

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

August 16, 2011

6:00 PM

Present: Jason Asaad, Judi Benjamin, Dr. Jane Cooney, Ivadale Foster, Brenda Larson and Jim Meharry.

Absent: Dr. Karen Broaders, Lori DeYoung, Dr. Todd Miller and Connie Ostrander.

The meeting was called to order by President Judi Benjamin at 6:17 PM.

Dr. Karen Broaders, Lori DeYoung, Dr. Todd Miller and Connie Ostrander asked to be excused from tonight's meeting.

A motion was made to approve the agenda presented.

Motion: Ivadale Foster
Second: Dr. Jane Cooney
Motion carried unanimously.

A motion was made to approve the minutes of the July meeting as presented.

Motion: Ivadale Foster
Second: Jim Meharry
Motion carried unanimously.

Fiscal Status

Donna Dunham reported that we still have a healthy cash balance. We have not had to ask for early tax distribution from the County. The regular tax distribution should be in September and the second in October.

A motion was made to approve the Budget and Expenditure report and cash flow statement for July 2011 as presented.

Motion: Jim Meharry
Second: Jason Asaad
Motion carried unanimously.

Old Business:

None.

New Business:

A motion was made to enter executive session at 6:32 PM pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5ILCS 120/2 (c) (1), “the appointment, employment, compensation, discipline, performance evaluation or dismissal of specific employees of the public body....”

Motion: Ivadale Foster
Second: Jason Asaad

Judi Benjamin	Yes
Brenda Larson	Yes
Ivadale Foster	Yes
Jim Meharry	Yes
Dr. Jane Cooney	Yes
Jason Asaad	Yes

A motion was made to reenter the regular meeting at 7:20 PM.

Motion: Jason Asaad
Second: Jim Meharry

Judi Benjamin	Yes
Brenda Larson	Yes
Ivadale Foster	Yes
Jim Meharry	Yes
Dr. Jane Cooney	Yes
Jason Asaad	Yes

Shirley Hicks asked Doug Toole, our Director of Environmental Health, to discuss the Food Sanitation Re-inspection Fee, Water Sample Fee and the Plan Review Fee for New Food Establishments.

Doug informed the Board that for Temporary Food Inspection sites (fairs, festivals, etc), our Environmental Health Practitioners travel to the sites and set up inspections for all vendors. If a vendor is late and we have to have our EH staff return to the site for them, we are proposing a \$25.00 additional fee be assessed to cover our employee and travel costs. At this time, we are not charging any fee to return.

Also, it was proposed that we charge an additional \$25.00 Re-inspection fee to return to food establishments that have critical violations. Critical violations present potential health hazards to the public such as refrigerators not cooling to the correct temperature.

We currently collect water samples for residents for analysis by the State Lab. At this point in time, the resident can come into the Health Department and pick up the water

bottles, collect the sample and return them to the Health Department. Or our EH practitioners will take the water bottles to the home of the resident, collect the sample and bring them back to the Health Department to be sent to the Lab for analysis. We do not charge for collection of the water sample. Therefore, our employee's costs such as salary, fringes and travel are not being covered. Shirley Hicks proposed charging a \$25 fee if our employees travel to the residence and collect the water sample.

Another fee proposed by Ms. Hicks was for \$100 for Plan Review of New Food Establishments. The Plan review is a cost for our Environmental Health Department to review a food establishment's plans to extensively renovate or build a new facility to ensure that all code Regulations are being met.

A motion was made to approve all of the proposed Environmental Health fees with one motion.

Motion: Ivadale Foster
Second: Dr. Jane Cooney
Motion carried unanimously.

A motion was made to approve the \$25 re-inspection fee for Food Services Sanitation, a \$25 fee for water samples collected by our EH employees, and a \$100 fee for Plan Review of New Food Establishments.

Motion: Ivadale Foster
Second: Dr. Jane Cooney
Motion carried unanimously.

Shirley Hicks presented the budget for FY 2011 – 2012. Shirley pointed out that we have increased the revenue line received from the tax levy from \$250,000 to \$271,375. This tax levy is increased to pay the County \$21,375 to offset Health Department employees' health insurance costs. A few years ago, the County became self-insured which means they are covering all costs associated with health claims. This amount was putting a drain on the County's General Fund and they are requesting all departments to cover as much of the cost as they can afford. Therefore, our tax levy was increased from 2.99 cents on the \$100 to 3.25 cents on the \$100. But in increasing our levy, we were told they would decrease the General Fund levy so that taxes will not be increased.

A motion was made to accept the budget for 2011 – 2012.

Motion: Jim Meharry
Second: Jason Asaad
Motion carried unanimously.

Shirley asked the Board of Health to set the adult influenza vaccination fee at \$30. This is the same as the past few years.

With competition from the pharmacies, we have limited our vaccine order to 1,500 doses this year. Last year we had approximately 800 doses left at the end of the year. We were able to return the doses for the \$.75 per dose of excise tax. This credit will be used to reduce the cost of the vaccination this year.

A motion was made to set the 2011 – 2012 Influenza Vaccination Cost at \$30.

Motion: Jim Meharry
Second: Jason Asaad
Motion carried unanimously.

Since we had to have an August meeting to pass the budget, Ms. Hicks asked the Board if they wanted to have a September meeting or if they would prefer to wait until the November meeting. It was decided that the September meeting would be cancelled unless something important came up that needed to be decided/voted on by the Board.

Since the September meeting was cancelled, President Judi Benjamin appointed a nominating committee for the November meeting. The nominating committee will present a slate of officers for the 2011 – 2012 fiscal year.

The nominating committee is as follows:

Ivadale Foster, Chairperson
Jim Meharry
Jason Asaad

Shirley Hicks informed the Board that we have signed the following contracts with the State of Illinois:

Illinois EPA	\$ 45,000
Health Protection	\$ 208,537
WIC	\$ 434,600

Items of Information:

We currently are at full staff.

We have no site visits, evaluations or audits.

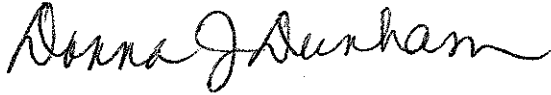
Jenny Trimmell reported that we have implemented our new Immunization/TB fees as of August 1, 2011. No one has complained about the fees.

Jenny Trimmell recently promoted our back to school immunization clinics on the WDAN Newsmakers radio program. We also sent press releases all other media outlets.

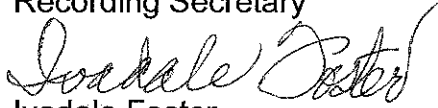
A motion was made to adjourn.

Motion: Jason Asaad
Second: Jim Meharry
Motion carried unanimously.

Respectfully submitted,



Donna J. Dunham
Recording Secretary



Ivadale Foster
Secretary, Board of Health