

**WOODFORD COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING MINUTES**

**DATE: January 28, 2019 START TIME: 7:00 p.m. END TIME: 9:20 p.m. LOCATION: Woodford County Health Department**

Present: Board Members: Bonnie Allen- Vice President; Lisa Maynard, secretary; Gary Schaer; James Johnson

Public: Barry Logan- County Board

Staff present: Hillary Aggertt, Administrator

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION / RESPONSIBLE PERSON / DATE</b>
	The meeting was called to order by Bonnie Allen.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	Minutes from November 26, 2018 were reviewed.	Lisa Maynard moved to approve the November 26, 2018 minutes as presented. Gary Schaer seconded. Motion carried.
	The November 26, 2018 Part-1 executive meeting minutes were reviewed.	Maynard moved to approve and keep confidential the November 26, 2018 Part 1 executive meeting minutes as presented. Schaer seconded. Motion carried.
	The November 26, 2018 Part 2 executive meeting minutes were reviewed.	Maynard moved to approve and keep confidential the November 26, 2018 Part 2 executive meeting minutes as presented. James Johnson

		seconded. Motion carried.
<p><b><u>Department Reports</u></b></p> <p><b><u>Environmental Health Report</u></b></p> <p><b><u>Clinical/Maternal Child Health Report</u></b></p>	<p>Aggertt presented the Environmental Health report. The board reviewed. Aggertt stated Eric and Paul have attended trainings to meet the local health department requirements. These trainings are typically offered in the spring but many were offered this fall.</p> <p>Comparing EH reports from December 2017 to December 2018, we have 3 additional high food establishments, 2 medium risk food establishments and we are down 5 low risk.</p> <p>Eric has assigned Paul to increase the number of food inspections to 5 per week to make sure we potentially can meet the requirements for program review year (2019).</p> <p>There was a conversation about the FDA 2017 food code implementation. Other departments are seeing it takes twice as long to complete an inspection and our agency has seen this occur in the past six months.</p> <p>The sewage and water programs continue to be consistent.</p> <p>Aggertt presented the Clinical/Maternal Child Health report. The board reviewed.</p> <p><b><u>Clinical</u></b></p> <p>Since the last meeting, Sara Stark has become our temporary employee while leave occurs. Our WIC participation show rate has stayed around 80% in November and December. Funding is based on WIC coupons. Since the partial federal shutdown has occurred, the WIC program in Illinois is running as usual and they have made it possible to run through February.</p> <p>Within the Lead program, there are currently 5 open cases.</p> <p>Immunizations- numbers dropped in December and that could be related to flu.</p> <p>There is 1 communicable disease surveillance going on relating to Acute Flaccid Myelitis (AFM).</p> <p>Our agency has heard there are many flu cases being confirmed but our office is not receive the data to show this.</p>	

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<p><b><u>Third Party Billing Report</u></b></p>	<p>Aggertt presented the Third Party Billing report. The board reviewed.  <u>Third Party Billing</u>          We have had success with our software system and billing internally. There have been a few issues relating to Managed Care Organizations and eligibility at time of service. Some of these have been denied and they show a difference of Title 19 vs 21. Title 21 gets private vaccine and can turn costly if the problem continues. More discussion will occur at the meeting.</p>	
<p><b><u>FINANCIAL REPORT</u></b></p>	<p>Through November 2018 (end of FY18 fiscal year) WCHD has expended 516,871.57 (94.5%) of the 617,906 budget. At the end of November WCHD had \$776,907.04.</p> <p>In December 2018 (start of FY19 fiscal year) WCHD has expended \$42,650.01 of the \$737,773 budget. WCHD had \$782,289.74 in reserves. The reason this is higher is our PHEP grant paid out \$12,600.32 and food permits started to come in for the next calendar year.</p> <p>This year is a record year for executed contracts as we usually have them all completed with the state and we only have our Emergency Preparedness grants (PHEP/CRI) and WIC executed receiving money at this time. As soon as the Comprehensive Grant is released, the state should pay us for Local Health Protection Grant, Lead, West Nile Virus, and tanning. This is a 1 year cycle but they are looking at a 3 year cycle going forward.</p>	<p>Schaer moved to approve the financials as presented. Jim Johnson seconded. Motion carried.</p>
<p><b><u>OLD BUSINESS</u></b>   <b><u>Building Discussion</u></b></p>	<p>Aggertt provided background back to November. Mr. Krug attended the last BOH meeting and discussed the county may ask for rent and/or to ask the county to purchase. The unknowns are still there and many assumptions of who is responsible for what items is still on the table. There was never an MOU or agreement beforehand and Mr. Logan and Ms. Aggertt has worked on a draft for each option to present this evening. Ms. Aggertt stated she is not legal counsel but she did send the information to Mr. Minger. He was not able to attend in person but sent over some information to present.</p> <p>Mr. Minger mentioned in his letter the Woodford County Board can lease the building or sell the building to the BOH. The BOH may lease from the County the use of the building, or rent to own if desired or purchase from the County. The County may rent other areas of the building to other</p>	<p>Aggertt will contact the FQHC to see what options are available.</p>

parties that are existing currently. The BOH has no authority to rent those same spaces out to other groups. The County cannot get into the affairs of running the health department, such as reporting to a committee but the county does have oversight through fiscal responsibility. Mr. Minger was able to provide supporting information for the four areas stated above.

Mr. Logan provided information in regards to different options of what can be done with the building. The county took money out of the general fund to pay for the building. Mr. Logan stated in some way, the county needs to take out of the health department levy to replace the money in the general fund.

Out of the options, Ms. Aggertt is looking at option 1 or option 4. Mr. Logan doesn't like calling it rent but it would be reimbursing the county back for the building.

Maynard asked if the money that was originally allocated for rent would be put back into the budget. Mr. Logan said unfortunately, the money was not allocated in the final budget. Allen and Maynard both stated it was originally allocated and presented to finance. Mr. Logan stated he was not part of the finance committee.

Aggertt stated she presented to original budget to finance and discussion occurred. The finance committee didn't like rent was allocated and wanted to take it out since it would not be an expense. Once it was brought up to the full board questions occurred and that is when Aggertt asked BOH members to attend the November County Board meeting.

There has been a lack of communication between both boards and this is something that can be worked on in the future. Discussion can continue and it can be worked on.

Mr. Logan stated the BOH budget can be amended at the end of the year to include the expense.

Mr. Logan is trying to figure out how the BOH can be in the same financial position a year ago when the BOH was paying rent.

Mr. Logan stated Ms. Aggertt has a different understanding than he does. For example, option 4 if the BOH reimburses the county for the funds of \$550,000 in 11 installments it would stay in the County's name but the ownership would be under the BOH/health department. If this happens, BOH would be able to collect rent. If this is the option, it would not be purchased but ownership of the building would be under the BOH.

Maynard asked about FQHC options and how that would work going forward depending on the options. Aggertt clarified the FQHC could still come into WCHD to provide services. The Federally Qualified Health Center is either Heartland Health Clinic or SIU School of Medicine. There is a lot of information and partnership needed to be created before it could happen. This would allow for an agreement with the health department to utilize staff and space but they provide the provider. WCHD would still assist with the service and they would have the provider. Discussion occurred.

Mr. Logan stated both parties want something in writing to make sure assumptions are off the table in years to come. Mr. Johnson asked about what would be included in the agreements. Mr. Logan and Ms. Aggertt worked on this draft and what the responsibilities would be for both parties going forward.

Ms. Allen asked about the air conditioning units would fall under the BOH rather than the county if renting. Mr. Logan stated he thought that was his understanding of the current setup. Mr. Logan stated it could be changed. Discussion occurred.

Mr. Logan wanted to clarify that when discussing purchase or paying back the funds for ownership. It is the same process depending on how you look at it. His overall goal is to get it off his agenda and get the money reimbursed back to the general fund. The reimbursement once completed, it would be completed. Rent would continue. Mr. Logan thought Ms. Aggertt was leaning on ownership.

Ms. Aggertt stated both options are viable options going forward. As the Administrator, rent is an option when you are unsure how you would use the remainder of the building currently. If the FQHC could come in as a for sure thing, the ownership option would be a good choice. There are many unknowns still with funding and other means of service that it is hard to make long term decisions.

Maynard asked if the rent was a rent or a rent to own option. Mr. Logan stated it is rent to own for the ownership option. Ms. Aggertt asked if BOH purchased the building, could there be a delay of a year if there was a remodel in the works. Could a double payment be the following year? Mr. Logan stated by his point of view, it could work. If the reserves are used and are depleted, the county would be responsible for supporting the health department.

Maynard stated the reserves were saved because you never know about the state. Mr. Logan stated you have more than a year in reserves which is acceptable but also not broke.

Aggertt stated when the state didn't have a budget for 2 years, it was difficult to function. With the grants currently staff are capped out to provide service. Any additional grants will need additional staff. If we are adding staff, we need additional space. The conference room could be converted to workspace if needed. Rental of space in the future could be in the future but not at this time. Trying to be proactive and not reactive so you are prepared but there are some limitations between the number of hours to apply for grants and competitiveness.

The agreements can always be addressed again at a later time to revise. Mr. Johnson asked what the benefit of the BOH taking ownership. Mr. Johnson doesn't believe the BOH should own it.

Mr. Logan stated there is an Ad Hoc committee created to address the needs of space and IT. Mr. Logan stated he personally cannot see any department moving to the health department building in the future. Most all departments need to be close to the courthouse. Probation was an example of needing more space but need to be close to courthouse. Mr. Logan stated if the current health department building was close to the courthouse it would be great. He doesn't see how it could be good for the county to move. One suggestion has been to move the county board room to the health department and open up more working space.

Ms. Allen asked we have been asked to work with the Ad Hoc committee and Mr. Krug stated he would be the landlord. Now Mr. Logan is involved, who does the BOH report too? Mr. Krug is the chairman and now the health department is under Public Safety is why Mr. Logan is attending the meetings currently. The Ad Hoc committee will have input about space going forward. Mr. Logan wanted to work with the BOH first before taking it to a committee. Mr. Logan wanted to get something with Ms. Aggertt first then to BOH. The County Board liaison is Emily Barker and she can direct some of the concerns going forward as well.

Ms. Aggertt asked if legally can the BOH lease space with reimbursing the County Board as the option. Ms. Allen stated if other agencies were taken off rent if other areas are used in the future. Ms. Aggertt stated the WCHD would be responsible to designate the responsible party in the agreement to make sure tenants would be taken on by WCHD. Mr. Logan stated that is how he perceives it as well. It could be taken off of the funds or put into the county health fund.

Aggertt stated if the ownership of the building went to the BOH, she would need assistance. Discussion occurred about different options in the future.

Allen stated we need to stop and think about this. Nobody thought a decision could be made that

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	<p>night. Maynard asked when decisions needed to be made. Mr. Logan stated as soon as possible. All agreed we want to work together on this. It will depend on the control of additional space and to know guarantee of space. More discussion occurred.</p> <p>If ownership occurred, all maintenance will be maintained by BOH. Mr. Logan stated the purchasing of the building was done quickly and there are many things that need to be worked out now for responsibilities. The BOH was not able to apply for a grant to help pay for the building like many other options out there. Research needs to be done and Hillary is assigned to look at other health department structures and FQHC.</p>	
<p><b><u>Discussion about Dental Clinic</u></b></p>	<p>Dr. Bucher is the President of BOH and he is closing his practice and retiring. He is wanting to donate his equipment to the health department. Dr. Bucher stated he would like to donate his equipment and would like it out of the building by the end of the building. Mr. Logan said the equipment could be stored next door for the time being. Aggertt stated she discussed with Tazewell and Peoria counties. You need to know what you are looking at and if it will work per IDPH standards. Of course, Hillary doesn't know the equipment. The x-ray machines would have to be maintained yearly by IEMA for potential exposure as well. This would be a cost as well. If they are not digital x-rays, you will have a hard time getting rid of if you cannot use. Discussion occurred. A benefit would be able to provide care to children. IPLANs in the past saw dental issues as a concern. This continues to be a concern but the lack of funds to support the program is department concern with starting the program. This could be a partnership with an FQHC as well. Discussion occurred about the timeframe and not being able to use it in the near future was a concern. It was very much appreciated for the offer but BOH doesn't feel it is the appropriate time.</p>	<p>BOH stated with the timeframe, they will pass on the equipment but very thankful for the opportunity.</p>
<p><b><u>Admin Report</u></b></p>	<p><u>Emergency Response</u>  Our Emergency Response Coordinator is continuously updating our online plans. He has also attended many meetings relating to emergency preparedness and grant deliverables.</p> <p><u>Health Education</u>  The Health Educator (HE) has been active in the breast and lung cancer groups for the Partnership for a Healthy Community. The HE has also been active in updating many Public Information throughout the county by social media, press releases, and face to face. WCHD hopes to continue this throughout the year.</p> <p>WCHD HE has also facilitated discussion at the local level around fresh food drives and fresh food recovery. More discussion will occur at the meeting.</p> <p><u>Tobacco:</u> WCHD is still waiting for the tobacco grant to become available so the agreement</p>	<p>Maynard moved to approve the administrator report as presented. Schaer seconded. Motion carried.</p>

between Peoria City/County Health Department and WCHD can be executed. This will still be a tri-county approach. There will also be a MOU put into place between WCHD and the Sheriff's Office for compliance to SFIA. We are also trying to work out the fiscal documents and requirements for Grants Accountability and Transparency Act (GATA).

Partnership for a Health Community

Within the HEAL group, there have been funds associated to assist with food access and insecurities. This is the SPAN grant that was given to Peoria and since we are working as a tri-county, they will be creating an MOU with WCHD similar to the tobacco funds with \$9,000 coming to WCHD.

Partnership Board meetings- The Administrator is a co-chair for the board with Lisa Fuller from OSF for the 2019 year. We have structured the board members to have no more than 20 members to include regional, Peoria, Tazewell, and Woodford representation. The Woodford representatives are Hillary Aggertt, WCHD; Sally Gambacorta, Advocate Eureka; Mike Hinrichsen, GTH President, and Ann Campen, Tazewood Center for Wellness. We are looking to add an additional person from our county. I have asked WeCare and they have denied. I have asked Eureka College and waiting for a reply. We also have housing and church officiates as other options.

Hillary has been working on the 2<sup>nd</sup> Annual Partnership for a Healthy Community Event that will be held on February 12<sup>th</sup> in Washington and also on data analysis for the CHNA. The prioritization event for the CHNA will be held on March 12.

GATA

The GATA requirements are forever changing. There are a couple of counties that have submitted information and are currently receiving feedback. I know our county will have some findings, I am not sure how we can correct the issue as of now. More information will come this summer when feedback is given. WCHD will have to change the way we report grant personnel. I am not sure the other county agencies currently report and how that will match up with our audit as it is between 2 fiscal years.

This is a very lengthy process and I am having a hard time catching up since there is a document to show you 'how to' or template to use. Since we do not have a county administrator, this has been more of an issue since there isn't 1 person within the county that understands how all of the moving parts are working together. Department heads are willing to assist, I am just unclear of what to ask as of now.

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	<p><u>IAPHA Report:</u>          Since we have a new governor, we are unsure if lead agency at the state will change and when. Stephanie Bess from DHS was the only state agency representative at our January executive meeting. I will go over a few information pieces relating to WIC at the meeting.</p> <p><u>Admin</u>          The Teen Jamboree event will occur this spring which is a change from years prior due to manpower and it looks like that will continue to be an issue.</p> <p>WCHD Administrator applied to be part of the NACCHO University Adaptive Leadership program and was accepted. This will provide technical and adaptive support to current issues and address a higher level thinking relating to the department and programs. This class started January 8 and runs through March 10.</p>	
<p><b><u>BOH officers to be determined</u></b></p>	<p>Dr. Bucher was nominated to be the President of the BOH for 2019 calendar year.          Bonnie Allen was nominated to be Vice President of the BOH for 2019 calendar year.          Lisa Maynard was nominated to be Secretary of the BOH for the 2019 calendar year.          Gary Schaer was nominated to be the HR representative of the BOH for the 2019 calendar year.</p>	<p>Jim Johnson moved to approve the elected officers as presented. Maynard seconded. Motion carried.</p>
<p><b><u>Proposed: Signature needed for financial documents</u></b></p>	<p>Aggertt stated it might be a good idea to have a third person to be able to sign off on bills from the BOH point of view. Maynard was nominated to be another signature if needed due to availability.</p>	<p>Johnson moved to approve. Schaer seconded. Motion carried.</p>
<p><b><u>Proposed: 2018 Annual Report</u></b></p>	<p>Aggertt stated the Annual Report was presented and reviewed.</p>	<p>Maynard moved to approve the annual report as presented. Johnson seconded. Motion carried.</p>
<p><b><u>Proposed: IDOT grant</u></b></p>	<p>Aggertt stated Maynard stated there was an opportunity for the IDOT grant regarding Child Passenger Safety. Maynard stated this would be a good opportunity to apply and be reimbursed for Erin Luckey's time allocated to this program already. Maynard will be assisting and move forward.</p>	<p>Schaer moved to approve for WCHD to apply. Johnson seconded. Motion carried.</p>
<p><b><u>Proposed: Public Health Award</u></b></p>	<p>Aggertt presented the Public Health Nomination form. Forms will be collected until March 15<sup>th</sup>. All nominations will be presented to the BOH at the March meeting for a decision.</p>	<p>Maynard moved to approve as presented.</p>

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<u><b>nomination form</b></u>		Schaer seconded. Motion carried.
<u><b>Proposed:</b></u> <u><b>Administrator</b></u> <u><b>Training</b></u>	As discussed in the past, BOH has approved for 1 out of state training for the administrator. Aggertt presented to attend the NACCHO Annual meeting July 9-12. Discussion occurred.	Johnson moved to approve as presented. Schaer seconded. Motion carried.
<u>Adjournment</u>		At 9:20p.m. Maynard moved to adjourn. Schaer seconded. Motion carried.
	Next Meeting Date: March 25, 2019	

Respectfully submitted by: \_\_\_\_\_  
Secretary, Lisa Maynard