

**Fayette County Board of Health  
Special  
Meeting Minutes  
May 31, 2018  
6:30 P.M.**

Board Members Present: Darrell Schaal, President, Sandra Albright, Secretary,  
Julie Aderman, Brad Dunn, D. M. D., John Glennon, Pastor,  
Beth Hoffman, L.C.P.C., Kris Luster and Dawn McDaid, M. D.

Others Present: Heather Jackson, Dee Sanders R. N., Barbara  
Lawson, R. N., Jodi Smith, LEHP, Jessica Dye, Elizabeth Washburn, Beth  
Riedle, Kelly Miller, Sherry Childress, Tina Hunter, Lisa Ketchem, Connie  
Walton, Robin Hayes, Julie Farthing, Natosha Brown, Robin Wells, Rich  
Bauer, Josh Morrison, and Julie Opfer, Recorder

Absent: Glen Skow, M.D.

**I. Call to Order**

The Fayette County Board of Health met on May 31, 2018 at the Fayette County Health Department.  
President Darrell Schaal moved to call the meeting to order at 6:30 P.M.

**II. Quorum**

A quorum of eight members was present.

President of the Board of Health made a statement concerning the May 15, 2018 special meeting. The meeting was unintentionally held behind locked doors. He apologized to anyone who had attempted to attend the meeting but could not.  
Schaal then entertained that a motion be made to make any action taken on May 15, 2018 null and void. Brad Dunn entered the motion. Kris Luster seconded the motion. All were in favor. Motion passed.

**III. Those Wishing to Address the Board**

None Present

**IV. Minutes of March 20, 2018 Regular Meeting**

A motion was made by John Glennon to accept the minutes of the March 20, 2018 meeting. Julie Aderman seconded the motion. All were in favor; none opposed. Motion carried.

**V. Minutes of April 24, 2018 Special Meeting**

Brad Dunn entered a motion to accept the minutes of April 24, 2018 special meeting. This motion was seconded by Sandra Albright. All were in favor; none opposed. Motion carried.

## **VI. Reappoint Board Members**

John Glennon entered a motion to reappoint board members.

- a. Dr. Glenn Skow – 3 year term to expire 6/30/2021
- b. Julie Aderman – 3 year term to expire 6/30/2021
- c. Darrell Schaal – 1 year term to expire 6/30/2019

Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.

## **VII. Financial Report – Presentation & Motion to Accept**

A motion was made by Kris Luster to accept the two financial reports. One dated through May 10, 2018 and the other dated through May 31, 2018. Julie Aderman seconded the motion. All were in favor; none opposed. Motion carried.

## **VIII. Discussion and possible motion to retroactively compensate salary for current interim administrator**

A motion was entered to compensate Heather Jackson \$300 per week for her duties as interim administrator retroactive to May 15, 2018 by John Glennon. Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.

## **IX. Discussion and motion to appoint an Interim Administrator**

A motion to appoint Heather Jackson and Dee Sanders as co-interim administrators from May 15, 2018 to July 31, 2018, with each receiving \$10 more per hour during their administrative duties, retroactive from May 15, 2018, was made by Kris Luster. This was seconded by Dawn McDaid. All were in favor; none opposed. Motion carried.

## **X. Unfinished Business: none noted**

## **XI. New Business:**

## **XII. Staff Reports**

### **1. Environmental Health – Jodi Smith**

The food establishment part of the program is going well. Only two food establishments have not paid for their food permits. During this quarter, Smith has had one body art inspection, one new well

inspection, one private sewage plan installation, and has sent off two dead birds for West Nile Virus testing. Mosquito testing will begin soon.

Smith also had a request from local mayor to assist with a sewage problem. This request is not covered under our Local Health Protection Grant program policy and Jodi's schedule did not allow her to assist at the time that she was needed. Another health department employee who was traveling to the town assisted the mayor by delivering a dye powder that the city officials could use to determine if the problem was in fact a sewer related issue.

Today, Jodi received an email from a reporter who had been contacted by one of our clients. This client had a sewage complaint. After consulting with State's Attorney, Josh Morrison, Jody replied to the email with the facts of the situation.

The news station sent a reporting crew to the health department this afternoon. Jodi was out with appointments, but Heather spoke to the reporter.

The well in question has had water samples taken three times. The well had a large hole in the side of the casing. The first water sample tested positive for Ecoli. This test was completed before well repairs were made. After the repairs were made to the well, the last two waters samples tested showed no presence of E.coli.

## **2. Nursing**

### **Family & Clinical Services - Heather Jackson**

FIT – The program completed 97 tests. 25 of the tests were abnormal. A walk in clinic was held on March 5, 2018.

Genetics Clinics have been held here on March 28, 2018 and May 23, 2018. The clinic had a full schedule.

Lead - The program has been screening every 1 and 2 year old in the WIC program.

WIC - The average monthly participation since February is 570, which is 86% of our caseload.

The program is working on ways to encourage retention.

Starting July 1, 2018 the caseload for WIC will decrease to 660. Funding per case has increased.

Family Case Management – Now receiving Case Finding Report weekly. Average caseload since February is 243.

### **3. HFI & Doula Report - Lisa Ketchem**

During this quarter, FCHD HFI Program provided services to 40 families in Fayette County and 231 (93.5%) visits were completed. The program had 4 HFI Program participants deliver in this quarter, of which 4 initiated breastfeeding and 2 continue to breastfeed.

During this quarter, FCHD Doula Program provided services to 14 women in Fayette County and 62 prenatal (221%) and 35 post-natal (121%) visits were completed. We had 6 Doula Program participants deliver in this quarter with 6 Doula attended deliveries. (100%). Benchmark is 75%.

HFI has received notification of budget increase to support one full time supervisor and 1 full time Family Support Specialist. Both positions have been advertised within the health department and on Indeed. Sherry Childress has been hired as HFI Supervisor.

#### **4. Home Care – Barb Lawson**

Beginning June 1, 2018, Barbara Lawson will no longer be Director of Homecare.

Lawson will be Hospice Program Coordinator.

Julie Farthing will be the Home Health Program Coordinator.

#### **Accept staff reports.**

A motion was entered by Brad Dunn to accept staff reports as presented. Kris Luster seconded the motion. All were in favor; none opposed. Motion carried.

#### **5.Hospice QAPI Report – Motion to Accept**

#### **6. Home Health QAPI Report – Motion to Accept**

Motion for Home Health and Hospice QAPI reports to be accepted as presented was made by Brad Dunn. This motion was seconded by Beth Hoffman. All were in favor. Motion passed.

#### **Administrative – Heather Jackson & Dee Sanders**

Dee – Advertisements for the Administrator position have been placed in all of the Fayette County papers, bordering counties' papers, Indeed, Illinois Public Health Association, (IPHA) and Illinois Association of Public Health Administrators, (IAPHA).

West Shed Update; Dee spoke to Sandy Leidner and Habitat for Humanity will hold a meeting the second Tuesday of June. Habitat wants to help us. Current plans include two rooms for storage. We are to email Sandy what we need.

\$500 membership dues to IPHA are due now.

Heather – The staff of the health department now has a closed Facebook page. Staff had also requested an opportunity to gather in prayer on Wednesday mornings at 7:45 am. This took place this past Wednesday.

Julie Aderman entered a motion to accept the Administrative Report. John Glennon seconded the motion. All were in favor. Motion passed.

### **XIII. Discussion and motion to approve EMA Contract**

A motion was entered by Brad Dunn to approve the 15 month EMA contract. This was seconded by Beth Hoffman. All were in favor; none opposed. Motion carried.

### **XIV. Discussion and possible motion to approve holiday policy for 4 day work week**

A motion was entered by Brad Dunn to approve the holiday policy for 4 day work week to include the entire day of 525 minutes or 8.75 hours. This motion was seconded by Julie Aderman. All were in favor; none opposed. Motion carried.

### **XV. Discussion and possible motion to determine length of time employees have to use 4 day work week payback benefit time**

John Glennon entered a motion to let employees use up extra benefit time until December 31, 2019. Sandra Albright seconded the motion. All were in favor; none opposed. Motion carried.

### **XVI. Discussion and possible motion to approve new pay scale**

Kris Luster entered a motion to approve the new pay scale retroactive for individual R.N.'s effective May 1, 2018. Dawn McDaid seconded the motion. All were in favor; none opposed. Motion carried.

### **XVII. Discussion and possible motion on assistance with building maintenance**

Keith Sanders has volunteered to help with the health department's roof issues. Gathering information for the shingles warranty is very complex.

He also will assist with the planning of the storage areas in the west shed.

**XVIII. Discussion and possible motion for Kiley Depew to work on college research project for FCHD**

The board agreed that if former administrator and interim administrators were okay with Kiley Depew's research project continuing, it was alright to go ahead with project. Work for class would be done at home and presentations would be done here.

**XIX. Discussion and possible motion to appoint board members for committee to hire new administrator and possible assistant to the administrator (HR)**

Discussion was had about the possibility of in the future considering hiring as assistant to the administrator or possible Human Resources position.

A motion was entered by Beth Hoffman to have board members, Kris Luster, Brad Dunn, and Dawn McDaid serve on a hiring committee for review applications for administrator. Julie Aderman seconded the motion. All were in favor; none opposed. Motion passed.

**XX. Discussion and possible motion to schedule more frequent Board of Health meetings until a new administrator is hired**

Discussion was held whether to have board of health meetings more frequent until new administrator has been hired. It was decided to have the next special board of health meeting on Monday June 25, 2018 at 6:30 pm in the classroom. The meeting can be canceled if it is not necessary to have one.

**XXI. Discussion and possible motion on former administrator's requests:**

***Request 1:***

***Unemployment compensation claim to be undisputed and Fayette County health insurance coverage including vision and dental for myself, (Rhonda), and children to be reinstated back to May 1, 2018 and maintained same as before the 19<sup>th</sup> of April same year paid for by Fayette County Health Department until December 31, 2018 or until alternate employment is found, whichever is first.***

Kris Luster entered a motion to deny the first request. The motion was seconded by John Glennon. All were in favor; none opposed. Motion passed.

**Request #2:**

***For any reason request #1 cannot be granted, a reasonable cash settlement be made while I relocate and re-establish my career.***

Request denied due to lack of motion.

**Request #3**

***Request that a copy of complete personnel file be made and mailed. (To Rhonda)***

Dawn McDaid entered a motion to approve Rhonda Andrew's request for a copy of her complete personnel file to be made and then mailed to her. Brad Dunn seconded the motion. All were in favor; none opposed. Motion passed.

**Request #4:**

***In the event that the Fayette Cancer Foundation Grant is awarded for FIT program, the board of health reassign this grant to the Illinois Public Health Association.***

A motion was made by Brad Dunn to deny this request. This motion was seconded by John Glennon. All were in favor; none opposed. Motion passed.

**XXII. Executive Closed Session – if needed**

None needed.

**XXIII. Adjournment**

A motion was made by Brad Dunn to adjourn at 8:30. This motion was seconded by John Glennon. All were in favor; none opposed. Motion passed.

***Bold Italicized items have been added to the null and void May 15, 2018 agenda.***