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Logan County Department of Public Health

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## LOGAN COUNTY BOARD OF HEALTH

March 8, 2010

PRESENT: Board of Health: Dr. Richard Bivin, Roger Bock, Dr. Paul Kasa, Maxine Lolling, Dr. Wm. Todd Walker

Logan County Department of Public Health: Mark Hilliard, Administrator; Margie Harris, Asst. Administrator/Director of Nursing; Sally Gosda, Director of Finance

Guests: Ruth Freeman-LCDPH AFSCME Rep, Dustin Schaub-LCDPH AFSCME Rep, Kristi Melton-Student Intern, Roland Nailor II "Ron"-Leadership Academy, Jan Youngquist-Lincoln Daily News, Josh Niziolkiewicz-Lincoln Courier

- 1) The meeting was informally called to order at 7:03 p.m. by Member Bock. Agenda Item 5) Reports started the meeting until a quorum was achieved. The meeting was officially called to order at 7:12 p.m.
- 2) The guests introduced themselves.
- 3) Approval of Meeting Agenda – A motion was made by Member Kasa to approve the Meeting Agenda; seconded by Member Walker. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Walker to accept the Consent Agenda items; seconded by Member Lolling. Motion carried.
- 5) Reports
  - a. Administrative, Oral Health, and Health Education - Mr. Hilliard referenced his report printed on blue paper in the packet. He noted that conference calls continued through mid-February but the frequency had decreased due to less activity. Media releases are scheduled to continue through March.  
Health Ed – The 25<sup>th</sup> Annual Community Health Fair is March 27 with an emphasis on recycling. Mr. Hilliard added that this will also be the twenty-fifth health fair with Marcia Dowling as the lead representative from the Health Department.
  - b. Finance – Ms. Gosda distributed the Finance Report with the schedule of FY10 grants on the reverse side. She reviewed the State grant reimbursement status, preliminary FY09 audit findings, and updated the Board on the certificates of deposit.
  - c. Nursing and Home Health – Ms. Harris reported that the H1N1 vaccine is gradually expiring and has to be disposed of as hazardous waste. The Health Department has

approximately 150 doses remaining. We have offered to dispose of expired vaccines from other community providers. The waste expense will be covered by the PHER grant.

Ms. Harris distributed the Home Health Compare reports and briefly reviewed their content. Home Care of Central Illinois ranked higher than all of the other agencies that serve Logan County. Action Plans are in place to address the areas that don't meet/exceed the state and/or national averages.

A mandate effective October 1 requires the utilization of an outside contractor to conduct patient satisfaction surveys of home health clients. The contracts range in price from \$1,595 to \$8,450 per year.

Two dental grants have been applied for and the grant application with the State is still pending.

- d. Emergency Response – Mr. Hilliard highlighted the training opportunities Shana Bean, ERC, has had and announced that she had also received a scholarship to attend the upcoming National MRC Conference in Memphis, Tennessee.
- e. Environmental Health – Mr. Hilliard pointed out the January and February reports in the packet but the content showed nothing extraordinary. Don Cavi, Director of Environmental Health, is working with the Community Health Fair planning group and will be conducting nitrate screenings of well water during the health fair. State Reviews of the Food and Water/Sewage programs are scheduled to take place later this month.

6) Old Business

- a. IPLAN Update and Organizational Capacity Assessment – Mr. Hilliard introduced Kristi Melton. Ms. Melton is a student at University of Illinois Springfield enrolled in the Masters of Public Health program and is also employed in the Lab at Memorial Medical Center. She is assisting with the IPLAN process for her internship.  
Ms. Melton distributed the Organizational Capacity Indicators to the Board and asked that they complete the assessment and return it to Mr. Hilliard by April 9.  
Mr. Hilliard explained to the Board that the IPLAN is a certification process that has to be completed every five years. A health department has to be certified in order to receive state and federal funding.
- b. Amendment to the Food Ordinance Update – Mr. Hilliard reported that the amended ordinance approved by the Board of Health at the December meeting was approved at the February County Board Meeting.

7) New Business

- a. Approval to keep Closed Meeting Minutes closed from 12/1986 to the present – A motion was made by Member Walker to keep the Closed Meeting Minutes from December 1986 to the present closed. The motion was seconded by Member Bivin. Motion carried.
- b. FOIA – Training & Compliance – New Freedom of Information Action (FOIA) regulations went into effect, requiring an FOIA officer to be designated for each agency. Mr. Hilliard and Ms. Harris are the designees for the Health Department and have attended training in person and completed the Attorney General's online training as well. Changes have been made to the Health Department's website to comply with the new regulations.
- c. Press – Included in the packet. In addition to the regular Press packet, the County Health Rankings were mailed to Board of Health members separately.
- d. Other – Board members were reminded that the Statement of Economic Interests needs to be completed and returned to the County Clerk's office.

8) Announcements – None.

- 9) Adjournment – A motion was made to adjourn the meeting by Member Kasa; seconded by Member Bivin. Motion carried and the meeting adjourned at 7:45 p.m. The next meeting is Monday, May 10, 2010.

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Roger Bock, President

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Sally Gosda, Recording Secretary