

# Marion County Board of Health Meeting Minutes

March 15, 2011  
7:00 P.M.

Board Members Present: Dr. Elizabeth Franczyk; Dr. Stanley Morrison; Michael Morton;  
Paula Strother; and Thomas Turner  
Others Present: Lori Ryan, Administrator; Melissa Mallow, Environmental Health Director;  
Shelly Yoder, Director of Nursing; Tara DeWitt, Health Educator;  
Crystal Russell, Administrative Secretary; and Garrett Ford, WJBD Radio

## **I. CALL TO ORDER**

The Marion County Board of Health met on March 15, at the Marion County Health Department, Centralia office. Mike Morton called the meeting to order at 7:00 p.m.

## **II. QUORUM**

A quorum of five board members was present.

## **III. MINUTES**

Dr. Morrison made a motion to accept the December 2010 quarterly Board of Health meeting minutes as presented; Paula Strother seconded the motion. All were in favor; none opposed. The minutes were approved as presented.

## **IV. FINANCIAL REPORT**

Morton called for a review of the Financial Report. Lori Ryan reported that the cash flow balance at the end of the first quarter for Fiscal Year 2011 was \$701,476.00; the Building Fund Balance is \$51,713.34. The revenue was \$262,824.72, which is 23.65% of the total budget.

Expenditures for the end of the first quarter were \$262,156.56, or 19.14% of the budget.

Accounts Receivable was \$257,626.76. At the present time, the Health Department is awaiting payment for Family Case Management, Local Health Protection Grant, and Public Aid.

Tom Turner made a motion to accept the financial report as given by Lori Ryan; Paula Strother seconded the motion. All were in favor; none opposed. The Financial Report was approved.

## **V. OLD BUSINESS**

No old business was discussed.

## **VI. NEW BUSINESS**

### **a. Activities:**

#### **i. Health Education: Tara DeWitt, Health Educator**

Centralia Area Drug Education Alliance (brochure handout). DeWitt works with this

organization for the Tobacco Grant. The goal of the Coalition is to educate parents, students and citizens in the community whose children schools feed into Centralia High School. The Coalition has worked toward an assessment for all establishments that sell tobacco and alcohol to collect data to assist the coalition in creating activities concerning underage alcohol and tobacco use. If an establishment sold tobacco, they would receive a *Tobacco Retailer Kit*, which contains free online training website for employers to train their employees on tobacco regulations. In all, there are 57 alcohol establishments and 25 tobacco establishments, which includes gas stations, bars, retail/grocery stores, bar/liquor stores, alcohol retailers, social clubs, bar/restaurants, and restaurants. The Coalition will also do a “sticker shock”, such as window clings for cooler doors about underage use, this will make the public aware that the establishment requires customers’ identification. A placemat for the register counter will also be given to each of these establishments to remind the retailer to check identification before selling tobacco or alcohol and to remind the customer they are to have proper identification.

Break the Habit: The health Department has had 13 clients referred from Quitline: 1 has completed the six-weeks of NRT; 3 have one or more weeks to complete; and 9 have become inactive.

**ii. Environmental Health: Melissa Mallow, Director of Environmental Health**

On March 30, IDPH will conduct a Local Health Protection Grant review for the Health Department’s Food Protection, Potable Water Supplies and Private Sewage Programs. IDPH will evaluate program operations, files and documentation for calendar year 2010. This review is performed every three years.

Shelley Yoder and Mallow has been asked to teach a Public Health Merit Badge Class for the Boy Scouts. The class will cover various communicable diseases and environmental health topics. The class will be on Saturday, April 16, at Kaskaskia College. Eight to twelve boys should be in attendance with ages between 13-18 years.

Mallow recently sent a *Letter of Support* for Secure Processors of Flora, who are applying for an Illinois Department of Commerce and Economic Opportunity Grant for the new Salem Recycling Center. The recycling bins will be available full time and located in the parking lot in the 200 block of North Broadway. The public will be able to recycle paper, cardboard, plastics, steel and aluminum cans.

The Sandoval Zinc Company site has been proposed to be added to the Superfund Program National Priorities List. The National Priorities List is US EPA’s list of the most serious uncontrolled or abandoned hazardous waste sites identified for possible long-term cleanup. If the site is added to the National Priorities List, it will be eligible for financial resources to fully characterize the extent of the contamination and develop a clean-up plan. With the proposal of this site to the National Priorities List, a 60-day comment period has begun on March 10, during which EPA solicits public input regarding this action. As part of an expanded site inspection of the Sandoval Zinc Company, EPA asked residents for permission to test their property for lead. The purpose of this sampling was to find out how much and where pollutants may have moved from Sandoval Zinc into surrounding neighborhoods. Once permission was received, EPA sampled about 90 properties during a few week period in August 2010. For properties that show a level of lead that requires removal, EPA will take action to remove the lead containing soil and replace it with clean soil.

**Nursing: Shelley Yoder, Director of Nursing**

WIC Caseload. The WIC Caseload is 1,511. Caseloads for the first quarter were 1,335 for December, 88%; 1,352 in January, 89%; and 1,280 in February, 85%. Yoder added the Health Department's goal is to maintain a caseload of greater than 90% of the assigned caseload. According to WIC caseload information obtained from the State of Illinois, in 2011, the statewide Region 5 assigned caseload was 34,679, but in December 2010 only 32,079 clients were participating in WIC, which was only 88% of the assigned caseload. The decreases are being seen statewide, and not just within Marion County.

Measures we have taken to attempt to increase the caseload are as follows: Allow and schedule late appointments for clients as needed, work-in high priority clients into an already full schedule, mailing out reminder cards, phone calls or texting clients the day before their appointment as a reminder, check the weekly nutrition education and nutrition class roster for WIC participants already active, but who are due for vouchers to be printed out in the current month, calling "no-show" appointments and work them back into the schedule prior to the end of the month, provide information on Medicaid and non-Medicaid public transportation services, and provide educational items such as feeding spoons, sippee cups, toothbrushes, and books as incentives to keep appointments.

Breastfeeding Counselors: The Health Department received a grant through the Loving Support Breastfeeding Peer Support Program. The peer support will supplement the breastfeeding education and support currently being provided by the WIC Program. The funds enabled the Health Department to hire two part-time, temporary peer counselors to work two days per week, and allowed our IBCLC (International Board Certified Lactation Consultant) to work full-time. The current funding ends in June and the continuance of the program will depend on available funding.

STD Testing: 12 HIV tests were done this quarter with 1 positive result. An investigation was done on the positive case. 3 contacts were tested for HIV, and all three are currently negative. Follow-up tests are recommended at 3 and 6 months due to sero-conversion times. 25 gonorrhea and chlamydia tests were done. There were no positive results for gonorrhea and 1 positive result for Chlamydia. 26 syphilis tests were done with 1 positive result. An investigation was conducted and 2 contacts were tested and were given prophylactic treatment. A PSA regarding Syphilis was released on February 14 stating that Marion County has seen an increase in syphilis cases. From the year 2000 through 2007 only 2 cases of syphilis were reported to the Health Department. Since 2008, the county has had 7 reported confirmed cases of syphilis, with the last case reported in January of 2011. From January 1 through December 31, 2010, in the state of Illinois 37,377 specimens were tested for syphilis with 7.5% testing positive. During the same time frame, the Health Department tested 75 specimens for syphilis, with 3.8% testing positive.

Lead Poisoning Prevention Services: This quarter, 115 lead tests were completed, 3 kids are currently being followed for lead case management services; 2 cases were closed. No lead nursing home visits were conducted this quarter. A site visit from IDPH is scheduled for March 29.

Communicable Diseases: This quarter the following cases were investigated: 19 chlamydia; 2 gonorrhea; 4-HCV; 1-HIV; 1-Syphilis; 1-Q Fever; 1-Norovirus Outbreak; 6-TB investigations, including 2 positive TB skin test screenings, 3 positive AFB cultures, and 1-TB suspect.

General Surveys: 100 surveys were completed in January 2011. 11 males and 89 females responded. The following gave a score of "4" or very satisfied: 91% Convenience of

location; 78% Length of time spent waiting; 88% Amount of privacy; 95% Overall services offered at MCHD. Age groups surveyed: (8) 15 or younger; (14) 16-20 yrs of age; (31) 21-25 yrs of age; (25) 26-35 yrs of age; (10) 36-45 yrs of age; (12) were 46 yrs of age or older. What is the best way to get information on services or appointments? 56% responded by telephone; 45% responded a post-card; 21% responded to texting. What source do you use most to get the local news? 55% responded the newspaper; 42% responded television; 37% responded the radio. Did you get a flu shot this year? 66% responded No; 30% responded Yes; 4% didn't respond. If you got a flu shot, where did you get it at? 63% responded MCHD; 13% other location; 10% MD office; 7% Pharmacy; 3% retail store; 4% didn't give an answer

Outreach: On March 15, Salem Community High School's Adult Living Class came to the Health Department; there were 31 students in the class. The students were given a tour and were shown the STD testing equipment, and given a power point presentation on Sexually Transmitted Diseases.

Drug Testing: Staff training for drug test collection was completed on February 15, 2011. The Health Department is ready to offer urine and hair drug testing for regulated DOT and non-regulated clients. The Health Department is currently in the process of starting to market this new service. The DOT regulated 5 panel urine test, Non-regulated 9 panel test, 5 panel hair test, and 5 panel hair test with expanded opiates will be offered. A flyer was distributed to all in attendance.

Lab Follow up as requested: On December 27, Yoder contacted Mark Clark, St. Mary's Hospital Lab Vice President to discuss the possibility of using SMH to process the Health Department's labs. On February 11, Mark Clark called back and stated that SMH is declining to give a proposal at this time. On January 5, Yoder contacted Stephanie Hilton-Seibert at Salem Township Hospital to discuss the possibility of using STH to process our labs. On March 31, Yoder received an email proposal. Salem Township Hospital had higher prices on 61% of the labs. 53% of the prices had an increase of \$15 or more, with the highest increase being \$87.50. The proposal was reviewed and it would be in the best interest of our clients to remain with Sara Bush Lab; so the Health Department could keep prices as low as possible, as many clients with no insurance depend on this service to be able to get the lab work done that they need, when they couldn't afford to get the services elsewhere. Dr. Franczyk stated the Health Department should stay with Sara Bush Lab; no one disagreed.

### iii. Administration: Lori Ryan

Grants. Received three new grants: (1) Heart Smart for Teens, March-June, receiving \$9,000 to educate Franklin Park 8<sup>th</sup> Grade girls, promoting education on eating healthy, exercise and healthy foods. (2) Peer Counselors, \$9,000, to hire two part-time Breastfeeding Counselors and allow our current Counselor to work full-time. (3) Medical Reserve Corp, \$5,000, to help build volunteers for Marion County.

Crystal Russell, Administrative Secretary, is resigning as of March 16, to be a stay-at-home mom. The position has been advertised in the local newspapers.

## b. Annual Report

Ryan reviewed the 2010 *Annual Report*. Ryan highlighted the IPLAN, Medical Reserve Corp, Immunization Program, and Environmental Health Services. The *Annual Report* Financial Statement for Fiscal Year 2010 concluded with the total revenue of \$1,191,051.58 and total expenditures of \$1,081,732.63. Ryan added approximately \$50,000 was transferred to the

Building Fund.

**c. Personnel Manual Updates**

Ryan attended an *Illinois Counties Risk Management Seminar* and met Julie Bruch, Attorney, who reviews employee handbooks for local government agencies. Ryan then sent the Health Department's *Personnel Manual* for review. The proposed changes are highlighted in the handout; Board Members are asked to review the changes before the June meeting.

**d. Bylaws Amendments**

Ryan presented two requested amendments to the Boards of Health Bylaws: (1) Addition to Article III, number 7: A Board of Health member will be allowed to attend a board meeting by electronic means only if a quorum is physically present at the location where the meeting is being conducted and if the member is prevented from physically attending because one of the following reasons: personal illness or disability; employment purposes or the business of the public body; a family or other emergency. (2) Omission of Article V, number 13: The Board shall establish and carry out programs and services in mental health, including mental retardation and alcoholism and substance abuse, not inconsistent with the regulations of the Department of Human Services.

Mike Morton made a motion to accept the proposed amendments to the Boards of Health Bylaws and presented; Richard Haney seconded the motion. All were in favor; none opposed. The Bylaws amendments were approved.

**VII. CLOSED SESSION TO DISCUSS PERSONNEL (if needed)**

Closed session was not needed.

**VIII. ADJOURNMENT**

Paula Strother made a motion for adjournment at 7:40 pm; Dr. Morrison seconded the motion. The next meeting is scheduled for June 21, at the Salem office.

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/ Crystal Russell Signature /  
*Crystal Russell, Administrative Secretary*

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March 16, 2011  
Date