

**MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 11, 2017**

The McDonough County Board of Health regular meeting was held in the board office on Wednesday, October 11, 2017. The regular meeting was called to order at 7:01 by Dr. Tim Fitzgerald, President.

Members Present: Dr. Tim Fitzgerald, Dr. Amy Waschull, Marcia Moll, Bob Anstine, Sue Dunseth and Dr. Nancy Parsons

Members Absent: Scott Schwerer and Dr. Karen Blakeley

Staff Present: Lynnette Cale, Chris Adams, Kerri Allen and Kathy Cleer

Visitors Present: Asia Ashford and KeiAsia Dixson

Call to Order:

Meeting was called to order at 7:01 by President Dr. Tim Fitzgerald.

Minutes:

A MOTION WAS MADE BY DR. NANCY PARSONS AND SECONDED BY SUE DUNSETH TO APPROVE THE SEPTEMBER 13, 2017 MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MINUTES. MOTION CARRIED.

A MOTION WAS MADE BY MARCIA MOLL AND SECONDED BY BOB ANSTINE TO APPROVE THE SEPTEMBER 13, 2017 CLOSED MEETING MINUTES. MOTION CARRIED.

A MOTION WAS MADE BY MARCIA MOLL AND SECONDED BY SUE DUNSETH TO APPROVE THE OCTOBER 4, 2017 SPECIAL MEETING MINUTES. MOTION CARRIED.

Claims:

A ROLL CALL OF MEMBERS WAS TAKEN TO APPROVE CLAIMS FOR THE PERIOD OF AUGUST 1 THROUGH AUGUST 31, 2017 IN THE AMOUNT OF \$36,064.15. 6 YAYS, 0 NAYS. MOTION CARRIED.

Reports:

Board of Health- None

County Board- None

Directors Reports-

Environmental Health Division

Chris Adams, Environmental Health Director

Chris reported that they had the 8 hour food managers' course recently and had 9 in attendance, three of which were from the Mexican restaurant. Currently Chris has been working with IDOT that is working on the bypass. They purchased some property and needed some help in locating an abandoned well and septic system. The well was sealed properly today.

Community Health Division

Kerri Allen, Community Health Director

Kerri reported that she has been to several trainings this month. She recently attended a HIPPA training, Oral Health training and Mental Health training. The State flu clinic will be October 19th in the Heritage Room at WIU. Kerri reported that the child immunizations were down from 2016. In 2016 we did 333 immunizations and we did 251 immunizations this year. We sent 30 through the insurance billing program and she didn't have September's numbers yet.

Administrator's Report

Lynnette Cale, Administrator

Lynnette reported that we had our 8 hour mental health training presented by North Central Behavioral Center. It touched on basic mental health issues. We did some role playing to educate the staff on what to look for in clients on inspections or home visits as well as persons coming into the health department. The ICS 402 class training was cancelled due to low enrollment and will be rescheduled at a later date. We have done four clients so far for the dental assistance program. Jamie Burns will be leaving next month, but will put some stories together from the clients that have had the dental work to help raise awareness of the program. Lynnette is finished submitting FY 18 contracts and grants to the state. Now we have to wait on the state to sign and return the contracts. Lynnette went to an administrators' meeting last week that did a training on human resources and some of the changes that will be occurring.

NEW BUSINESS

Approval of FY18 Employee Benefits

A MOTION WAS MADE BY SUE DUNSETH AND SECONDED BY MARCIA MOLL TO APPROVE THE FY18 EMPLOYEE BENEFIT SHEET. MOTION CARRIED.

BOH Physician Recommendation to County Board

Dr. Brianne Wehner said she is interested in being on our Board of Health. She is a family physician and can attend next month's meeting. Lynnette will contact the county board to get her on the agenda to be appointed to our board.

Non-traditional Food Service

Chris has had some concerns brought forward about school concessions and them not being inspected. They are not equipped with hand washing sinks or maybe have just one and other concerns about no training or oversight. It is done on a volunteer basis and they thought that the school assumes responsibility since they have a license. It will take some time to contact the superintendent at the school and talk with the boosters club. Bushnell and Macomb boosters have responded but he's waiting on two others.

OLD BUSINESS

Approval of FY18 Budget

Lynnette gave the board three options for FY18 Budget. Option 1 was a 3% COLA, a digital sign, .5 part time health educator/PIO, upgraded computers on a 3 year cycle, and a tax levy of \$337,508. Option 2 was 2% COLA, a digital sign, .5 part time health educator/PIO, upgraded computers on a 3 year cycle, and a tax levy of \$337,508. Option 3 was 3% COLA, a digital sign, .5 part time health educator/PIO, no computers, and a tax levy of \$337,508.

A MOTION WAS MADE BY DR. AMY WASCHULL AND SECONDED BY MARCIA MOLL TO APPROVE OPTION 1 FY18 BUDGET PROPOSAL. MOTION CARRIED.

New Sign

Century Sign sent us an estimate of what it would cost to replace the old sign with a digital sign. It is over the county limit and will have to be put out for bid. Lynnette asked the board's permission to put out an ad for bid to replace the sign. She will have the state's attorney review the ad for bid before posting.

CLOSED SESSION

Closed Session:

Dr. Tim Fitzgerald made mention that there was need to go into closed session pursuant to Chapter 5, Illinois Compiled Statutes Section 120/2 (c) (1) employment/appoint matters at 7:36 pm.

BOB ANSTINE MADE A MOTION TO GO INTO CLOSED SESSION PURSUSANT TO CHAPTER 5, ILLINOIS COMPILED STATUES SECTION 120/2 (C) (1) TO DISCUSS EMPLOYMENT/APPOINTMENT MATTERS.

Roll call taken by Kathy Cleer, Business Office Manager.

<i>Anstine</i>	<i>yes</i>
<i>Blakeley</i>	<i>absent</i>
<i>Dunseth</i>	<i>yes</i>
<i>Fitzgerald</i>	<i>yes</i>
<i>Moll</i>	<i>yes</i>
<i>Schwerer</i>	<i>absent</i>
<i>Waschull</i>	<i>yes</i>

Staff present in closed session: Lynnette Cale, Kathy Cleer

Staff present coming out of closed session: Lynnette Cale.

A MOTION TO COME OUT OF CLOSED SESSION AT 7:55 PM.

Roll call taken by Sue Dunseth, Board of Health Secretary.

<i>Anstine</i>	<i>yes</i>
<i>Blakeley</i>	<i>absent</i>
<i>Dunseth</i>	<i>yes</i>
<i>Fitzgerald</i>	<i>yes</i>
<i>Moll</i>	<i>yes</i>
<i>Schwerer</i>	<i>absent</i>
<i>Waschull</i>	<i>yes</i>

ADMINISTRATOR'S CONTRACT & EVALUATION

A MOTION WAS MADE BY BOB ANSTINE AND SECONDED BY DR. NANCY PARSONS TO APPROVE LYNNETTE CALE'S FY 18 CONTRACT AND INCREASE HER SALARY BY 1.5%. MOTION CARRIED.

A MOTION WAS MADE BY DR. AMY WASCHULL AND SECONDED BY MARCIA MOLL TO APPROVE THE PROPOSED ADMINISTRATOR'S EVALUATION. MOTION CARRIED.

PUBLIC COMMENT PER LETTER OF INTENT

NONE

Adjourn:

A MOTION WAS MADE BY MARICAL MOLL AND SECONDED BY DR. NANCY PARSONS TO ADJOURN THE MEETING AT 7:58 PM.

Kathy Cleer
Business Office Manager/CFO

NOTE: The next BOH meeting will be Wednesday, November 8, 2017 at 7 pm.