

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

Board members present: Paul Bennett, Connie Favreau, Susie Toliver, Dan Massie and Lynn Heins

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

Guests: Sarah Fager, Connie Edgar, Teresa Thompson, Paula Vinyard-Most, Autumn Allen, Dawonna Filkins, Megan Fleming, Christopher Higdon, Alison Smith, Steven St. Julian, Chesli Nigra and Carrie Vine

- I. Call to Order and Introduction of Guests — Dr. Bennett called the meeting to order at 6:01 p.m.
- II. Minutes of February 6, 2019 — Ms. Favreau made a motion to approve the January 9, 2019 meeting minutes. Ms. Heins seconded the motion. The motion passed.
- III. November 2018, December 2018 & January 2019 Financial Reports — Mr. Hill presented the following:

November 2018

Balance Sheet:

Fiscal year 2018 ended with \$886,846.79 in the bank. Accounts receivable for grants totaled \$680,533.34 with all accounts receivable totaling \$1,869,498.50. \$59,144.69 is owed to JCHD by other County funds at year-end.

\$74,949.36 is owed to vendors at the end of November.

The Health Department finished with a year-end surplus of \$100,731.50, which is solid, but less than I had hoped for.

Summary of Revenue & Expenditures:

With total revenue budgeted at \$3,615,656 for FY18, the Health Department finished the year within 0.775% of that target.

Regarding expenditures, JCHD finished FY18 3.56% underspent.

Statement of Cash Flow:

November began with \$461,299.24 of cash on hand. November cash receipts totaled \$704,776.31 with disbursements totaling \$279,228.76. Cash on hand as of 11/30/18 totaled \$886,846.79.

December 2018

Balance Sheet:

December ended with \$1,183,459.65 of cash on hand. Accounts receivable for grants totaled \$495,454.03, down from November's total.

JCHD finished the first month of FY19 with an operating deficit of \$14,098.65.

Statement of Cash Flow:

December began with \$886,846.79 of cash on hand. December cash receipts totaled \$646,084.79 with disbursements totaling \$349,471.93. Cash on hand as of 12/31/18 totaled \$1,183,459.65.

January 2019

Balance Sheet:

January ended with \$1,028,983.70 of cash on hand. Accounts receivable grants increased again in January to \$704,957.00 with all accounts receivable totaling \$1,623,516.13. JCHD is owed \$50,666.05 by other County funds as of 1/31/19.

JCHD owes \$7,813.98 to vendors as of 1/31/19.

January came to a close with an operating deficit of \$110,033.90.

Summary of Revenue & Expenditures:

With 83% of the fiscal year remaining, 85% of budgeted revenue is unrecognized.

With 83% of the fiscal year remaining, 82% of the budget is unspent.

Statement of Cash Flow:

January began with \$1,183,459.65 of cash on hand. January cash receipts totaled \$206,485.26 with disbursements totaling \$360,961.21. Cash on hand as of 1/31/19 totaled \$1,028,983.70, which represents 2.90 months of cash reserves.

Looking Ahead:

It is estimated that the Health Department will have \$1,070,000 of cash on hand as of 2/28/19, which is 3 months of cash reserves.

Ms. Favreau made a motion to approve the November 2018, December 2018 and January 2019 financial reports. Dr. Massie seconded the motion. The motion passed.

IV. Old Business

- A. Other old business – The annual report will be done by the next meeting. It has been slow getting done, due to numbers we finally received last week.

V. New Business

- A. Committee to evaluate Administrator – Move to Executive Session
- B. FY19-FY20 Cash flow & Budget review – Several financial handouts were given out at the meeting. Discussion ensued about cutting programs that are currently underfunded. The board asked for more information and to schedule another meeting on March 20th.
- 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.*
 - Census 2020 planning efforts are underway and are of critical importance to Jackson County and Carbondale, in particular (if Carbondale drops below 25,000 in the count, it will lose its' home rule designation which will

substantially lower revenue for the city). The point-in-time count is to include all persons present (resident or not) as of April 1, 2020.

- Scheduled meet-and-greet with Dr. Lisa Snow, the new central and southern Illinois outreach coordinator with Lurie Children's hospital for the Illinois Violent Death Reporting System (IVDRS) and Statewide Unintentional Drug Overdose Death Reporting System (SUDORS). Will discuss pilot study possibility 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.*

- Presentations were provided to Union County Hospital, Anna Rural Health, and staff from Center for Medical Arts, regarding HIV testing, referral, reporting and linkage to care.
- We are continuing our Quality Improvement Project to impact our Viral Load Suppression values for our clients. Currently, 92% of our clients are virally suppressed.

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 6th, 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.*

- Held the annual Diabetes CEU event at John A. Logan College on February 27, 2019. There were over 30 attendees; 9 Dietitians and 18 Nurses received CEU credit.
- Continuing efforts with Food Pantry Network. Beginning work with community partners to provide health screenings at Food during their distribution days.

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.*

- Held HPV vaccination clinic/health fair on February 26th at JCHD. Conducted media interviews in response to event-related press release.
- ISPAN work is in progress to build a breastfeeding supportive environment among businesses and medical offices in Jackson County. SIUC Dietetic Intern, Courtney Johnson, presented information about the grant at the division meeting on February 20th.

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.*

- Implemented new credit card processing technology that will save the agency money, with related training attended by staff from around the agency.

- Currently researching alternative methods and vendors for processing postage that would save both time and money.

VIII. Next Meeting — March 20, 2019 at 6:00 p.m.

IX. Executive Session – Ms. Favreau moved to enter executive session for the purpose of discussing employment Matters in accordance with (5 ILCS 120/2(c)(1). Ms. Heins seconded the motion. A roll call vote was held.

Ms. Heins-yes	Dr. Massie-yes	Dr. Bennett-yes
Ms. Toliver-yes	Ms. Favreau-yes	

The motion passed. Executive session entered at 8:34 p.m.

Ms. Favreau moved to resume regular session. Dr. Massie seconded the motion. The Motion passed. Regular Session was resumed at 8:50.

X. Adjournment — Dr. Massie made a motion to adjourn. Ms. Favreau seconded the motion. The meeting adjourned at 8:52 p.m.

Submitted by:

Dan Massie
Secretary



Bridget Baltzell
Recording Secretary