

MINUTES

Livingston County Public Health Department
Board of Health
BOH March 2022
Monday, March 14, 2022, 6:00 pm - 8:00 pm
LCHD Conference Room



In Attendance

Armin Groom; Donnie Simmons, LEHP; Gina Manker; Jackie Dever RN, BSN; James Day, D.D.S.; Janine Boggs, J.D.; John M Rinker, M.D.; Katherine Austman, M.D.; Tondra Harris RN

Not In Attendance

Jeanne Elliott, R.N.; Patricia Platz, R.N.

I. Call to Order -this meeting will be held in the conference room of the new building.

Meeting was called to order by Dr. Day

II. Approval December 9, 2021 Meeting Minutes

December 9, 2021 meeting minutes were approved as submitted.

Move: Armin Groom Second: Janine Boggs, J.D. Status: Passed

III. Reports

A. Administrative Report - Jackie Dever

December 1, 2021 – February 28, 2022

Move into the new building was completed on 2/14 and 2/15. There are some ongoing constructions issues that are being corrected. Asbestos removal is expected to start soon in the old building and then it will be torn down sometime after that is complete. The phase 2 parking and drive thru facility will be completed after the old building is removed. The drive thru will sit in the foot print of the old building to allow for expansion of the new building if needed at some point.

Health education is coordinating with local partners for Narcan distribution in businesses/communities. Tobacco cessation training is being conducted with IHR staff and HD staff targeting clients in all programs.

Contact tracing continues primarily through the State surge center. With the decrease in case counts, the focus has shifted to hospitalization rates. Counties will be classified as low, moderate or high. Mitigation efforts will increase if getting closer to the high rates.

We continue to work with schools re: isolation, quarantine and testing questions. Emphasis has changed to isolating cases and testing symptomatic close contacts. Masks are no longer mandated in schools setting or on school buses.

Vax clinics are being held Mondays only at the HD. Walk-ins are welcomed but appointments are available. All 3 vaccines are available each day. Other providers include OSF Medical,

CVS, Walgreens and Wal-Mart.

Total vaccines administered to date in the County – 43,973. Percent fully vaccinated – 49.64%

Annual DHS Healthy Families audit was held in January. The agency has met contract requirements and there were no findings identified. HFI program will have to apply under the FY23 NOFO that will be due in April.

Maria Chavez started 2/28/22 as the IBCCP Coordinator/Clinic nurse. She is replacing John Adams who retired last July. Emphasis will be to increase outreach and awareness of need for screenings.

B. Nursing Report - Tondra Harris

Public Health

Employee wellness/physical clinics were offered to County Employees. Thirty one employees utilized this service this year compared to 35 last year.

Immunization clinics continue to be offered twice a month and have been consistently full.

We continue to hold Covid-19 vaccination clinics on Mondays and Thursdays 8:30-4:00 by appointments or walk-in. We also offer Covid-19 vaccinations to those that are home bound.

As of February 28, 2022, IDPA has reported 10,599 Covid-19 cases in Livingston County. During the month of January 2022 alone, IDPH reported a total of 2,879 cases for Livingston County which equals 27% of total cases.

All WIC, Family Case Management and BBO services are continuing to provide remote services with curb side pickup.

Due to the state switching to a centralized approach for contact tracing, our need for contact tracing staff has decreased.

The clinic rooms and labs in our new building have been well received by staff and clients.

LCPHN:

The following graph shows admissions, discharges, and unduplicated patients for the public health nursing program from December 2021 – February 2022.

	Start	Admitted	Discharged	End	< 65 years	≥ 65 years	Unduplicated Clients
PH Nurse	5	0	0	5	2	3	5

The following graph shows the number of visits per program by quarter.

	1st quarter	2nd quarter	3rd quarter	4th quarter	Total FY21	Total FY20	Total FY19	Total FY18	Total FY17
PH	11				186	300	490	543	598

Nurse									
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C. CLIA Report - Tondra Harris

CLIA: All clinics are performing quality assurance testing as required and documenting on the log sheets.

D. Environmental Health - Donnie Simmons

Two pieces of legislation have been introduced that have caught our attention. The first bill is SB3838-Farmer’s Market Retail Permit. This bill would amend the Food Handling Enforcement Act that would provide for a farmer who sells meat, poultry, eggs, or dairy products from their farm to obtain a Farmer’s Market Retail Permit from a local health department if they choose to require a permit. The fee for such a permit is capped at \$75.00 for just egg sales or \$175.00 for a full permit to sell poultry, meat eggs, and dairy products to protect the safety of the products being sold. Procedural requirements to establish the fee and to raise the fee a maximum of 10% every three years.

The second bill HB4851 would amend the Food Handling Regulation Enforcement Act to allow a food establishment to operate in a home kitchen in accordance with reasonable food safety standards adopted by the Illinois Department of Public Health. Annual revenue may not exceed \$250, 000 annually from such an operation.

A Certified Professional Food Manager course and exam is scheduled for April, the first in two years.

Discussion followed on the legislation. No need to increase fees at this time. Information on the April 2nd electronic recycling event shared.

E. Advisory Board Reports - Jackie Dever

Move: Armin Groom Second: John M Rinker, M.D. Status: Passed

a. Healthy Families Advisory Board 2/23/22

MEMBERS PRESENT: Jackie Dever, Megan Fehr, Alicia Rodrick, Joe Ronaldson, Carol Flessner-via phone

The meeting was called to order @ 8:30 am.

Last meetings minutes were reviewed and approved.

Megan reported a current caseload of 36 families. Megan shared that YTD we have served 41 families and we are contracted, through DHS, to serve 40 families this fiscal year.

Megan shared DHS desk monitoring/audit that took place on January 26, 2022 was

completed. Megan was happy to share there were no findings during the audit.

Megan and Jackie discussed the upcoming NOFO and the many changes that will occur as a result of DHS and MICHEV joining together.

Jackie also informed the current Advisory Board members that changes are needing to be made to our current advisory board. When the program was reaccredited, it was suggested our Advisory Board could benefit from having members who are currently employed with in our county and who also deal with children and families. Megan and Jackie thanked our current members for all the support and guidance they have given over the years. Carol offered a suggestion of someone she knows who would fit in well with our new board.

The meeting was adjourned at 9:00. The next HFI Advisory Board meeting will be held sometime in May, exact date is TBD.

Approved the FY23 Advisory Board: Trevor Runyon, Triscia Brubaker, Sarah Brummit, Teresa Diemer, Erin Fogarty, Megan Fehr, Jackie Dever

b. Senior Advisory Council

CCU Advisory Board 2/23/22

Attendees: Jackie Dever, Megan Fehr Rob Patterson Alicia Rodrick and Carol Flessner (remote)

- I. Call to order at 8:30 a.m.
- II. Approval of minutes from last meeting
- III. Community Care Program
 - a. Waiting on the intensive monitoring policy that is now postponed until the PHE expires
 - b. CMIS billing still continues to be an issue, due to lack of training available
 - i. New CMIS billing system has no projected date
 - c. March 14, 2022 – New web-based PASRR process
 - d. CCP-INH service providers continue to struggle to provide services
 - i. February 22, 2022 had meeting w/ IDOA liaison addressing issues
- IV. Adjournment

Meeting was adjourned by Jackie Dever. The next Community Care Unit meeting is scheduled for May 18th, 2022.

F. Quarterly Financial

The beginning quarterly balance as of December 1, 2021: \$1,645,390.01. Receipts: \$567,354.07. Disbursements: \$557,746.72. Balance on hand as of February 28, 2022: \$1,654,997.36.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

G. Quarterly Wellness Financial

The beginning quarterly balance as of December 1, 2021: \$16,358.36. Receipts: \$5,136.47. Disbursements: \$7,208.93. Balance on hand as of February 28, 2022: \$14,285.90.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

H. Gladys Kohrt Memorial Fund

The beginning quarterly balance as of December 1, 2021: \$5,755.58. Receipts: \$75.00. Disbursements: \$0.00. Balance on hand as of February 28, 2022: \$5,830.58.

Discussion on placement of memorial bench next to the new facility. Landscaping will be planned around it.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

I. Donation/Cancer Fund

All Donations:

The beginning quarterly balance as of December 1, 2021: \$23,416.06. Receipts: \$1,151.90. Disbursements: \$153.00. Balance on hand as of February 28, 2022: \$24,414.96.

Cancer Fund:

The beginning quarterly balance as of December 1, 2021: \$51,212.83. Receipts: \$1,503.00. Disbursements: \$2,786.92. Balance on hand as of February 28, 2022: \$49,928.91.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

IV. Old Business

A. American Rescue Plan Update

Plans for the proposed drive through facility and phase two parking were presented. Facility will be 90 feet south of new building. There will be an enclosed sidewalk.

V. New Business

A. Statement of Economic Interest for Board Members

Statements of Economic Interest forms were distributed with request to return to Jackie Dever. The forms have been mailed to those not present.

B. Livingston County SNS and All Hazard Plan Annual Review

Policy/Procedure manual available for review at meeting.

No changes to plan.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

C. Policy Review and Approval

a. Case Coordination Unit Policies

IDOA is partnering with Maximus who will working with CCU staff when completing Choices for Care prescreens on individuals going into nursing homes.

Staff will be completing a Level I OBRA to indicate whether or not the individual seeking placement has any mental health issues.

The mental health issue needs to be addressed before the client can enter the nursing home. During this process, staff will be inputting all of their information online through Assessment Pro software.

Once done, Maximus will be review the information to determine whether or not the person needs additional mental health services.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

b. Fees

Shingles Vaccine increased.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

c. Fiscal Policy

Updated the WIC section to include change from Cornerstone/Food Instruments to WIC/EBT card

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

d. Job Descriptions

No changes

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

e. OSHA/Bloodborne Pathogen/Exposure Control Plan

Plan was reviewed. No questions.

Move: Janine Boggs, J.D. Second: John M Rinker, M.D. Status: Passed

f. Personnel

No changes

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

g. Safety Data Sheets

No changes

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

h. Wellness

No changes

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

D. Annual Public Health Reports

a. 2021 Printed Annual LCHD Report

Annual LCHD Report was presented for review. No questions re: report. Report will be presented to the County Board on March 17, 2022.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

b. Annual Agency Financial Report

Report was submitted with no questions.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

c. Annual Program Expense Report

Report was submitted with no questions.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

E. Annual Communicable Disease Report

Report was presented. Discussion followed on acute/chronic cases of Hep C; Number of COVID cases for FY22; Rabies exposure cases; Increased number of Syphilis cases. Report will be emailed to all medical providers in the county.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

F. Annual Report Livingston County Public Health Nursing Program

Report was presented. No questions on report.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

G. Approval for Grants & Contracts for Grant FY22

List was approved as presented.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

H. Bylaws

a. Board of Health Bylaws

No changes

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

b. CCU Senior Advisory Board Bylaws

No changes

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

c. HFI Advisory Board Bylaws

No changes

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

d. TB Bylaws

No changes

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

I. Appointments

- a. Appointment of Administrator to Act as Designee in Lieu of Board President and Director of Nursing in Lieu of Administrator

Move: Janine Boggs, J.D. Second: Katherine Austman, M.D. Status: Passed

J. Quarterly Program Statistics

Stats were furnished for review.

K. Employee Activity Report

Report was furnished for review.

VI. Executive Session - if needed

No request for executive session.

VII. Adjourn - Next Meeting June 13, 2022.

Respectfully Submitted,

Armin Groom
Board of Health Secretary

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed