

**Jackson County Board of Health
Meeting Minutes
April 3, 2019**

Board members present: Paul Bennett, Connie Favreau, Susie Toliver, Eric Wiedenman, Sherry Jones and Lynn Heins

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

Guests: Robert McDermott, Cheryl Golliher, Connie Edgar, Paula Vinyard-Most and Sarah Fager

- I. Call to Order and Introduction of Guests — Dr. Bennett called the meeting to order at 6:05 p.m.
- II. Minutes of March 6, 2019 — Ms. Favreau made a motion to approve the March 6, 2019 meeting minutes. Mr. Wiedenman seconded the motion. The motion passed.
- III. February 2019 Financial Reports — Mr. Hill presented the following:

Balance Sheet:

January ended with \$1,028,983.70 of cash on hand. Cash on hand decreased to \$999,950.87 at the close of February. Accounts receivable grants totaled 738,417.89 with all accounts receivable totaling \$1,591,320.96 at the end of February. JCHD is owed \$55,841.89 by other County funds at the end of February.

JCHD owes \$69,570.69 to vendors as of 2/28/19.

The operating deficit totaled \$181,351.17 at the close of February.

Summary of Revenue & Expenditures:

With 75% of the fiscal year remaining, 79% of budgeted revenue is unrecognized.

With 75% of the fiscal year remaining, 74% of the budget is unspent.

Statement of Cash Flow:

February began with \$1,028,983.70 of cash on hand. February cash receipts totaled \$306,958.65 with disbursements totaling \$335,991.48. Cash on hand as of 2/28/19 totaled \$999,950.87, which represents 2.87 months of cash reserves.

Looking Ahead:

It is estimated that the Health Department will have \$1,306,000 of cash on hand as of 3/31/19, which is 3.72 months of cash reserves.

Ms. Heins made a motion to approve the February 2019 financial reports. Dr. Jones seconded the motion. The motion passed.

IV. Old Business

- A. FCM FY20 Restructure update – We haven't heard anything from HealthWorks about our request for an increase for FY19. We have received applications from DHS for FY20 but no caseload numbers or amounts. Karen Brown has figured what positions are needed to run FCM. Staff have resigned or are taking Early Retirement is making it easier to prevent layoffs. In the beginning, we started with 6.5 positions for layoff and it may be down to only 1. We will know mid-April if any positions will be laid off. Karen has asked for staff to let her know by April 12th of their Early Retirement decision. Karen has turned in her resignation and her last

day is May 3rd. We will advertise next week internally for her position of Division Director. Grant programs that we are eliminating end June 30th and we will be notifying these funders of the program eliminations.

- B. Other old business – County fee review study is wrapping up. The draft review that we received did not include Local Health Protection Grant money for Environmental Health. We have let them know and hopefully it will be corrected before the final draft is presented to the County Board. The review stated that fee increases will generate \$450,000 for the County. The County is now estimating that they will not run out of money until July and that property tax bills will be sent out sooner this year. No further discussion of tax warrant loan. The Finance & Administration and Legislative & Public Safety committees will both meet next week.

V. New Business

- A. 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.*

- Attended County Board, Finance & Administration, Legislative and Public Safety, and Executive Committee meetings. The Finance & Administration committee recommendation to remove spousal coverage from county health insurance is no longer an option under discussion for FY19 and has been moved to the Health Insurance Task Force. The proposed tax warrant loan is still being researched by the County Treasurer and the date for when the cash influx is needed is not yet determined and not on the agenda for the 3/28 Finance & Administration meeting but may be on April 8's committee meeting, preceding 4/16 County Board meeting (needed if resolution needs to be in place for loan prior to May 21).
- Continued to work 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) on outreach opportunities and pilot project possibility in southern Illinois 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.*

- We partnered with SIU Wellness to provide an outreach testing event at Morris library. We tested 23 students and provided risk reduction and PrEP materials.
- We are continuing our Quality Improvement Project to impact our Viral Load Suppression values for our clients. Currently, 93% 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 Household Chemical Collection will be Friday, June 7th 2:00-5:00 and Saturday, June 8th 7:30-Noon, at the SIUC Arena parking lot.
- 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.*
- The next Southern Illinois Food Pantry Network meeting is April 11th at 1:00 pm at John A Logan College. The guest speaker from SIH will talk about workplace safety through ergonomics. Free health screenings are being offered at Food Pantries and Mobile Markets through community partnerships.
 - Participating in ICHF Community Planning Grant activities with Centerstone and other community partners to address mental health needs of youth in four counties in southern Illinois.
- 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.*
- ISPAN Breastfeeding Project activities continue. There were six business contacts made. Tools and award criteria were updated. We have one application ready to submit. Participated in one program conference call.
 - In quarter 2 of the lead program, staff responded to two elevated lead cases. One required a home inspection visit.
- 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.*
- Chad set up JCHDs operating bank account in Positive Pay with First Mid-Illinois Bank & Trust to reduce fraud risk.
 - Terry is updating JCHD server structure and staff PCs with new versions of software packages currently in use.

VIII. Next Meeting — May 1, 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. Jones-yes	Dr. Bennett-yes
Ms. Toliver-yes	Ms. Favreau-yes	Mr. Wiedenman-yes

The motion passed. Executive session entered at 7:00 p.m.

Dr. Jones moved to resume regular session. Ms. Favreau seconded the motion. The Motion passed. Regular Session was resumed at 9:10.

X. Adjournment — Ms. Favreau made a motion to adjourn. Dr. Jones seconded the motion. The meeting adjourned at 9:12 p.m.

Submitted by:

Dan Massie
Secretary

Bridget Baltzell
Recording Secretary