

Marion County Board of Health Meeting Minutes

September 15, 2009
7:00 P.M.

Board Members Present: Pamela Hawkins, Dr. Stanley Morrison, Michael Morton,
Dr. Matt Stedelin, Paula Strother, and Thomas Turner
Others Present: Lori Ryan, Administrator; Melissa Mallow, Environmental Health Director;
Shelly Yoder, Director of Nursing; and Crystal Russell, Administrative
Secretary

I. CALL TO ORDER

The Marion County Board of Health met on September 16, 2009, at the Marion County Health Department, Centralia office. Matt Stedelin called the meeting to order at 7:00 p.m.

II. QUORUM

A quorum of six board members was present.

III. MINUTES

Dr. Stedelin made a motion to accept the June 16, 2009, quarterly Board of Health meeting minutes as presented; Mike Morton seconded the motion. All were in favor; none opposed. The minutes were approved.

VII. SPECIAL ORDERS

a. Board Appointment:

A letter was received from the Marion County Board, appointing the following members to the Board of Health: Pam Hawkins, Representative of the County Board, 11/30/2009–11/30/2010; and Dr. Stanely Morrison, term being 11/30/2009–11/30/2011. Ryan will request Board Appointment for Michael Morton.

b. Selection Of Board Positions

Dr. Morrison nominated the present officers to remain the same for the following year; Pam Hawkins seconded the motion. All were in favor; none opposed. Dr. Stedelin was appointed to be the President, Mike Morton as Secretary, Dr. Morrison, Paula Strother, and Dr. Franczyk were appointed to be on the Finance Committee; these terms become effective December 1, 2009.

V. FINANCIAL REPORT

Stedelin called for a review of the financial report. Lori Ryan reported that the cash flow balance at the end of the third quarter for Fiscal Year 2009 is \$581,158.37; the revenue was \$854,292.21, or 77.02% of the total budget, a variance of \$11,440.86. Expenditures for the end of the third quarter are \$734,172.52, or 62.74% of the budgeted amount.

Dr. Morrison made a motion to accept the financial report; Turner seconded the motion. All were in favor; none opposed. The financial report was approved.

VI. OLD BUSINESS

Illinois Mutual Retirement Fund (IMRF) Overpayment: Ryan discussed situation with County Board Finance Committee, and it was decided that the County will pay the Health Department's IMRF until the debt of \$129,302 is paid. This process will start December 1, 2009.

VII. NEW BUSINESS

a. Activities:

ii. Health Education: Lori Ryan, Administrator (speaking for Tara DeWitt, Health Educator)

The FY'10 Tobacco Grant has required the Health Department to form a Coalition. The Coalition's goals are to target youth in attempts to correct misperceptions of tobacco use norms to reflect actual tobacco use patterns; to educate youth about the dangers of tobacco, how Big Tobacco is targeting them and to encourage and give support to quit through the Illinois Tobacco Quitline; and to reinforce the Smoke-Free Illinois Act through local newspapers. Since the programs for tobacco are reported to the Board of Health, it was logical to use the Health Board Members as part of the Coalition, along with school sponsors and the Health Department Employees involved with the Tobacco Grant.

To meet requirements for the Bio-Terrorism / Emergency Preparedness Grant, the Health Department is asking for volunteers to serve their community while working alongside the staff of the Health Department during a public health emergency. Ryan noted informational brochures and volunteer applications were available for possible volunteers.

iii. Environmental Health: Melissa Mallow, Director of Environmental Health

Smoke Free-Illinois Act: As of September 15, 2009, the Health Department has received 62 complaints for 35 businesses from the IDPH Complaint Line. Nineteen facilities were restaurants/bars and 16 were offices/workplaces. The Health Department has only received one complaint since the last Board Meeting, June 16, 2009. The Health Department now has tickets to issue smoking citations. Audra Arnold, Sanitarian, and Mallow carry the tickets at all times in their food inspections bags.

Tattoo and Body Piercing: On September 2, Ryan signed the contract for the Body Art Program. Local health departments that contract for the program are entitled to receive 75% of the facility's permit fee upon completion of fieldwork. The permit fee is currently set at \$500 per establishment with one station, and \$50 for each additional station. For example, if a shop has six stations, their permit fee would be \$750; for that inspection, the Health Department would receive \$562.50. The Health Department will start the program as soon as the Health Department receives the facility files and supplies from IDPH.

West Nile Virus: On September 1, the Health Department submitted a crow from the Salem area for West Nile Virus testing. On September 14, positive results of the crow were received. So far in Marion County, there have been no positive human cases, horses or mosquito batches. In Illinois, there have been three positive human cases: Cook County, St. Clair County, and Williamson County.

iv. Nursing: Shelley Yoder, Director of Nursing

WIC Caseload, effective July 1, increased from 1,418 to 1,454. June, July and August were 97% or above of the caseload. The Health Department's goal is to maintain a caseload of 90% or greater the assigned caseload.

New Food Packages: Effective August 3, the WIC Program of Illinois authorized new food packages. The changes were made to promote and support the establishment of successful long term breastfeeding. The packages now offer a variety of fresh, canned or frozen fruits and vegetables, whole grain breads, brown rice and soft corn tortillas. Babies are now offered the vegetables, fruit, and meat variety baby foods. The combinations of foods that are offered are based on the client's category, with the breastfeeding moms and infants getting the largest food packages. Copies were distributed of the new food packages.

Cooking Classes: On October 8, 15, 22, and 29, the University of Illinois will be teaching cooking classes for participating WIC clients at the Salem office. Each class will last from 9:30-11:30. The cooking classes will teach client's basic cooking skills and food preparation through simple recipes. The classes will feature preparation of the foods in the new WIC packages.

American Recovery and Reinvestment Act: The Health Department will be receiving a grant through the American Recovery and Reinvestment Act to expand the Varicella and menactra vaccinations to underinsured children 11-18 years of age, and Tdap vaccinations to all new parents of infants being served through WIC and the Family Case Management programs operated by the local health department through December 31, 2010. Also, employees of local health departments will be offered the Hepatitis B, MMR, and Tdap vaccinations. The grant will be either under or over \$25,000. The grant money is to be used to hire or retain immunization related staff.

Walk-In Clinic: The Health Department held a one-day walk-in clinic on August 13 at the Centralia office for children registering at Centralia City Schools, per request by Nila Hawkins.

TB Clinics: TB tests are administered to students attending childcare or healthcare classes. The Health Department has or will perform clinics for Sandoval, Salem and Centralia High Schools.

HIV/STD: Forty-five HIV tests have been completed with no positive results from January through August. Eighteen tests for Gonorrhea and Chlamydia and 20- tests for syphilis were completed this quarter; all were negative. Since starting the STD Testing Services, 122 clients have been served.

School Physical Clinics: School Physicals were held at each office on July 24 and August 7. A total of 42 physicals were completed along with 72 vaccinations.

Lead Poisoning Prevention Services: This quarter, 237 lead tests were completed, along with a nursing home visit and one follow-up visit were conducted. Two cases were transferred due to out of jurisdiction, five were closed out of case management services and 7 children are currently under lead case management services for elevated lead levels.

Flu Clinics: The Health Department has secured 29 off-site flu clinics this fall; the schedule has been completed and all dates and times have been confirmed. Clinics will begin October 1; Walk-in clinics will be held on Mondays at Salem and Wednesdays at Centralia from 8-4. The 6 months through 35 months flu vaccine was received September 15, and will begin scheduling appointments for that age group.

Lab Services: 51 labs were drawn this quarter. Through August, 194 clients have been served with the lab services. The Health Department will be performing executive profiles for 27 Odin Fire Department members through a grant they received.

Client Surveys: The semi-annual surveys were distributed in August. One-hundred General Surveys were completed and the following responded "very satisfied": 97% with the convenience of the office location; 78% with the length of time they spent waiting at the office; 96% with the amount of privacy available at the visit; 98% with the courtesy and respect shown by the staff; 97% with the skills and knowledge of the staff; and 97% with the overall services they received. 153 Maternal Child Health Surveys were also completed with the following results: 39% of clients stay at home, followed by 29% work full-time; friends are the primary referral source for WIC services; 100% of clients responded that the staff are helpful and respectful; 86% responded that appointment times are very good; the top two reasons for missing appointments were work/school or transportation; 95% responded the food instruments are easy to use; 98% responded the handouts are readable; 86% responded they had enough food to eat; and 50% responded that home visits were very helpful.

The Centralia staff thanked Dr. Stedelin and Dr. Franczyk and their personnel for their patience and cooperation of client calls.

v. Administration: Lori Ryan

Ryan read an appreciation letter from Dena Kemp, MCH Supervisor, who was acknowledged in August for her 15 years of service with the Health Department.

Judy Jones, clerk at the Centralia office, retired July 31.

DHS Audit has substantial compliance.

FY'10 grants are close to the same as last year; a couple grants were cut by 15%.

H1N1: Received H1N1 Grant for \$50,000. A Priority List has been established by the CDC for those to receive the H1N1 vaccination: pregnant women; infants younger than 6 months and their caregivers; children up to 24 years old; adults 24-64 with chronic conditions; health care workers. The grant dollars allow us to hire a PRN, nurses and clerical staff, supplies, staff time and travel. Weekly conference calls have given directions to possibly have clinics at schools, extra clinics at the offices or even a mass vaccination clinic.

b. FY'10 Budget/Raises

The Salary Committee met Tuesday, September 8, to review the possibility of raises for FY'10. Tom Turner reviewed the meeting and outcome to the remainder of the Board Members and suggested a 3% raise across the board. Dr. Morrison made a motion to accept the 3% raise; Pam Hawkins seconded the motion. All were in favor; none opposed. The 3% raise for FY'10 was approved.

Turner made a motion to accept the FY'10 Budget; Paula Strother seconded the motion. All were in favor; none opposed. The FY'10 Budget was approved.

c. FY'08 Audit

Ryan reviewed the FY'08 Audit, stating the Net Assets were \$947,797, which was a \$94,088 increase from the previous year. Revenues over Expenditures was \$3,267, making the end of the year balance \$463,790. Ryan noted findings of inadequate segregation of duties at Court House; and addressed county board last year about this finding, no response was given.

Hawkins made a motion to accept the FY'08 Audit; Dr. Stedelin seconded the motion. All were in favor; none opposed. The FY'08 Audit was approved.

c. FY'10 Meeting Dates

Meeting dates for the next fiscal year were distributed. All meetings are held at 7:00 pm.

Tuesday, December 15 – Salem Office

Tuesday, March 16 – Centralia Office

Tuesday, June 15 – Salem Office

Tuesday, September 21 – Centralia Office

VII. CLOSED SESSION

Closed Session was not needed at this time.

VIII. ADJOURNMENT

Tom Turner made a motion for adjournment at 7:30 p.m.; Mike Morton seconded the motion. The next meeting is scheduled for December 15, 2009, at the Salem office.

[Crystal Russell Signature]
Crystal Russell, Administrative Secretary

September 21, 2009
Date