

**MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 10, 2021**

The McDonough County Board of Health regular meeting was held in the board office on Wednesday, November 10, 2021. The regular meeting was called to order at 7:04 by Dr. Amy Waschull, President.

Members Present: Dr. Amy Waschull, Terra Litchfield, Becky Mahr, Roger Ward, Gwynne Worthington, Andrea Ratermann, Dr. Nicholas Doll, and Dr. Richard Minter

Members Absent: Dr. Karen Blakeley

Staff Present: Kerri Allen, Jennifer Plate and Ben Thompson

Visitors Present: Jennifer Cunningham

Call to Order:

Meeting was called to order at 7:04 by President Dr. Amy Waschull.

Introduction of New Board Member

Becky Mahr was appointed at the last County Board meeting as our new Board of Health Member. She is a retired professor from WIU where she taught Business and has three children.

Public Comment:

none

Minutes:

A MOTION WAS MADE BY DR. RICHARD MINTERAND SECONDED BY ANDREA RATERMANN TO APPROVE THE OCTOBER 13, 2021, MCDONOUGH COUNTY BOARD OF HEALTH REGULAR MINUTES. MOTION CARRIED.

Claims:

ROGER WARD MADE A MOTION; SECONDED BY GWYNNE WORTHINGTON FOR THE APPROVAL OF CLAIMS FOR THE PERIOD OF OCTOBER 1, 2021, THROUGH OCTOBER 31, 2021, IN THE AMOUNT OF \$87,853.15. MOTION CARRIED.

Reports:

Board of Health- The Board of Health wanted to know what Terra had found out from the Circuit Clerk's office about Penny Thompson's restitution. Terra said she wasn't sure if her case was a criminal case or a civil case. If it is a civil case, we don't really have any leverage to make her pay monthly without taking her back to small claims court. It was discussed whether we could turn her over to a collection agency to collect the money that she hasn't paid. The amount that she is having to pay back is only pennies on the dollar from what was taken. The board discussed writing a letter stating that she needs to start paying monthly or they would press charges. The board would like a copy of the settlement that states what she is to pay back and how much the grand total is so they can determine how much is still owed. They will revisit this topic at the next Board of Health meeting.

Dr. Waschull commented that the outstanding checks on the bank statement have been cleaned up and wanted to thank Kathy for getting this task taken care of. The board wanted to welcome Kerri Allen as the new administrator for the health department.

County Board- Terra Litchfield said the County Board appreciated Ben coming and giving his presentation. She would like for Kerri to come to a County Board meeting after the first of the year and introduce herself.

Directors Reports-

Environmental Health Division

Chris Adams, Environmental Health Director

Chris is attending a meeting at St. Paul's tonight. He wanted to let everyone know that the Environmental Division is well on their way to becoming digital in 2022 with food inspections with the health space technology we are bringing in. We will be purchasing an XRF gun which is used for doing lead inspections. Chris has been trying for 5 or 6 years to get this purchased but has always been turned down. Kerri asked him to present a way to divide the cost between a couple of other health departments so it would reduce the cost to us and make it more affordable. He went to Hancock and Schuyler County Health Departments and asked if they would divide the cost with us. Kerri explained how the device works. An XRF gun costs about \$15,000 and the money will come out of one of our local health protection grants. It will have to be calibrated every couple of years. Environmental has been planning with the city of Macomb for Dickens on the Square. EH staff is almost finished with food inspections for the year. We have two new food facilities coming into town. One will be located between Dunkin Donuts and the bank on West Jackson Street. The other will be in the old Italian Express location. Chris wanted to give a shout out to Ben Thompson and Andrea Ratermann for them volunteering to teach the scouts CPR.

Community Health Division

Kerri Allen, Community Health Director

Kerri reported that they had the state flu clinic at WIU's Q lot on October 21 from 8:30 to 3:30 and administered 371 flu doses by our nurses. We borrowed the county's tent to do this clinic outside. Our nurses said they don't want to do another drive through clinic when it's that cold. The state employees have until the end of November to get their flu shot. We were down by 100 from last year. We have opened the flu vaccinations to the public. We did the county flu clinic on October 26th at the courthouse. We did 28 county employees. It wasn't as well attended as we had hoped since there are 220 county employees. All our services are still up and running. We have been closing some the clinics so we could move staff to cover the Covid clinics. Jennifer Plate has been promoted to our new Community Health Director. She starts that position on November 16th.

Administrator's Report

Kerri Allen, Interim Administrator

Kerri reported that she did a revision two weeks ago on the Mass Vaccination grant. It has been extended to December 31, 2022. They have increased our grant to \$387,600 for the two-year grant. We have already received \$190,000 and will receive an additional \$197,600. We are on track with spending for this grant. They have changed some of the deliverables on this grant. It was originally written to cover only staff time. Kerri has changed it to cover staff time and supplies. They have also said that they are going to extend the Contact Tracing grant another year. The Comprehensive Health Protection grant was approved for both counties. We are just waiting for a check to come in for that. We received a check from Lowderman's for the sale of the stained-glass windows in the amount of \$4160.50. Edgar Rodriguez, Ben Thompson, and Kerri Allen will meet with County Board Chair Scott Schwerer and County Board member Terra Litchfield at 9 a.m. on November 11th at the former Farm King building about some potential joint storage unit for ESDA, the health department and the Sheriff's department or any other county entity that needs storage. Kerri and Ben have been working on the

purchase of a 6'X9' trailer. This trailer would be purchased with DCEO funds. Kerri reached out the Gretchen DeJaynes to find out if the trailer would fall under the county or under the health department for title and insurance. She hasn't heard anything back yet. The health department will be advertising for a full time RN for WIC and other duties. We are also trying to beef up are contact tracers, lab couriers, and nurses. We are losing people due to burnout. We rented a 10'x10' storage unit from U Store It for a year. It is climate controlled. Ben and Kerri talked to Edgar about storage space, and he said we could move some things to Tanner Hall as a temporary storage spot.

OLD BUSINESS

COVID 19 UPDATES

Ben Thompson gave the Covid updates for McDonough and Schuyler Counties. McDonough has 16 new cases, 35 active cases and has had 73 deaths. McDonough's vaccinated rate is 43.03 %. Schuyler has 6 new cases, 15 active cases and 21 deaths. Schuyler's vaccinated rate is 43.85%. Niki Duffy posted that of the new cases of Covid in October, 59 were vaccinated which accounted for 32.8 % and 121 cases were unvaccinated which accounted for 67.2%. This information will be pushed out once a month on our media outlets. It is left up to the media to decide whether they publish the information. Our clinic schedules are done the same way. In October, 378 vaccinations were given and in November, 518 have been given so far. We have pediatric clinics scheduled for the Pfizer vaccine on November 13. We had 100 appointment slots available and 98 of them are filled. Dr. Waschull and Ben Thompson meet with Edgar and the hospital every three weeks. We purchased an ultra-low freezer for the Pfizer vaccine so we can house it here at the health department. The health department has also invested in an inventory system to keep track of our equipment. We did a Moderna clinic at WIU recently and did 162 vaccinations. Our last clinic for 2021 at WIU will be December 7th. The health department was asked to come back in January at WIU to do the booster vaccinations. We recently discovered we could request staffing from state to help at the Covid clinics. It doesn't cost us anything. We have submitted the request to state but haven't heard anything back.

BUILDING, GROUND DISCUSSION

The trees were removed on the south lot next to Washington Street on November 9th. Kerri met with Benton and Associates about the remodel for the public restrooms. A copy of the floor plans was made available for board members to review. This will be put out for bid since it may hit around the \$20,000 mark. If they come in under \$20,000, Kerri may go ahead with the plans. We paid Benton for the plans. Eric Mansfield contacted Kerri about purchasing the house next door for \$55,000. He also offered to sell all three properties to us for \$225,00. His purchase price for all three properties totaled \$124,190. He also gave the option of renting the house for \$500 a month plus utilities. The board said we would pass on everything right now since we have already rented storage elsewhere.

MCHD & SCHD CONTRACT

The board discussed the contract wanting to know if staff worked from McDonough or if they traveled to Schuyler. Kerri said we do both. If it is something as simple as paperwork, we do that at McDonough and just code our time to the appropriate code. Some things require us to travel there such as seeing WIC clients. The board asked about reimbursements for travel and meals. Kerri said that we only reimburse for meals if the person is going to a meeting or conference. Schuyler reimburses for any time and expenses that are incurred.

ROGER WARD MADE A MOTION TO ACCEPT THE MCHD/SCHD CONTRACT AND DR. RICHARD MINTER SECONDED THE MOTION. MOTION CARRIED.

NEW BUSINESS

FY22 BOARD OF HEALTH OFFICERS & BOH MEETING DATES

**PRESIDENT- ANDREA RATERMANN
VICE PRESIDENT- GWYNNE WORTHINGTON
TREASURER- BECKY MAHR
SECRETARY- DR. NICHOLAS DOLL**

ANDREA RATERMANN MADE A MOTION TO NOMINATE HERSELF AS PRESIDENT AND DR. RICHARD MINTER SECONDED THE MOTION. ALL MEMBERS PRESENT SAID AYE. MOTION CARRIED.

TERRA LITCHFIELD MADE A MOTION TO NOMINATE GWYNNE WORTHINGTON AS VICE PRESIDENT AND DR. NICHOLAS DOLL SECONDED THE MOTION. ALL MEMBERS PRESENTS SAID AYE. MOTION CARRIED.

ROGER WARD MADE A MOTION TO NOMINATE BECKY MAHR AS TREASURER AND DR. RICHARD MINTER SECONDED THE MOTION. ALL MEMBERS PRESENT SAID AYE. MOTION CARRIED.

DR. NICHOLAS DOLL MADE A MOTION TO NOMINATE HIMSELF AS SECRETARY AND ANDREA RATERMANN SECONDED THE MOTION. ALL MEMBERS PRESENT SAID AYE. MOTION CARRIED.

TERRA LITCHFIELD MADE A MOTION TO APPROVE THE FY 22 BOARD OF HEALTH MEETING DATES AND ROGER WARD SECONDED THE MOTION. MOTION CARRIED.

BANK SIGNATURES

DR. RICHARD MINTER MADE A MOTION TO APPROVE BECKY MAHR, ANDREA RATERMANN AND KERRI ALLEN AS AUTHORIZED BANK SIGNATURES ON THE MORTON BANK CHECKING ACCOUNT; GWYNNE WORTHINGTON SECONDED THE MOTION. MOTION CARRIED.

CHRISTMAS ACTIVITIES

ANDREA RATERMANN MADE A MOTION FOR THE HEALTH DEPARTMENT TO CLOSE FROM 11:30 TO 1:30 ON DECEMBER 15 FOR THE EMPLOYEE CHRISTMAS PARTY LUNCHEON AND WAS SECONDED BY GWYNNE WORTHINGTON. MOTION CARRIED.

ANDREA RATERMANN MADE A MOTION TO APPROVE THE PURCHASE OF CHAMBER GIFT CERTIFICATES OF \$100 FOR FULL TIME STAFF AND \$50 FOR PART TIME STAFF; DR. RICHARD MINTER SECONDED THE MOTION. MOTION CARRIED.

CLOSED SESSION- NONE

EMPLOYMENT MATTERS

The board said any employment matters will wait until January since Kerri was just placed as Administrator.

BOARD COMMENTS

The board would like it marked on Board meetings when the evaluation of the administrator needs to be done. It was discussed that it should be done in July. The President of the Board will sign Kerri Allen's contract as administrator tonight. The board would also like to see the McDonough County Health Department employee handbook at the next meeting.

Adjourn:

TERRA LITCHFIELD MADE A MOTION AT TO ADJOURN AND WAS SECONDED BY ANDREA RATERMANN AT 8:27 P.M. MOTION CARRIED.

Kathy Cleer
Business Office Manager/CFO

NOTE: The next BOH meeting will be Wednesday, December 8, 2021 at 7 pm.