

Macon County Board of Health Meeting

**Macon County Health Department
MCHD Main Conference Room
1221 E. Condit Street, Decatur IL 62521
June 15, 2021, at 5:30pm**

Vivian Goodman, Board of Health Vice-President, called the meeting to order at 5:32 pm.

Roll Call

Vivian Goodman, Vice President – present/on call
Phil Tibbs, Secretary – present/on call
Candace Clevenger – present/on call
Jan Hack – present/on call
Debbie Hill - present
Dr. Bret Jerger – absent
Sue Krows – present/on call
Dr. Venkat Minnaganti – absent
Dr. Janet Patterson – present/on call
Mark Scranton - present
Dr. Laura Zimmerman – present/on call

Health Department Staff in Attendance in Building

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
Evan Trimby, Information Technology Support Specialist
Fred Book, Information Technology Support Specialist Assistant
Kimberly Drabing, Administrative Assistant II
LaKeeya Funches, Accounting Assistant

Health Department Staff in Attendance on Call

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator
Rachel Deerwester, RN, BSN, Director of Clinical Nursing Services
Becky Edwards, Director of Starting Point
Marisa Hosier, Director of Health Promotion and Public Relations
Karen Shiflett, RN, BSN, Director of WIC/FCM
Kathy Wade, REHS, RS, LEHP, Director of Environmental Health and Emergency Preparedness

Public in Attendance

None

Approval of Agenda Topics

Dr. Laura Zimmerman moved to accept the agenda, seconded by Mark Scranton. 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

Mark Scranton moved to accept the previous meeting minutes for May 18, 2021, seconded by Jan Hack. Roll call. Motion carried.

Communications

Board Education: COVID-19 Update

Brandi stated that there was no specific education for this meeting but proceeded to let new BOH members know that throughout the year there will be various other education topics. The education topics are assigned to each month and that there will be other topics not related to COVID-19.

Brandi stated that contact tracing is still active, and the numbers are smaller. Brandi stated that due to smaller numbers she is looking at what that means moving forward. The quarantine and isolations guidelines remain the same, monitoring of staff and their needs is ongoing. Brandi stated that MCHD has hired full and part time staff who have been specifically hired for contact tracing. Brandi will be looking at any risk of a surge in the future due to kids returning to school, etc. and she will be keeping a close eye on staffing due to the event of a surge.

Brandi announced that the State of Illinois has moved into Bridge Phase 5 effective June 11, 2021. Brandi stated that the pandemic is still ongoing, but this was exciting news. MCHD did partner with health care organizations locally which had been the crisis communication team throughout the pandemic. They held a press conference last week to update the public on what phase 5 meant, what this means for moving forward, remind them on what you can do to keep yourself healthy, stressing the importance of still getting vaccinated and reminding the public of the accessibility of getting vaccinated, and thanking the community for everything they had done during this pandemic and the sacrifices each of them made. This press conference gave the partners a chance to get together to thank the community as a group. The press conference reminded the public to stay home if you are sick, wash hands adequately and frequently, get tested if appropriate, defined when a mask is or is not needed, defined fully vaccinated, and discussed changes to the frequency of their reporting and what that looks like.

Brandi stated that the total number of doses of the vaccine given in Macon County is 73,826 and the percentage of Macon County fully vaccinated at this time is 35.15%. Brandi stated that there are some variants in Macon County, and she is monitoring them very closely. Brandi stated that we have been actively vaccinating the community most days of the week and have partnered with many churches, schools, businesses, and agencies in bringing the vaccine to their organizations, their buildings, and their events to provide as much accessibility as possible in our community. Brandi stated that everybody has been very busy but in a very different way than we were at this time last year.

Brandi stated that a moment of hope and appreciation for MCHD staff and the entire community is needed as we move forward. Brandi thanked the BOH members and stated that they have been incredibly supportive and helpful when things were needed, or difficult things needed to be talked through. Brandi welcomed Mark Scranton and Debbie Hill to the board and thanked them for being willing to join the public health team in Macon County.

Presentation and Acceptance of Financial Report

Brandi stated for new BOH members that Sheree Zalanka, CFO, usually gives the financial report but Sheree had a prior engagement and Brandi would be covering for her. She stated that if there were any questions, she would be happy to help or she could reach out to Sheree for any answers.

after the meeting. Brandi stated that if the board ever has any questions at the meeting or during the month you can reach out to Sheree, Brandi, or Bethany by phone or email at any time.

Brandi Binkley, Public Health Administrator, presented the financial report. In May we were 50% into the fiscal year. Accounts Receivable was \$537,101.78 and Deferred Revenue was \$246,585.68. Ending fund balance was \$4,548,015.69. Total Revenue was \$3,456,248.74 which was 45.9% of budgeted revenue for the year. Total Expenditures were \$3,965,939.89 which was 53.1% of budgeted expenditures.

Mark Stranton asked questions to understand the financial process better. He asked about checks issued to Neuhoff Media Decatur, LLC and Cromwell Radio for \$2400 each. Mark asked if these are checks that are issued normally every month or is that increased due to COVID. Brandi stated the checks are specific to the Illinois Tobacco Free Communities grant. This is a grant funded to promote Tobacco Quit Line and smoke free public spaces. This grant is granted and approved by the State to place ads. This expense usually occurs once a year to promote a campaign.

Brandi stated that the funds received are not specifically dedicated for the Health Department to do advertising and public relations. Brandi stated that we do a lot of grass roots things for the Health Department in a generic way. Brandi stated that there have been some expenses specific to COVID-19 that we have done promotions that have come out of grants that have been budgeted and approved by the funders.

Mark asked what Dell Marketing is. Brandi stated that Dell Marketing is associated with the technology purchases made during that time. Mark stated that the word Marketing threw him off. Brandi stated that the accounting assistant clarified that it says marketing because that is the name of the company receiving payment for the computers.

Mark Scranton moved to accept the financial report, seconded by Dr. Laura Zimmerman. Roll call. Motion carried.

Review of Department Expenditures

Dr. Laura Zimmerman moved to pay the bills, seconded by Mark Scranton. Roll call. Motion carried.

Grant Applications and Review

Coordinated Point of Entry (CPOE)/Senior Information Services (SIS)

This grant assists older adults and anyone over the age of 18 with a disability with information/referral and assistance to long term care support services to remain as independent as possible in the community. The timeframe for the grant is October 1st, 2021-September 30st, 2022 in the amount of \$132,790.

Brandi stated that we contract units of service with the Senior Center and CHELP, so part of the grant goes to them.

Mark Scranton moved to accept the Coordinated Point of Entry (CPOE)/Senior Information Services (SIS) Grant, seconded by Dr. Laura Zimmerman. Roll call. Motion carried.

Caregiver Advisory Services

This grant assists with the provision of information, assistance in gaining access to services, counseling/consultation, and support services to help caregivers and grandparents raising grandchildren cope with their caregiving roles. The timeframe for the grant is October 1st, 2021-September 30st, 2022 in the amount of \$53,933.

Jan Hack moved to accept the Caregiver Advisory Services Grant, seconded by Mark Scranton. Roll call. Motion carried.

Department and Division Report

No questions were raised by the BOH and Vivian Goodman thanked everyone for what they are doing, stated that the reports looked good, and that they are doing a lot of work.

Employee Recognition

Vivian Goodman acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work.

Old Business

Finance Committee Update

Brandi stated that there is not much update, but she did provide the NOFO and presentation information that was associated with Local Cure. Brandi stated that this shows approval for paying out flex time and overtime to staff as appropriate. Brandi provided the information to Mike Baggett at the State's Attorney's Office and ask him if there would be any kind of follow up or anything that she should receive. Mike stated that if they were any follow up it would come from the finance committee and if there was a conflict, he would be sending Brandi anything he received. Mike Baggett did not see any conflict but if there were any it would be client privilege in this situation. Brandi asked Mike if we needed to seek to seek legal representation due to the State's Attorney being our legal representation. Mike stated that if there is a conflict, MCHD would be able to obtain legal representation. Brandi stated that she has not heard anything and has attended the County Board and EEHW Finance meeting, and nothing has been brought up. Brandi stated that she is not sure it will be, but she wanted the BOH to know she did provide more information proactively to be as thorough as possible. Brandi checked in with the Assistant State's Attorney, Mike Baggett, and verified that she had gotten them everything they had needed and let them know that she is available if there are any follow up questions. Brandi stated she is available if the BOH has any follow up questions.

New Business

Welcome to Newly Appointed Board of Health Members

Vivian Goodman welcomed Mark Scranton and Debbie Hill to the Macon County Health Department Board of Health.

Brandi stated that that Debbie had come to the BOH meeting last month and Mark Scranton had visited, met with Brandi, and toured the building. Brandi is always grateful when anyone wants to come by the Health Department, meet staff, and tour the building. Mark has expressed interest in meeting with division directors and learn more about what they are doing.

Brandi is grateful that not only have they joined our board but that they have jumped right in and she is thankful for that. Brandi welcomed them and stated that we are very happy to have them and that they will be a great asset to the group.

Debbie stated that she has an interest in touring the building in the future. Brandi stated that Debbie is welcome anytime. Brandi stated that when COVID is not a factor, we will then have different

events such as employee appreciation that the board will be welcome to attend. Brandi stated that if scheduling allows for any board member, set up a time with her and she will welcome you anytime.

Approval of COVID Contact Tracing Resolution (Increase)

Brandi stated that we received an additional \$800,000 for the Contact Tracing Grant. The grant was originally \$2.8 million, and we received an extension to spend the grant and maintain staff to complete contact tracing duties through December 31, 2021. The State asked if MCHD would like to apply for additional funding with the extension. Brandi stated that we did apply and ask for \$1.3 million dollars, estimating what salary and fringe would be through the end of the year. Brandi stated that we ended up getting \$800,000. This will support the effort and the expectations the State has for us with contact tracing, isolation, quarantine, etc. This is great news because MCHD could not handle all the tasks with just the core staff until the end of the year.

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, payment of overtime for necessary employee shifts, 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.

Brandi stated that a portion of this grant was included in the FY21 budget during annual budget preparation and approval. The amount needed to be adjusted for unspent funds in FY20, to be rolled into FY21, and then reflects the additional \$800,000 increase that was received. The first column on the grant figures show the original amounts for FY21 budget, the middle column shows the change (increase or decrease), and the last column shows the revised budget totals. There will be one month of the grant that will show in the FY22 budget, December 1 thru December 31. Sheree is working on the FY22 budget. Fiscal year is December 1 thru November 30.

Mark Scranton asked if 100% of the grant needs to be toward payroll or can part be put toward other resources required. Brandi stated that the grant allows for a lot of different things, the bigger items were payroll, new phone system (with the State's permission), purchase of a medical records system, computers, and alternative housing and food for isolation or quarantined clients.

Janet Patterson moved to accept the resolution for the Approval of COVID Contact Tracing Resolution (Increase), seconded by Jan Hack. Roll call. Motion carried.

Approval of Mass Vaccination Resolution

Brandi stated the purpose of the grant is to support certified local health departments in conducting mass vaccination efforts for the COVID-19 pandemic response including administering COVID-19 immunizations, payment of overtime for necessary employee shifts, and COVID-19 vaccine-related expenses in their jurisdictions.

Brandi stated that the biggest part of the grant has been payroll expenses and payment for renting a space to administer the vaccine, if needed. The grant was much smaller at \$315,000 than the contact tracing grant but the MCHD has been able to bill for a vaccine administration fee. The vaccine administration fees were billed to Medicaid, Medicare, and private insurance. The amounts received are included in the break down included in the BOH packet. The billing has been completed through mid-April and additional staff has been trained to help with billing. There is not a charge for the vaccine to any person, but the administration fee is legal to bill. The entities have been allowed to charge a fee due to the cost of paying staff to administer the vaccine. Brandi

stated that due to the low grant amount given the decision was to bill the insurance companies for the administration cost to have the necessary money to pay for nurses and support staff to administer the vaccine.

Brandi stated that vaccine numbers are down from what they were back in December 2020 through February 2021. The vaccine numbers could increase when more children start to be vaccinated. The vaccine is being given to those 12 years of age and up. Brandi stated that by the fall there is hope that those children 11 and under could start receiving the vaccine. The money received from billing the insurance companies could increase due to the billing for the younger children. The number of vaccines given directly correlates with salary, fringe expense, and the number of vaccines supplies needed.

Brandi stated that we have discontinued paying to have Macon County Sheriff's in the building. Brandi stated there was a period when we needed to keep the staff safe from disgruntled clients. The situation has approved so MCHD does not need them at this time. If the situation changes the expense is allowable in the grant to bring them back.

Mark Scranton asked the time frame in which this grant covers. Brandi stated that it should cover through December 31, 2021.

Dr. Laura Zimmerman moved to accept the resolution for the Approval of Mass Vaccination Resolution, seconded by Candace Clevenger. Roll call. Motion carried.

Approval of Phone System Bid

Brandi stated that the information for Crosstalk Solutions was included in the packet for the BOH. Brandi stated that this is a very exciting thing for the MCHD, and a new phone system was in the works before COVID. The State's Attorney has given the green light on the project and they helped with bidding process. Brandi stated that the invitation to bid process was completed to be comprehensive, do everything the right way, and to be transparent. Crosstalk was the only bid received. The cost is covered in the contact tracing grant and has been approved by the State; the State is the funder of the grant. The resolution has gone through the MCHD BOH, EEHW Finance, and the County Board.

Brandi stated there are additional projects that will come through, but this is the first one and Brandi really wanted to get started on it. Brandi stated that one of the other projects include electronical medical records. The bid from Crosstalk does meet the needs and the cost is \$28,404. Brandi is happy to answer any questions and any technical question will be directed to the IT department, and she would get back to the BOH. Brandi has been in communication with the IT department and the Decatur Public Building Commission on the project. She let the DPBC know what might be needed from them to get the project completed.

Mark Scranton ask if Brandi was happy with the support and equipment provided from Crosstalk. Mark stated that he was concerned that only one bid was received especially knowing we have a local company that could have bid. Brandi stated that MCHD has two IT professionals that assisted with the writing of the invitation to bid and that it had all the specifications listed. Brandi does trust their judgment and stated that the IT department worked with the DPBC who have looked at phone systems and any work that needs completed in the future.

Brandi stated that the bid includes one license and the MCHD does expect to need more than one license. Brandi talked to the State's Attorneys office and they stated that is was ok to accept the bid even if more licenses were needed; it would still be covered under the current bid and well under the budget that was initially approved from the State. Brandi stated that she cannot predict

that there might not be bumps in the road from Crosstalk in the future, but she does feel good about the bid.

Mark asked if any other offices in the County are using this system currently. Brandi stated to her knowledge she does not believe any offices in the County are using the system.

Mark Scranton moved to accept the resolution for the Approval of Phone System Bid, seconded by Jan Hack. Roll call. Motion carried.

American Rescue Plan Fund

Brandi stated that the County has received some funds and is expecting to receive significantly more funds through the American Rescue Plan. The County put out information to the departments heads and wanted everyone to brainstorm ideas on what some needs there are to address health and safety in Macon County. The County has formed a committee to find ideas on how to spend the money. Brandi stated that the County should receive around twenty million dollars.

Brandi stated that MCHD did participate in the brainstorming ideas and sent out information to the County. She has not heard anything from them and stated she is not sure how quickly the process might take. Brandi stated that she added information specific to the Health Department, the County employees, and County wide that were more of a public health perspective. Brandi stated that there were many things on the list but one of them was for keyless entry at the Health Department. Mark will talk about safety and the keyless entry later in the meeting. Brandi stated that the funding will be coming into the County not the Health Department. Brandi will keep the BOH updated when she hears anything from the County.

Mark Scranton asked if the twenty million dollars will be shared across offices of Macon County. Brandi stated she was not sure if it will be an equally shared fund and that the committee will decide how they want the funds distributed. Brandi is not sure how it will be split up and if MCHD will receive any of the funds. Mark asked who makes the decision and Brandi stated the committee of the County Board might make the decision.

Dr. Laura Zimmerman stated that the County Board will make the decision, but the committee will put priorities in order based on what they receive. Dr. Zimmerman stated the first ten million will be received this year and the next ten million next year. Dr. Zimmerman stated that the County is hoping to receive input from the public.

Dr. Zimmerman stated that there are allowable expenses and that the County cannot spend the funds on just anything. Mark Scranton asked if he could receive a list of the allowable expenses. Dr. Zimmerman stated that the board could contact Jeannie Durham at the County Board office for a list. Dr. Zimmerman stated that this would include fact sheets sent out by the county association. Brandi asked if Mark wanted her to reach out to Jennie. Mark asked if Brandi could get the list from Jeannie and send the information to the MCHD BOH. Brandi stated that she would send it out to the board.

Nominations for Officers of the Board

Brandi stated that the MCHD BOH has a vacant position for treasurer and president. Mary Jane Linton's term as treasurer ended and Paige Toth's term as president ended. Brandi stated there were no nominations received last month but hopes to receive nominations this month. Brandi is hoping to have a vote this month or next month to get the positions filled as soon as possible.

Vivian Goodman asked if there were any nominations for president. Dr. Laura Zimmerman nominated Vivian Goodman based on her good job stepping in as interim president.

Vivian Goodman asked if there were any nominations for treasurer. Debbie Hill asked if this was a decision that a member could think about and bring to the next meeting. Brandi stated that is possible but that the by-laws state the positions need to be filled as soon as possible. Dr. Laura Zimmerman nominated Sue Krows as treasurer. Vivian asked if Sue accepted the nomination. Sue Krows stated that she is not sure what the position entails and would like to investigate. Sue would like to touch base with Brandi to determine what the position entails.

Mark asked how many board members were present. Brandi stated that there were currently eight members present due to Phil Tibbs had to leave. Debbie Hill asked if officers needed to be replaced when they left. Brandi stated that when an elected officer leaves, the position needs to be filled. Brandi stated that the following members were present: Mark Scranton, Debbie Hill, Candace Clevenger, Jan Hack, Dr. Patterson, Sue Krows, Dr. Zimmerman, and Vivian Goodman.

Mark stated that he was concerned about the number of members present to vote on officers. He would like to see a larger turnout for the vote, but eight members should be enough. Brandi stated that the current officers are Phil Tibbs as secretary and Vivian Goodman as president.

Brandi stated that she could follow up with Sue Knows after the meeting but that the treasurer's biggest role is that once a year when the budget is reviewed there is a special meeting held to review the budget before it is presented to the MCHD BOH and the County Board. The treasurer position is not very intensive but MCHD does have a process for the expenditures. Brandi stated that any checks that go through the information is sent to Candace Clevenger. Candace was the past president of the board and has fiscal background. Candace reviews the checks every week and sends back in writing a confirmation of review and acceptance. The process was implemented along with the county for an additional checks and balances and making sure expenditures were as thorough as possible. Brandi stated that Candace does this outside of an elected officer because Candace offered to do it. Brandi stated that it would need to be a board decision if this changes. Brandi stated that there is not a great expectation as far as extra time put in for the treasurer.

Candace stated that she believes that it would be helpful if the treasurer did review and accept the expenditures to get a feel for some of the bills. Candace stated that it could be rotated through the board so not one person would have to be available all the time.

Sue thanked Brandi for the information and Vivian asked if there was any more discussion. Vivian accepted the nomination for president and stated that the vice president position is now opened to be filled. Vivian asked if a vote should be taken on nomination for president. Dr. Zimmerman stated that a vote should be taken on president and that the next meeting the board could vote on vice president and treasurer.

Mark Scranton moved to accept nomination of Vivian Goodman as president of the MCHD BOH and to table nominations for vice president and treasurer until the July meeting, seconded by Dr. Laura Zimmerman. Roll call. Motion carried.

Vivian asked if there were any nominations for vice president to get a start on the July nominations. Sue Krows nominated Dr. Laura Zimmerman for vice president. Dr. Zimmerman declined the nomination due to time constraints. Mark asked if nominations for vice president and treasurer will be open until next month; Vivian stated there was a nomination open for treasurer, and yes, they would be open until next month.

Safety Discussion

Brandi stated she had met with Mark Scranton and was asked by Mark if the safety discussion could be added to the agenda. Brandi stated that Mark had presented some ideas about keyless swipe entry. Brandi stated that when she became Administrator, Bethany Stapel and herself

presented the idea to the Decatur Public Building Commission. COVID happened and the keyless entry project was put on hold. Brandi and Bethany followed back up with the DPBC and keyless entry is now an option. The DPBC is on board with keyless entry; they are willing to install the system but MCHD would need to pay for it. The DPBC told Brandi that there were some companies that did not work out and that they could give her a list of those companies. Brandi stated that she was very happy with the DPBC support and willingness to help on the project.

Brandi stated that Mark Scranton had asked about active shooter training. Brandi stated that the MCHD is involved in active shooter training every year. She stated that demo training was done involving staff with the Sheriff Department in the past. Brandi stated that new employees complete training on active shooter. Brandi turned the discussion over to Mark Scranton and Vivian Goodman.

Mark stated that the discussion with Brandi involved security after a tour of the MCHD building. Mark felt like security was good in the building but as technology evolves, he thinks there are more reasons to upgrade the safety and security of staff. Mark stated there are barriers that must be crossed in other Macon County office buildings and that this should be looked at in improving at the MCHD.

Mark Scranton stated that he discussed with Brandi the turnover of staff at the MCHD. Mark stated that through experience having keys out there, even if they say do not duplicate, does not guarantee they would not be duplicated. Mark stated there is the potential of vandalism when employees are given keys and they are not returned or are duplicated when leaving the MCHD. Mark stated that due to staff having an ID that is worn every day, he believes the transition to keyless entry could be easily done. Mark stated that keyless entry could be easily shut down by the Administrator or IT upon any employee's termination from the MCHD. Mark stated keyless entry is necessary and he feels very strongly about the MCHD getting it. Mark stated that after his discussion with Brandi he knows that the building commission is onboard with the idea and that funding is available to purchase. Mark reached out to a business in the community and the business will get Mark a list of vendors in the area for the board to look at and to begin receiving bids.

Vivian stated that it was a good idea and asked if they need to vote on moving forward. Brandi stated that a vote could not be taken but if the board would like her to move forward on looking into it, she would be happy to talk with Mark and start the process. Vivian asked if any board members had any objections to Brandi moving forward; no objections were made.

By-Laws Review

Brandi stated she sent the by-laws to the State's Attorney and Mike Baggett, Assistant State's Attorney, did not see any changes that needed to be made. Brandi stated that Mark Scranton, per email she forwarded to the BOH, presented a desired change to make the vote for elected officers to be after the BOH Appointments which occur in May to start in June of each year. Previously the timing of election of officers was aligned with the fiscal year. Brandi contacted Mike Baggett to discuss if the date of vote can be changed. Mike Baggett did not see any problem with the change.

Brandi stated that the board has a couple of options; since the proposed change must be put in writing to the BOH to be voted on at least two weeks prior to the meeting. Brandi stated that the presented by-laws could be voted on tonight and the proposed change could be sent to Brandi in writing. Brandi would then send it over to Mike Baggett and the BOH after the meeting to have it approved within the two-week requirement and the July meeting. Brandi stated the second option is to wait until the July meeting and vote on the amended by-laws.

Dr. Laura Zimmerman asked what the largest turnover of the BOH officers could be. Brandi stated that five board members were up for reelection and the County Board approved three to continue to serve. Brandi stated it could have been five and she looked at the term dates in the future. Brandi stated there are three terms ending in 2022, three in 2023, and five in 2025. Mark stated that the vote would affect how long the member would serve and voting on officers in the future would be affected.

Brandi will send the amended by-laws to the BOH when she sends them out to Mike Baggett.

Mark Scranton moved to table the By-Laws vote until the July meeting with the amendments, seconded by Debbie Hill. Roll call. Motion carried.

Mark congratulated Vivian on her nomination to President and noted that she had been doing a good job.

Adjournment

Mark Scranton moved to adjourn, seconded by Dr. Laura Zimmerman. Roll call. Motion carried. Meeting adjourned at 6:45 pm.

Respectfully submitted,

Kimberly Drabing
Administrative Assistant II

President: _____

Secretary: _____

Date: _____