

Macon County Board of Health Meeting

**Macon County Health Department
MCHD Main Conference Room
1221 E. Condit Street, Decatur IL 62521
March 16, 2021 at 5:30pm**

Paige Toth, Board of Health President, called the meeting to order at 5:33 pm.

Roll Call

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

Health Department Staff in Attendance

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

Health Department Staff in Attendance

Shannon Anderson, 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

There were no public in attendance, and no citizen remarks were received via email prior to the deadline and even prior to this meeting time.

Approval of Agenda Topics

Vivian Goodman moved to accept the agenda, seconded by Phil Tibbs. Roll call. Motion carried.

Public Comment

There were no public in attendance (virtually), and no citizen remarks were received via email prior to the deadline and even prior to this meeting time.

Approval of Previous Meeting Minutes

Dr. Bret Jerger moved to accept the previous meeting minutes for February 16, 2021, seconded by Mary Jane Linton. Roll call. Motion carried.

Communications

Board Education

Health Department Update

Brandi stated that the Health Department continues to work very hard to provide essential services. There have been some audits and reviews and those are going well. MCHD is undergoing some major changes with the implementation of IWIC as well as a new timeclock system. While every division is providing essential services, they are also helping with the COVID-19 vaccination clinics.

COVID-19 Update

Brandi mentioned that MCHD is holding vaccine clinics regularly as vaccine is received. Macon County received 2,000 doses this week aside from the pharmacies. The Health Department kept 600 of those and the rest was shared with local providers. MCHD will be holding a mass vaccination clinic at the Decatur Conference Center on Thursday, March 18, 2021. In addition, the Health Department continues to hold smaller clinics in-house and at Richland Community College. MCHD is planning ahead for when vaccine supply increases, to take vaccine out to senior high-rise buildings and African American churches to ensure we are achieving equity accessibility.

Brandi added that the Dental Clinic is looking at offering more adult walk-in days. The Health Promotion team has been very busy and recently found out they will continue to be funded for teen pregnancy and STI prevention. Starting Point has also received updates on funding extensions. Environmental Health has welcomed two new Environmental Health Specialists to their team over the past few months.

Brandi shared that a State Representative contacted the Health Department to inform them that IDPH considers the Macon County Health Department a model health department when it comes to vaccine administration.

The State announced in a call that MCHD has been ranked in the top ten of all health departments in the state for contact tracing and for comparable size health departments, MCHD ranked in the top three.

Brandi advised the board members that an update has been sent out to the community, schools, and stakeholders, informing them that the Health Department is adopting the shortened quarantine time for close contacts of 10 days. Those in a congregate setting will not be allowed to use the shortened quarantine period.

Presentation and Acceptance of Financial Report

Sheree Zalanka, CFO, stated that all the financials have now been transferred into the new software and was able to create financial reports for December 2020, January 2021, and February 2021.

In December we were 8% into the fiscal year. Accounts Receivable was \$777,674.90, and Deferred Revenue was 303,639.72. Ending fund balance was \$4,771,371.49. Total Revenue was \$372,273.13, which was 4.9% of budgeted revenue for the year. Total Expenditures were \$841,787.66, which was 11.3% of budgeted expenditures.

Mary Jane Linton moved to accept the December financial report, seconded by Vivian Goodman. Roll call. Motion carried.

In January we were 17% into the fiscal year. Accounts Receivable was \$777,674.90, and Deferred Revenue was \$303,639.72. Ending fund balance was \$4,530,960.19. Total Revenue was

\$713,362.29, which was 9.5% of budgeted revenue for the year. Total Expenditures were \$1,423,288.12, which was 19.1% of budgeted expenditures.

Phil Tibbs moved to accept the January financial report, seconded by Mary Jane Linton. Roll call. Motion carried.

In February we were 25% into the fiscal year. Accounts Receivable was \$777,674.90, and Deferred Revenue was \$303,639.72. Ending fund balance was \$4,761,608.91. Total Revenue was \$1,614,259.69, which was 21.4% of budgeted revenue for the year. Total Expenditures were \$2,093,536.80, which was 28% of budgeted expenditures.

Mary Jane Linton moved to accept the February financial report, seconded by Vivian Goodman. Roll call. Motion carried.

Review of Department Expenditures

Vivian Goodman moved to pay the bills, seconded by Candi Clevenger. Roll call. Motion carried.

Grant Applications and Review

Approval of FY2021 Mass Vaccination Planning Grant

This grant was initially for \$275,000 and was increased to \$315,000 due to MCHD implementing EmTrack which is used for online registration and creates a ticket for the client to use at the clinic appointment.

Mary Jane Linton moved to accept the Mass Vaccination Planning Grant, seconded by Dr. Bret Jerger. Roll call. Motion carried.

Approval of FY2021 COVID Vaccine Assistance Contract (ECIAAA)

This grant in the amount of \$9,177.00 allows Starting Point staff to assist their clients with making vaccine appointments.

Mary Jane Linton moved to accept the COVID Vaccine Assistance Contract, seconded by Candi Clevenger. Roll call. Motion carried.

Department and Division Reports

Included in packets.

Employee Recognition

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

Old Business

Approval of Annual Report 2020

Brandi noted that an amendment was made to the County Board Members listed in the report.

Vivian Goodman moved to accept the Annual Report, seconded by Candi Clevenger. Roll call. Motion carried.

Board of Health Member Appointment Update

Brandi followed up with the County regarding the re-appointment of Board of Health members whose term will expire May 2021. She was informed by the County Chairman, Kevin Greenfield, that they are looking for new members to appoint to the Board of Health. He mentioned in his email to Brandi that he wanted to have new opinions, perspectives, and fresh ideas. Brandi has not spoken to Kevin by phone to clarify if he intends to replace all five of our members or what exactly he plans to do. It's possible she may not know anything prior to the May 2021 County Board Meeting. Brandi has notified the five Board of Health members of the possibility the County may not approve their re-appointment. Brandi expressed how grateful she is for the dedication and support from the Board of Health.

Paige asked if the County Board decides not to re-appoint the current board members, will this leave the board with five vacancies, or will they have replacements lined up to fill those vacancies. Brandi replied that she is not sure if the County Board Chairman, Kevin Greenfield, can find five people before May. She has provided Kevin with the potential board member packet and the recommended guidelines for filling a board of health vacancy.

New Business

Update Regarding Whit's End Hearing

Brandi stated that the hearing for Whit's End had to be canceled due to not being able to achieve quorum. MCHD notified the State's Attorney of the cancellation and notation was placed in the file for Whit's End. Brandi confirmed with Kathy Wade that the establishment was notified and that they could re-open for business that same day.

Approval of Contract for Infant/Early Childhood Mental Health Consultation Services for FY2022

This new contract will reflect that these services will begin to be contracted out in FY2022. With this being a new type of contract, legal has been asked to review. Brandi asked if the BOH would like to proceed with approving or wait to see if legal recommends any amendments. The BOH agreed to vote and let Brandi advise if there are significant any edits to the contract.

Phil Tibbs moved to approve the contract, seconded by Mary Jane Linton. Roll call. Motion carried.

Resolution

Approval of Macon County Board Resolution Authorizing Disposal of Surplus Property by the Macon County Health Department

The Macon County Health Department has surplus property of CPR kits that is no longer needed, and the property is unusable by the Macon County Health Department or any other entity due to expiration.

Mary Jane Linton moved to approve the disposal of surplus property, seconded by Dr. Bret Jerger. Roll call. Motion carried.

Adjournment

Sue Krows moved to adjourn, seconded by Mary Jane Linton. Roll call. Motion carried. Meeting adjourned at 6:08 pm.

Respectfully submitted,

Sandy DeDios
Administrative Assistant II

President: _____

Secretary: _____

Date: _____