian Goodman replied right and that's what I was getting ready to do.

Mike Baggett responded yes, ma'am.

Vivian Goodman replied so do you, have it? The motion down and the second? Okay, so, we'll call roll please. Roll call completed.

Vivian Goodman abstained.

Mark Scranton, Jeff Entler, Debbie Hill, and Cody Parks all voted yes.

Jan Hack and Candi Clevenger voted no.

Vivian Goodman said we will move on to...five yes?

Susan Hertel stated that is 2 no's, an abstain, and the rest were yes. So five yes.

Vivian Goodman said so five yes. Motion carried.

Mark Scranton replied how many did you say was yes.

Susan Hertel replied 5 yes.

Mark Scranton replied we need to clarify.

Susan Hertel replied excuse me should be four.

Mark Scranton responded okay.

Mike Baggett said 4, 2, and 1 so the motion passed is what I had.

Jeff Entler said so motion passes.

Vivian Goodman responded yeah, I said that.

New Business

Vivian Goodman stated moving on to New Business.

Nominating Committee – Presentation of Slate of Officers Willing to Serve

Vivian Goodman asked if there was anything on that. Cody Parks said nope. Vivian Goodman said okay, we will move onto Popeye's.

Popeye's (HZ Ops Holding Inc.) Presentation in Follow-Up to Previous Hearing

Vivian Goodman stated they are not going to present tonight.

Brandi Binkley responded yes, they I talked to them this morning and they decided they would like to attend in person next month to talk to the Board. So, I just thought I would let you know that since it's already on the agenda, we had saved the spot for them in case they wanted to join virtually, so they plan to be there.

Jeff Entler responded can you or Kathy tell us, has anything else happened? Did they reapply? Did they ask to reapply?

Brandi Binkley responded Kathy and I had a meeting with them because they did end up calling just last week and so we did speak with them, and they are interested in applying to open back up here locally. So, they asked us a few questions and we basically just told them that the process that they were requesting to speak to the Board would be that they, you know, come to speak to the Board and that that would be, you know, Board decision so.

Mark Scranton asked is Kathy here tonight.

Brandi Binkley responded she is not here tonight, Brian, her Assistant Director is here tonight.

Mark Scranton responded okay, who's more familiar with the previous prior history of that?

Brandi Binkley replied Kathy is. I do have...

Mark Scranton replied I don't want to get into real deep, but I just kind of would like to see kind of where their minds are at because this has already happened twice before. But it sounded like what he told us last month, it's a different group of people. And I like me myself, I like what he had to say, and I like his ties to Decatur, especially it's kind of neat I mean, hearing him talk about the history of his family and the building where we're at right now belong to this family and you know that whole thing that was that was it sounded like there's a lot of commitment there. But I really questioned if it's still the same organization or what parameters get established for consideration? Because if they come in and do a good presentation but it's the same group and they had two other opportunities to make this work, I'm not going to be a big fan of supporting what they're wanting to do. I mean I like to see businesses succeed.

Debbie Hill stated I thought he said he fired...

Mark Scranton continued with that's going to be, you know, my big question, you know, get some answers to.

Debbie Hill responded with I thought he said he fired that guy.

Mark Scranton replied I I'm not sure that's why I I'd rather hear from Kathy's team what their experiences were and if they feel like they're revisiting the same thing all over once again.

Brandi Binkley stated I do have just a few brief bullet points that she provided with me after our meeting. We did meet with someone that Nick, not with Adrian that was here last month. Nick is down in Arkansas, and he manages several locations in four states. Her thoughts were if they were to reopen, she would expect stipulations to be agreed upon, similar to what we did with the other establishment. That adds a lot of extensive time to leadership and Environmental Health of having to take, you know, all of that extra work, paperwork, review, etcetera. With the other food establishment that we did allow to have a new permit, there are still numerous issues that are noticed each week in these reviews. So that is pretty time intensive and increased inspection frequency also adds work to all of the team members in that Division. It does look like from the file, it can be seen that we gave Popeyes - which is under HZ OPS, which is the same business that is asking to apply for the new permit - numerous attempts to remediate the facility prior to closure. She has concerns about this person being located out of state and whether or not they'll have time to ensure that the facility is managed appropriately. And then the Adrian Owesn, that was here last month, he runs several locations in the area and several of those locations are noted, after reviewing those inspections, to have the same issues that the Popeyes here had before they had their permit revoked.

Mark Scranton replied so you guys talked to other health departments in the other counties then.

Brandi Binkley responded she reviewed the inspections from those locations.

Mark Scranton replied so we can access somebody else's stuff in another county?

Brandi Binkley replied yes.

Mark Scranton responded Oh, really?

Brandi Binkley responded yes, just like our inspections are online, I'm not sure that they. Yeah, I'm not sure that they were all online that she would be able to pretty quickly review those just to determine that there was, you know, similarities with and then I do have more detail for next month if you want that.

Mark Scranton replied is that something you can share with us or have them here next month that we could have that kind of ahead of time, just kind of look at it. So maybe we can ask some personal questions and saying hey, you guys said you're going to do this, but you got this going on over here. I'd be really interested in see what their responses are and what corrections they have made because yeah, I don't want more of the same much as I'd like to see business open back up. We don't, we don't, we don't need that happening.

Brandi Binkley replied yeah, we can definitely do that.

Mark Scranton replied okay thanks.

Jeff Entler responded make sure you pass on the Kathy and her group, thanks for doing a little bit of investigative work and I think that's very smart.

Mark Scranton replied yeah, I would never have thought about that.

Jeff Entler responded very well thought out.

Brandi Binkley replied I will definitely do that.

Closed Session

Vivian Goodman asked if there was anything for closed session.

Brandi Binkley responded there's not. I left that as a placeholder.

Brandi Binkley stated and then the only other thing I have before we adjourn was just a big thank you from the Health Department staff to Dr. Patterson who wasn't able to be here this evening. And then of course, our current President, Vivian Goodman, for all of your time and dedication on our Board and support of public health and passion for public health. We appreciate you very much and the time you spent with us. I know the team here at the health department voices that as well.

Vivian Goodman responded well, thank you. That's been my pleasure and I just appreciate the work that you guys are doing. And so, I know that you will keep it up and hopefully your hands won't be tied so you can't do your job. Thank you. It's been a great opportunity.

Jeff Entler responded you've done a good job and I applaud you. A standing ovation followed.

Vivian Goodman said thank you and she appreciates it. She said I may not be here, but I will still be, you know, I you know that I've worked with the health department for years and years since Jerry Andrews was here. I'm out in the

community and the churches. I know I work with a lot of the populations that you guys serve and so yeah...which is why I was here in the first place, but I appreciate your sentiments. Thank you.

Adjournment

Vivian Goodman stated if there is nothing else, I will entertain a motion to adjourn. Debbie Hill I second, I am sorry I made the motion to adjourn, and Cody Parks seconded. Thank you. Roll Call was completed. All votes were yes. Motion carried. Meeting adjourned at 6:30 p.m. Vivian Goodman said thank you all.

Brandi Binkley stated thank you all for coming.

Respectfully Submitted,

Susan Hertel
Administrative Assistant

President: _____

Secretary: _____

Date: _____