

**MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 12, 2018**

The McDonough County Board of Health regular meeting was held in the board office on Wednesday, September 12, 2018. The regular meeting was called to order at 7:00 by Dr. Tim Fitzgerald, President.

Members Present: Dr. Tim Fitzgerald, Sue Dunseth, Scott Schwerer, Marcia Moll, Dr. Amy Waschull, Dr. Karen Blakeley, Dr. Brianne Wehner, Dr. Nancy Parsons and Carrie Pedigo

Members Absent: none

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

Visitors Present: Michelle Langhout – McDonough County Voice, Ibahim Ijale, Tewande Dire-Arimon, Esther Ogunrinde, Benjy Ndibeshe, Oziome Garale Ehiwuogwe, Obasi-Uchechukwu Lilian N.

Call to Order:

Meeting was called to order at 7:00 by President Dr. Tim Fitzgerald.

Minutes:

A MOTION WAS MADE BY DR. BRIANNE WEHNER AND SECONDED BY DR. KAREN BLAKELEY TO APPROVE THE JULY 11, 2018 MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MINUTES. MOTION CARRIED.

Claims:

SUE DUNSETH MADE A MOTION; SECONDED BY MARICA MOLL FOR THE APPROVAL OF CLAIMS FOR THE PERIOD OF July 1, 2018 THROUGH July 31, 2018 IN THE AMOUNT OF \$21,874.15. MOTION CARRIED.

MARCIA MOLL MADE A MOTION; SECONDED BY DR. NANCY PARSONS FOR THE APPROVAL OF CLAIMS FOR THE PERIOD OF AUGUST 1, 2018 THROUGH AUGUST 31, 2018 IN THE AMOUNT OF \$24,548.16. MOTION CARRIED.

Reports:

Board of Health- None

County Board- Scott Schwerer reported that they are working on budgets.

Directors Reports-

Environmental Health Division

Chris Adams, Environmental Health Director

Chris reported that environmental health division is busy since school is back in session. They are on their second round of food inspections. West Nile Virus is active and they are encouraging people with the three R's: Reduce, Repel and Report. Haymakers have turned in their remodel plan and application for review. We recently did a walk-through of Lamoine Kitchen and everything was fine. Restaurant inspections are going well

with no problems. State of Illinois has changes to the food inspections. It will no longer be a pass or fail starting January 1, 2019 and a risk 2 food facility needs to have a manager present. Dine Smart would just have information on the inspection. There is no grading scale following the FDA code. We will need something in the ordinance reflecting the changes. They will either be in or out of compliance for issues. Problem facilities will still have to come in for an administrative hearing for repeat offenses. We will have to change all of our forms to track data and violations. We will be holding a HACCP Class on Tuesday, August 21st. We recently had a training for bartenders and had 7 people attend. Our annual Vector Seminar will be held at WIU on October 25th. The fee for students is \$5 with CEU's for nurses, non-student fee is \$10. This will be held in the Lamoine Room from 10 to 3. We will be holding a Food Managers' class on October 2 and 3. The fee for the class is \$125. We decided to split the class into two days since the pass rate on the test keeps going down.

Community Health Division

Kerri Allen, Community Health Director

Kerri reported that Michelle Churchill left after 18 years of service with the health department and went to go work in home health. Right now it is just Cynthia and herself for nurses until the two new nurses are trained. Communicable disease is keeping them both busy. One of our new nurses, Karon Curtis, started on September 4th and our second nurse, Rebecca Baker will begin on September 17th. The person we hired as the PIO/health educator left already. She was hired by the Regional Council of Education. The state flu clinic at WIU is coming up in October and the Fun Run is this weekend. We don't have very many participants for the Fun Run and may need to come up with a new idea for a dental fundraiser.

Administrator's Report

Lynnette Cale, Administrator

Lynnette reported that our AmeriCorps person, Benjy Ndibeshe, helped with the fun run and our Adopt-a-classroom activities. He will be with us until May. Benjy is required to work 20 hours a week then move into a full-time position after May. Ben Thompson has been recruiting for our MRC program. There is a Regional meeting in September and a PHEP meeting that Ben will be attending. We will be offering a special training from HEM Service which is a non-profit company. There will be an instructor coming from Texas A&M to do the training. We had a good response to the last class they taught. Our tobacco grant just came out today and its due Friday. PHEP, DHS, dental sealant are the only grants that have been received and executed. LHPG, WNV, Body Art & Tanning are not available yet. These grants have to GATA compliant before they can be released. There are no noted decrease in the grants other than a \$300 decrease in PHEP. WIC has a \$5000 increase this year. Lynnette stated that she has been slowing turning over job duties to the person she is training for administrator so she may transition out as acting administrator.

CLOSED SESSION

Closed Session:

Dr. Tim Fitzgerald made mention that there was need to go into closed session pursuant to Chapter 5, Illinois Compiled Statues Section 120/2 (c) (1) personnel issues at 7:23 pm.

A MOTION WAS MADE TO GO INTO CLOSED SESSION PURSUSANT TO CHAPTER 5, ILLINOIS COMPILED STATUES SECTION 120/2 (C) (1) TO DISCUSS PERSONNEL ISSUES.

Roll call taken by Kathy Cleer, Business Office Manager.

Blakeley

yes

<i>Dunseth</i>	<i>yes</i>
<i>Fitzgerald</i>	<i>yes</i>
<i>Moll</i>	<i>yes</i>
<i>Parsons</i>	<i>yes</i>
<i>Pedigo</i>	<i>yes</i>
<i>Schwerer</i>	<i>yes</i>
<i>Waschull</i>	<i>yes</i>
<i>Wehner</i>	<i>yes</i>

Staff present in closed session: Lynnette Cale, Kathy Cleer

Staff present coming out of closed session: Lynnette Cale and Kathy Cleer.

MARCIA MOLL MADE A MOTION; SECONDED BY DR. NANCY PARSONS TO COME OUT OF CLOSED SESSION AT 7:41 PM.

Roll call taken by Kathy Cleer, Business Office Manager.

<i>Blakeley</i>	<i>yes</i>
<i>Dunseth</i>	<i>yes</i>
<i>Fitzgerald</i>	<i>yes</i>
<i>Moll</i>	<i>yes</i>
<i>Parsons</i>	<i>yes</i>
<i>Pedigo</i>	<i>yes</i>
<i>Schwerer</i>	<i>yes</i>
<i>Waschull</i>	<i>yes</i>
<i>Wehner</i>	<i>yes</i>

NEW BUSINESS

APPROVAL OF FY 19 HOLIDAY SCHEDULE

DR. KAREN BLAKELEY MADE A MOTION AND WAS SECONDED BY DR. NANCY PARSON TO APPROVE THE FY 19 HOLIDAY SCHEDULE. MOTION CARRIED.

APPROVAL OF FY 19 EMPLOYEE MCHD BENEFITS

SCOTT SCHWERER MADE A MOTION AND WAS SECONDED BY KAREN BLAKELEY TO APPROVE THE FY 19 EMPLOYEE MCHD BENEFITS. MOTION CARRIED.

APPROVAL OF FY 19 BUDGET

SCOTT SCHWERER MADE A MOTION AND SECONDED BY DR. KAREN BLAKELEY TO GO WITH OPTION 4 BUDGET. MOTION CARRIED WITH 6 YAYS AND 2 NAYS.

ADMINISTRATOR'S CONTRACT

DR. KAREN BLAKELEY MADE A MOTION; SECONDED BY SCOTT SCHWERER TO APPROVE LYNNETTE'S CONTRACT FOR THE NEXT YEAR. MOTION CARRIED.

PUBLIC COMMENT PER LETTER OF INTENT

NONE

Adjourn:

DR. NANCY PARSONS MADE A MOTION AND WAS SECONDED BY MARCIA MOLL TO ADJOURN AT 7:59 PM. MOTION CARRIED.

Kathy Cleer
Business Office Manager/CFO

NOTE: The next BOH meeting will be Wednesday, November 14, 2018 at 7 pm.