

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

DATE: November 19, 2020

Members Present:

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| Dr. David Iftner | Julie Plattner | Danielle Benz | Jennifer Niebur |
| Andy Borrowman | Dr. Brett Schafer | | |

Members Absent:

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| Becky Motley | Katherine Rowles | Tom Leahy | Dr. Christopher Wagoner |
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Others Present:

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| Anita Andress | Paula Dean | Kim Ator |
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Anita Andress reported on the following:

Dental Clinic:

- The Agreement with SIU was reviewed by the State’s Attorney and signed by President Dr. Iftner.
- Effective 9/14/20, all dental staff became employees of SIU and started providing dental services.
- Renovations are currently in process. The conference room has been split to provide 2 separate offices. Four offices on the Public Health side have been renovated and an extra window was added at the front desk to accommodate MHCWI.

Emergency Preparedness

- COVID-19 Activities
 - PCHD has been very busy with contact tracing. All cases and close contacts must be contacted to isolate or quarantine.
 - Staffing – We currently utilize 5 contracted contact tracers and 4 PCHD public health nurses to complete contact tracing. A clerical support staff person has been hired. A few staff members have been in quarantine due to being a close contact of a case. PCHD is not allowing a modified quarantine for their employees, but if able, employees can work at home during their quarantine.
 - Environmental Health Director resigned due to hostile environment during pandemic. We are currently working with Cass County to possibly contract with them for Licensed Environmental Health Practitioner (LEHP) services. It is a requirement through the Local Health Protection Grant to have an LEHP on staff.
 - Pike County has had outbreaks in all long-term care facilities.
 - Illinois Region 3, which includes Pike County, moved back to Tier 3 mitigations effective 11/1/20. In Tier 3, bars and restaurants cannot provide indoor dining. EH staff sent Tier 3 information to all establishments.
 - All complaints are being sent to the Sheriff’s Department, as PCHD does not have the staffing to handle the complaints. The State’s Attorney has a procedure in place for dealing with complaints.
 - A meeting with Pittsfield officials and County officials was held to discuss a recent large public gathering that had several confirmed cases associated with it.

- Rapid antigen testing kits are being pushed out to local health departments. Some test kits will be given to the Pike County Jail.
 - We have received 3 Freedom of Information Requests related to COVID-19.
 - IDPH and PCHD are currently working on Mass Vaccination Planning for the COVID-19 vaccine. A limited supply of vaccine could arrive the middle of December.
 - The PCHD Facebook page was taken offline the beginning of September due to numerous hateful and negative comments.
- COVID-19 Grants/Funding
 - All COVID funding from the following have been exhausted: COVID CARES, COVID Crisis, and COVID CURES.
 - We recently found out the COVID Contact Tracing grant had funds provided by CURES funding. We have the potential to lose half of the grant funding (approximately \$400,000) if not expended by December 30th.
 - There is some funding available through FEMA/IEMA. Anita will reach out to Josh Martin to see what is eligible for reimbursement.

The meeting was called to order at 6:50 p.m. by President Dr. David Iftner.

Agenda was approved on a motion made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

Minutes of the June 25, 2020 BOH meeting and the August 18, 2020 Special BOH meeting were approved on a motion made by Jennifer Niebuhr, 2nd by Julie Plattner, vote taken, motion carried.

Kim Ator presented the following Financial reports:

- FY 2021 Budget
 - The PCHD FY 2021 budget (\$1,511,890) was presented to the County Board with the intent of receiving TB funding in the amount of \$20,970. The County Board rejected the budget, moving \$10,170 from the TB funding to another area within the County. This has left our budget unbalanced for FY 2010.
 - The County Board also told us to move IT Services from the Contractual line item to Leases line item.
 - The Supply line item has been broken out into office supplies and medical supplies.
 - A 2% cost of living raise was included in the budget.
- Fiscal Office Activities
 - Health insurance rates are changing for FY 2021.
 - The County will bill PCHD quarterly for IT Services.
 - The County's CIC software system is now being utilized by for the health department.
 - We are currently in the process of pulling information for a DHS audit. Everything is being done virtually, so it has been very time consuming to pull and scan documents to be sent for review.

- The County audit will take place in January. A new audit company has been selected.

A motion to decrease the Salaries line item by \$5,000 and decrease the Capital Outlay line item by \$5,170 to bring the FY 2021 budget into balance was made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

The financial report was approved on a motion made by Dr. Shafer, 2nd by Julie Plattner, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Administrator's Evaluation – Anita's evaluation was due in July, but with the duties associated with the COVID-19 pandemic, it has not been completed. Paula will email the Personnel Committee dates to complete her evaluation.
- New Business
 - An additional lease agreement will need to be signed with SIU for office space and RN services for psychiatric patients. SIU plans to have a psychiatrist provide services 1 day a week, with some patients needing injections by an RN.
 - A lease agreement between PCHD and MHCWI is being developed. It will be like the lease agreement we have with SIU. With the addition of MHCWI, office space and parking will be tight at PCHD. SIU is interested in acquiring additional space around PCHD.

A motion to allow Administrator, Anita Andress, to sign the Mental Health Centers of Western Illinois lease agreement, after being reviewed by the State's Attorney, was made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

There is currently a vacancy on the Board of Health. Board Member Dr. Ronald Johnson has decided to step down, but he has agreed to continue as medical director. BOH members are asked to email any recommendation to Anita. She will then reach out to the County Board chairman to discuss the appointing of a new board member.

Board members reviewed the current list of committees. One change was made to the current committee appointments; Dr. Iftner was added as Chairman of the Personnel Committee.

A motion to retain the current officers: President, Dr. Iftner; Vice-President, Katherine Rowles; and Secretary, Jennifer Niebur and committee changes as presented was made by Julie Plattner, 2nd by Andy Borrowman, vote taken, motion carried.

Ms. Andress reviewed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Jennifer Niebur, 2nd by Dr. Iftner, vote taken, motion carried

FY 2021 meeting schedule was approved on a motion made by Jennifer Niebur, 2nd by Julie Plattner, vote taken, motion carried.

Closing the office on December 24th was granted for all employees on a motion made by Jennifer Niebur, 2nd by Dr. Schafer, vote taken, motion carried.

Ms. Andress presented one change to the Personnel Policy for 2021. Personnel Policies were approved on a motion made by Julie Plattner, 2nd by Jennifer Niebur, vote taken, motion carried.

Administrative report was approved on a motion made by Jennifer Niebur, 2nd by Julie Plattner, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be January 28, 2021 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:57 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary