

MINUTES

**Livingston County Public Health Department
Board of Health
BOH June 2022
Monday, June 13, 2022, 6:00 pm - 8:00 pm
LCHD Conference Room**



In-Person Attendance

Armin Groom; Donnie Simmons, LEHP; Gina Manker; Jackie Dever RN, BSN; James Day, D.D.S.; Jeanne Elliott, R.N.; Katherine Austman, M.D.; Patricia Platz, R.N.; Tondra Harris RN

Remote Attendance

John M Rinker, M.D.

Not In Attendance

Janine Boggs, J.D.

I. Call to Order by President Day

Meeting was called to order by President Dr. Day

II. Approval of March 14, 2022 Meeting Minutes

March 14, 2022 meeting minutes were approved as submitted.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

III. Reports

A. Administrative Report

Jackie Dever, Administrator

There continues to be ongoing constructions issues with the new building that are being addressed, mainly with the front door. A new, heavy-duty door has been installed that should hold up better to the wind. Asbestos removal has been complete in the old building and demolition is to start around June 1. Plans continue for the phase 2 parking and drive thru facility. There will be storage areas for the HD and maintenance in the new facility.

Contact tracing through the State surge center will end June 1. All new cases will receive a text or phone message referring them to the State website which will have isolation/quarantine information available. LHDs primary focus will be on outbreaks.

USDA extended the emergency waiver through July, which meant WIC clinics had another 90 days to resume in-person clinics. HDs were able to submit a policy for approval to the State for early resumption of in-person clinics. That policy was approved and plans are to resume in-person clinics starting in June. Clients must be given the option of virtual visits until the emergency waiver expires.

Changes coming in FY23 to the WIC program include the addition of a paraprofessional role for low-risk families. If an agency uses CPAs, they would be required to have a Nutrition Coordinator to oversee those staff.

FP will be receiving Title X funding through the State this year. We have not had federal funding for that program for the last 3 years.

Vax clinics are being held Mondays only at the HD. Walk-ins are welcomed but appointments are available. We are not seeing many new clients, mostly booster doses.

The new HD website will launch June 22nd.

Health Ed has partnered with many new agencies to distribute Narcan in the county. Outreach for other programs will be resuming again this summer.

The County audit has been completed with no issues found.

Norma Francis will be retiring at the end of June. She has been with the Dept. for 30 years, mostly working at the SBHC in Pontiac. Katelyn Lane has been hired to replace her.

B. Nursing Report

Tondra Harris, R.N., Director of Nursing

Public Health

All WIC, Family Case Management and BBO services are continuing to provide remote services with curbside pickup. Resumption of services plan has been approved. Waiting on BOH approval.

WIC had their annual audit in April and did very well with just 3 corrective actions needed. Very positive comments from the Regional Nutritionist Consultant.

Family Case Management and BBO had their annual audit in May and had no findings for the second year in a row.

COVID-19 vaccinations clinics continue to be offered every Monday at LCHD. We currently have all three vaccines on hand- Pfizer, Moderna and J&J.

School physicals will start on June 15, 2022 and continue through August on an as needed basis.

There have been updates for some vaccines.

- Hepatitis B has been expanded to include routine vaccination for all adults 19-59. The risk factor assessment previously used to determine vaccine eligibility has been removed. This should increase vaccination coverage and decrease Hepatitis B cases.
- Zoster vaccine has been expanded to include vaccination of immunocompromised adults beginning at age 19 due to persons in this group experiencing a higher incidence of herpes zoster and related complications.
- Rabies vaccine for pre-exposure is now recommended as a 2 dose series instead of 3. There were many barriers affecting adherence to the previous recommendations, including out-of-pocket costs of rabies biologics (3-dose PrEP vaccination series is currently estimated at \geq \$1,100). In addition, the largest group for which PrEP is recommended (travelers) might often be unable to complete the 3-dose series because at least 21 days are required to complete the series before initiation of travel.

- Pneumococcal vaccine new recommendations for adults have been simplified with the addition of two new pneumococcal conjugate vaccines (PCV15 and PCV20). The new guidelines include recommendations to receive either PCV20 alone or PCV15 followed by PPSV23 one year later. ACIP no longer recommends the use of PPV13 for any adult.

LCPHN:

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

	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Total FY21	Total FY20	Total FY19	Total FY18	Total FY17
PH Nurse	11	18			186	300	490	543	598

C. CLIA Report

Tondra Harris, R.N. Director of Nursing
Included in nursing report

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

D. Environmental Health Report

Donnie Simmons, L.E.H.P., Director of EH

The legislation to establish a Farmers Market Retail Food Permit (SB3838) was signed into law by the governor that becomes effective January 1, 2023. This legislation was discussed at the March 14, 2022 Board of Health Meeting.

The certified food manager course held in April was full with 18 students, only one person did not pass the exam. A certified food manager course is scheduled to start June 15, 2022 that is full with 22 students. The company providing the exams made the decision to no longer offer the exams. A new exam provider will be providing exams for which I have to become a proctor to administer the test.

This year birds located as part of the West Nile Virus Surveillance Program will also be tested for Avian Flu. Any birds positive for Avian Flu will be followed up by the Department of Natural Resources. A tire collection program is again being planned for either September or

October. Tires will be accepted for the entire month or until a set number of tires are collected.

Discussed with the new website, EH forms will be converted to a fillable document. Forms with fees will have to print and submit with payment. Forms that don't require a payment will be able to submit directly to the EH email.

Used tire collections will be held in September this year with the goal of 1000 tires.

E. CCU Advisory Board Minutes

Type of meeting: Community Care Unit Council Meeting

Attendees: Jackie Dever, Rob Patterson, Alicia Rodrick, Carol Flessner, Joe Ronaldson, and M.J. Shaughnessy

- I. Call to order at 8:30 a.m.
- II. Approval of minutes from last meeting
- III. Community Care Program
 - a. CMIS billing still continues to be an issue, due to lack of training available
 - i. New CMIS billing system has no projected date
 - b. March 14, 2022 – New web-based PASRR process
 - i. April 18, 2022 – SLP training
 - c. April 25, 2022 – Awarded additional respite funds from East Central
 - d. April 29, 2022 – Mental Health First Aid Training
 - e. May 1st, 2022 – 6-month visits are now required
 - i. IDOA does not have an automatic system to calculate these new visits
 - f. APS report and MOU issues
- IV. Adjournment

Meeting was adjourned by Jackie Dever. The next Community Care Unit meeting is scheduled for August 10, 2022 at 8:30 a.m.

F. Healthy Families Advisory Board

MEMBERS PRESENT: Jackie Dever, Megan Fehr, Erin Fogarty, Sarah Brummitt, Teresa Diemer, Trevor Runyon, Triscia Brubaker

The meeting was called to order @ 9:30 am.

New members were all present and introductions were held. Megan and Jackie thanked the new members for agreeing to be on the new Advisory Board.

Last meetings minutes were reviewed and approved.

Megan provided an overview of Healthy Families, explaining what the program entails, our goals for the new Advisory Board and goals for the program.

Megan reported a current caseload of 36 families.

Advisory Board members asked great questions related to age of participants, where most families reside in the community, if fathers were involved and the percentage of teen parents we are serving.

Discussion held around DCFS and the ongoing concerns the HFI program is facing with them. Many Advisory Board members were well aware of the ongoing issues and expressed other agencies in our county are facing issues with DCFS as well.

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

The meeting was adjourned at 10:30. The next HFI Advisory Board meeting will be held on August 10, 2022 at 9:30 am.

G. I&E Committee Meeting Minutes

INFORMATION AND EDUCATION COMMITTEE MEETING MINUTES

Date: May 3, 2022

Time: 11:30 – 12:30

Place: Livingston County Health Department

Agenda: Introduction of Members
Review of FY22 materials
New Content
Family Planning work plan
340B Program
Program Statistics
Outreach
Tour of new facility

Attendance: Jackie Dever, Mary Kennedy, Erin Fogarty, Jodi Moritz, Tondra Harris, Mary Jo Krall, Megan Fehr, Jill Kindred, Kathy Kennell, Dianne Stadel, Patty Haberkorn, Lana Brown, Triscia Brubaker, Sarah Brummitt, Trevor Runyon, Mady Lane, Ariel Brucker and Susan Shiflett

Members: Patty Haberkorn – Administrator at a Developmentally Disabled Agency; Susan Shiflett – from Safe Journey; Lana Brown – Director of Quality Assurance at a Developmentally Disabled Agency; Sarah Brummitt – of Hope Pregnancy Center; Triscia Brubaker – of

Livingston County Workforce Services; Mary Jo Krall – High School Nurse Practitioner; Lindsay Masching – High School Nurse; Norma Francis – High School Secretary; Mady Lane and Ariel Brucker – Livingston County Probation Office; Trevor Runyon – Community member.

Updated Forms: There were no new/updated forms to review.

Materials Reviewed: New materials, including the distribution of Narcan and Healthy Relationships handouts, were reviewed and approved by the committee. Maintained use of current educational pamphlets was also approved by the committee. All committee members were given an opportunity to provide feedback on these materials. They were found to be consistent with Illinois Family Planning Program and Title X requirements, as well as the educational and cultural background of the clients in Livingston County's Family Planning Clinic.

Work Plan: The Family Planning work plan was discussed. Progress is being made in meeting all work plan objectives. We are still trying to increase our number for male clients.

340B Program: The changes to the funding and Illinois Family Planning Program guidelines were reviewed with the committee. The LCHD is still acquiring birth control through the new 340B program that began January 2020. Since Illinois will begin participating in federal Title X again as of FY23, updates to the 340B funding are expected in the next fiscal year.

Statistics: The LCHD Family Planning Program statistics were reviewed by Erin Fogarty, highlighting the demographics of clients and the continued struggle to reach males. Committee members were offered an opportunity to ask questions, of which there were none.

Decisions Reached: Erin Fogarty reported on facilitating Family Planning & STD prevention education at area high schools, including Pontiac, Prairie Central, Flanagan/ Cornell, and Dwight. Discussion concerning the inclusion of Tri-Point high school was had and will be further investigated by Ms. Fogarty. Ms. Fogarty also reported facilitating different Erin's Law presentations for three separate age groups at LCSSU – elementary, junior high, and high school.

The committee also discussed program referrals to Safe Journeys, Livingston Workforce Services, Institute for Human Resources (IHR), Better Birth Outcomes (BBO), WIC, Healthy Families Illinois (HFI), and the Illinois Breast & Cervical Cancer Program. Referral to tobacco/vaping cessation resources was also reviewed with the committee as a new in-person smoking cessation program will be offered in Livingston County beginning Fall, 2022.

Lastly, reigniting in-person community outreach efforts was discussed at length as more opportunities present themselves post-COVID. An idea for including a QR code on all outreach materials was approved by the committee. Additionally, the inclusion of materials pertaining to marijuana prevention and education was discussed and will be further investigated by Ms. Fogarty.

H. Quarterly Financial

Jackie Dever, Administrator

The beginning balance as of March 1, 2022: \$1,654, 997.36. Receipts: \$521, 842.15. Disbursements: \$501, 004.19. Balance on hand as of May 31, 2022: \$1, 675, 835.32.

Move: Armin Groom Second: Patricia Platz, R.N. Status: Passed

I. Quarterly Wellness Financial

Jackie Dever, Administrator

Correction to the first quarter report - the BOP trust money was not included. The beginning balance as of December 1, 2021: \$16,358.36. Receipts: \$7,928.78. Disbursements: \$7,208.93. Balance on hand as of February 28, 2022: \$17, 132.21.

The beginning balance as of March 1, 2022: \$17, 132.21. Receipts: \$8,447.61. Disbursements: \$6,906.10. Balance on hand as of May 31, 2022: \$18,673.72.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed

J. Gladys Kohrt Memorial Fund

Jackie Dever, Administrator

The beginning balance as of March 1, 2022: \$5,830.58. Receipts: \$75.00. Disbursements: \$0.00. Balance on hand as of May 31, 2022: \$5,905.58.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed

K. Donation/Cancer Fund

Jackie Dever, Administrator

All Donations:

The beginning balance as of March 1, 2022: \$24,414.96. Receipts: \$14.14. Disbursements: \$76.51. Balance on hand as of May 31, 2022: \$24,352.59.

Cancer Fund:

The beginning balance as of March 1, 2022: \$49,928.91. Receipts: \$165.00. Disbursements: \$0.00. Balance on hand as of May 31, 2022: \$50,093.91. Gas cards were restocked last quarter and none were bought this quarter.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed

IV. Old Business

A. Update on old H&E building demolition.

Abatement should be done by May. Demo expected to start by June.

B. Update on drive thru facility

Hopeful to start project after Labor Day.

V. New Business

A. New Grants

CCU Workforce Retention Grant - Funding to be used for hiring new staff, staff increases and OT pay. Total award was for \$269, 277 which covers FY22 and FY23.

ArchiveSocial - Total cost for this service is \$8,515 for 3 years. Funding coming from the COVID-19 Response grant. This service assures compliance with public records law in re:

to archiving social media posts and ADA requirements.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

B. Board of Health Appointments

Dr. James Day and Pat Platz RN 6/22 - 5/25

Request for reappointment to be sent to County Board.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

C. FY21 County Financial Audit

Audit available for review. No findings with this audit.

D. Agreement between Board of Health & TB Board

No changes to the agreement.

Move: Katherine Austman, M.D. Second: Jeanne Elliott, R.N. Status: Passed

E. Fee Schedule

Changes to vaccine costs.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

F. Personnel Policies

Changes to the emergency procedures/security sections were reviewed.

Move: Katherine Austman, M.D. Second: Patricia Platz, R.N. Status: Passed

G. Smoke Free Campus Policy

Discussion re: becoming a smoke free campus. County policy is for smoke free buildings only. Motion made to develop policy and bring back for BOH approval in Sept., which would then go to County Board for approval. Include in policy that the definition of smoke free campus would include buildings and all county owned land surrounding building.

Move: Katherine Austman, M.D. Second: Jeanne Elliott, R.N. Status: Passed

H. Organizational Charts

No changes to FY23

Move: Katherine Austman, M.D. Second: Patricia Platz, R.N. Status: Passed

I. Affirmative Action Policy 2022/2023 Goals & Workforce Analysis

Goals and summary were reviewed as presented. Plan will be sent to State.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

J. Linguistic and Cultural Competency Plan

Plan was reviewed as presented. Plan will be shared with staff and copy of report placed in the CRV State site.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

K. Policy Review/Approval

Policies available for review.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

a. Better Birth Outcomes

New policies reviewed.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

b. CLIA Policies

No changes

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

c. Family Case Management Policies

New policies reviewed.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

d. Family Planning Policies

Policies available for review.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

e. School Based Health Center

No changes

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

f. WIC/Peer Counseling Policies

Hard copy of updated policies required per DHS grant available at meeting.

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed

L. Elections of Officers

Motion made to keep the same officers for the coming year. Dr. Day and Armin Groom agreed to serve in same positions.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed

M. FY 23 Budget - Finance Committee Appointment

Board recommended Dr. Day and Armin Groom to be on the finance committee. Committee will meet in August to review the FY23 budget.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed

N. Employee Activity Report

Report was furnished for review.

O. Livingston County Health Department Program Statistics

Stats were furnished for review.

P. Other

No other business was brought before the Board.

VI. Adjourn

Next meeting will be September 19, 2022. Note that meeting will be the 3rd Monday of the month.

Respectfully Submitted,

Armin Groom
Board of Health Secretary

Move: Armin Groom Second: Jeanne Elliott, R.N. Status: Passed