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Public Health
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LOGAN COUNTY BOARD OF HEALTH
November 4, 2024

PRESENT: Board of Health: Mr. Bill Sahs, Mr. Roger Bock, Mr. Mike Rohrer, Dr. Todd Walker, Mr. Keenan Leesman, Mr. Jayson Coble

Logan County Department of Public Health: Don Cavi, Administrator; Kara Davis, Director of Nursing; Katherine Yaple, Director of Finance

Guests: None

- 1) The meeting was called to order by Member Coble at 6:02 pm.
- 2) Introduction of Guests – None
- 3) Approval of Meeting Agenda – Member Bock made a motion to approve the Meeting Agenda as presented; seconded by Member Walker. Motion carried.
- 4) Approval of Consent Agenda – Member Sahs made a motion to approve the Consent Agenda; seconded by Member Rohrer. Motion carried.
- 5) Reports
 - a) The Administrative Report included:
 - There was a TASC kickoff meeting on 10/8/24. There will be a planning meeting in Petersburg 11/12/24 – 11/14/24. Logan is teaming up with Mason and Menard counties.
 - Mr. Cavi has almost completed the 2025-2030 Strategic Plan.
 - We are still waiting to get the warehouse fixed.
 - b) The Health Educator Report included:
 - Ms. Davis continues to provide CPR classes to those that need them.
 - All Logan County schools have had naloxone training, except Zion Lincoln. Ms. Davis has reached out to them multiple times but has not received a response.
 - c) The Finance Report included:
 - Mrs. Yaple reviewed the September and October financials that were included in the packet. We ended October with an overall deficit of (\$127,465). We currently have \$84,309.42 in outstanding revenue from the state. Of that amount, \$60,756.19 is just for the Local Health Protection grant. The state still owes us for the final quarter of GY24 and if they do not pay us soon, we will have to request the money through the State of Illinois Court of Claims Office.

- d) The Nursing Report included:
 - We currently have 13 latent TB's. These are all at Logan Correctional, so even though we do not have to do anything with them, we have to include them in our numbers since they are within our county.
 - We have 11 elevated lead levels.
 - We have only given 946 flu shots so far this year. This number is significantly less than where we were at this time last year.
 - Covid shots are on the rise.
 - Our BFPC, Emily Rehder, will become car seat certified in December.
- e) The Emergency Response Report included:
 - We completed our annual fire drill on September 13th and made it out of the building in record time!
 - Ms. Allison is working with Josh Gasparini at the Logan County EMA to start the Local Emergency Planning Committee meetings back up.
- f) The Environmental Health Report included:
 - Inspections are down due to our Sanitarian being on maternity leave. She just came back a couple of weeks ago and is getting us caught up.
 - Our EH Intern continues to trap ticks. As it gets colder, they will come out more.
- 6) Old Business:
 - a) Elkhart Sewage Update:
 - Elkhart is waiting on cost estimates from their engineering firm.
- 7) New Business
 - a) HIPAA Policy:
 - Our updated HIPAA Policy was emailed to the board. We already do everything that is in the policy, we just did not have an actual HIPAA Policy that had been voted on. Ms. Davis will update this plan every year, as needed.

Member Bock made a motion to accept the HIPAA Policy; seconded by Member Walker. Motion carried.

- b) Terms of Members (Bock, Sahs):
 - Member Bock and Member Sahs both agreed to continue serving on the board.

Member Walker made a motion to extend the terms of Member Bock and Member Sahs for another three years; seconded by Member Rohrer. Motion carried.
- c) Staff Survey:
 - During one of our leadership training sessions, our trainer suggested sending out a staff survey. Things that were asked or mentioned in the survey were regarding micromanaging, trust, culture, recognition, management as role models, aspects that staff like and dislike about working here, suggestions on how to boost morale, etc.
 - Our trainer also suggested doing this each quarter and as we continue to do these and address some of the staff's concerns, we will see how the staff's opinions and morale improve.

d) New Year's Eve Hours of Operation:

- In light of the staff survey, Mr. Cavi asked the board if they would consider closing at noon on New Year's Eve this year. Historically, we are not busy on New Year's Eve and half the staff takes off anyway.

Member Bock made a motion to close at noon on New Year's Eve, just this year; seconded by Member Rohrer. Motion carried.

e) Dress Code Amendment:

- Another thing that was mentioned in the staff survey by many people was the idea of wearing jeans every day, and not just on Fridays. This would boost morale and would not cost the department anything. Mr. Cavi has contacted other health departments, and some allow their employees to wear jeans every day. It was also mentioned that some of our employees would look more professional in jeans than they do in what are considered "dress pants" according to our dress code policy.
- After discussion between the board members with some for and some against this, Member Coble said he would like to table this until the January meeting so everyone can really think about it and then possibly vote on it in January.

f) LCDPH Strategic Plan 2025 - 2030:

- Mr. Cavi went over a Power Point presentation regarding our plans for our next 5-year Strategic Plan. He will report on our current Strategic Plan at the January meeting.

g) Potential Executive Session: None

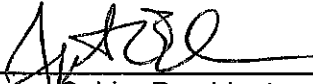
h) Staffing Update: We let one of our new Healthworks Case Managers go.

i) Press: In the packet.

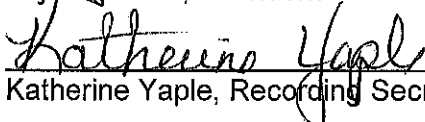
j) Other: None

8) Announcements – None

- 9) Adjournment – A motion to adjourn the meeting was made by Member Sahs; seconded by Member Walker. Motion carried and the meeting adjourned at 7:07 pm. The next meeting is Monday, January 13, 2025, at 6:00 pm.



Jayson Coble, President



Katherine Yaple, Recording Secretary