

**Jackson County Board of Health  
Meeting Minutes  
February 6, 2019**

Board members present: Paul Bennett, Sherry Jones, Connie Favreau, Susie Toliver, Dan Massie, Scott Comparato and Eric Wiedenman

Staff members present: Bart Hagston, Chad Hill, Michelle McLernon, Sarah Patrick, Bridget Baltzell, Tracy Hagston, Karen Brown and Paula Clark

Guests: Annette Greer, Precious Aguire

- I. Call to Order and Introduction of Guests – Dr. Bennett called the meeting to order at 6:07 p.m.
- II. Minutes of January 9, 2019 – Ms. Favreau made a motion to approve the January 9, 2019 meeting minutes. Mr. Comparato seconded the motion. The motion passed.
- III. FY18 & FY19 Financial update – Mr. Hill presented the following:

FY18 Year-End Update

Audit fieldwork is set to begin in early March.

The Health Department has received two significant property tax settlement payments as well as the small mobile home property tax settlement. A final settlement has not been received. If paid in-full, the final payment would total \$58,278. It is more likely to be closer to \$40,000.

The Health Department is waiting for an invoice from the County for Unemployment and Workers Compensation costs. These amounts are unknown at this time. Unemployment cost is normally in excess of \$30,000 while Workers Compensation costs are usually less than \$1,000.

As of 11/30/18, the Health Department had \$886,846.79 of cash on hand, which represents 2.74 months of cash reserves.

Once financial statements are finalized for FY18, a surplus is expected. It is estimated to be \$150,000.

FY19 Beginning Update

We are two-plus months into fiscal year 2019. It is too early to get a clear picture of the Health Department financially. However, cash flow for December was strong as the ending cash on hand totaled \$1,182,509.65, which represents 3.66 months of cash reserves. Cash flow in January slowed with cash on hand as of 1/31/19 totaling about \$990,000, which represents just over 3 months of cash reserves.

Several grants contracts are just now being finalized which puts invoicing and expenditure reporting 4-8 months behind schedule. In turn, this will add to the delay of an already slow State of Illinois remittance process. In summary, a tightening of cash receipts should be expected through spring and into summer. However, the Health Department should receive an influx of funds at some point as the State remits what is owed to us.

IV. Old Business

- A. Other old business – Mr. Comparato informed the board that the County Board determined it was unethical to seek out an opinion from the UCCI regarding the Solid Waste Fund.

V. New Business

- A. Presentation: Hep A Outbreak Prevention – Annette Greer presented on the increase of Hepatitis A Outbreaks in the United States. The CDC is urging states to begin vaccine prevention activities before they see increases in cases or outbreaks. Vaccinating at-risk populations is the most effective strategy to prevent Hepatitis A outbreaks from occurring in Illinois. JCHD has been promoting Hepatitis A vaccines in our clinics, sharing education resources and providing vaccination clinics to vulnerable populations.
- B. Community Health Assessment/IPLAN – We are still waiting for official word on the changes to Certified Health Department Codes. Our current certification expires October 2020. We will be starting to identify community partners and gather data for the Community Health Assessment/IPLAN.
- C. Other new business/Board comments – None

VI. Public Comment -None

VII. Division Reports

- A. Administrator's Report – *The following items are from a written report submitted by Dr. Sarah Patrick. Contact JCHD for a copy of the full report.*
  - Submitted JCHD documents for Incentivized Universal Screening to Reduce STI Risk and Prevalence (IKNOW!) grant application with IDPH and SIU SOM Springfield colleagues.
  - Working with Lurie Children's hospital on the Illinois Violent Death Reporting System (IVDRS) outreach into southern Illinois; pilot study possible and may include staff chart abstracting and JCHD office space May – Sept, with potential to be a permanent part of next 5-year CDC funding cycle (Oct '19-Sept. '24).
- B. HIV Services – *the following items are from a written report submitted by Paula Clark. Contact JCHD for a copy of the full report.*
  - PrEP services are going well and the clinic is getting busier each week. We have added 2 hours additional clinic time each month. We enrolled 49 clients in the PrEP program in 2018.
  - We are currently serving 165 clients with medical case management and referral services. We have Had a busy month with 5 new cases, provider referral/reporting follow up and partners to notify.
- C. Environmental Health – *the following items are from a written report submitted by Bart Hagston. Contact JCHD for a copy of the full report.*
  - Our next Shred/Med day will be Saturday, April 6<sup>th</sup>, at JCHD from 8-noon. Our next chemical collection will be in June but a date has not been set at this time.
  - Continuing to recruit owners of pre-1978 private water wells to participate in the lead sampling Project with the University of Illinois.
- D. Health Education – *the following items are from a written report submitted by Michelle McLernon. Contact JCHD for a copy of the full report.*
  - Conducted environmental scan in rural communities throughout Jackson County to assess status of tobacco signage at parks and open spaces in the community.

- Working with SIH and City of Carbondale to host 2<sup>nd</sup> workshop on Planning for Rural Communities to improve community health through built environment changes, to be held on April 24, 2019; eight mini-grants will be awarded to inspire grassroots movements and to build capacity of rural communities.

E. Nursing/Family Services – *the following items are from a written report submitted by Karen Brown. Contact JCHD for a copy of the full report.*

- DON conducted media interviews in response to the IDPH press release on 01-15-19, regarding the 3 adoption of the new lead rules by the Joint Committee on Administrative Rules. The new rules lower the level at which public health interventions are initiated for children with blood lead levels from 10 micrograms per deciliter to 5 micrograms per deciliter, the same lead reference level used by the CDC.
- ISPAN work is in progress to build a breastfeeding supportive environment among businesses and medical offices in Jackson County. DON participated in a survey and several conference calls regarding the ISPAN breastfeeding project. A project presentation was given to the Illinois State Breastfeeding Task Force.

F. Support Services Division – *the following items are from a written report submitted by Chad Hill. Contact JCHD for a copy of the full report.*

- Provided new employee agency orientation for employees hired since May 2017.
- Business Office working to close FY18, open FY19 and prepare for the audit.

VIII. Next Meeting – March 6, 2019 at 6:00 p.m.

IX. Executive Session – None

X. Adjournment – Mr. Comparato made a motion to adjourn. Dr. Massie seconded the motion. The meeting adjourned at 7:22 p.m.

Submitted by:



Dan Massie  
Secretary



Bridget Baltzell  
Recording Secretary