Present:   Jason Asaad, Dr. Lori DeYoung, Carla DeAngelis, Bob Jones, Brenda Larson and Dr. Todd Miller.

Absent:  Dr. Karen Broaders, Dr. Jane Cooney, Ivadale Foster and Connie Ostrander.

The meeting was called to order by President Dr. Lori DeYoung at 6:29 PM.

A motion was made to approve the agenda as presented.

Motion:  Bob Jones  
Second:  Dr. Todd Miller  
Motion carried unanimously.

A motion was made to approve the regular minutes of the November 15 and the minutes of the January 24 informational meeting as presented.

Motion:  Jason Asaad  
Second:  Brenda Larson  
Motion carried unanimously.

Fiscal Status

Donna Dunham reviewed the Budget and Expenditure reports and the cash flow statement for November 2011 and the December through February 2012. She pointed out that on the November report, we were over in the line Education Training/Registration. This occurred too late in the year to present a budget amendment. However, since we still had money within the category to spend, it was okay. There was $15,609.94 left unspent in that line.

On the current budget, Shirley Hicks drew attention to the line Special Circumstances. The monies running through that line are expenditures to FOTH, our consultant for the Brownfield grant. We do not budget money for this line. We accumulate dollars spent to FOTH and closer to the end of the year, Donna Dunham will project how much totally will be spent and we will present a budget amendment to the Board of Health, the committees of the County Board and finally the County Board.

Once we receive an invoice from FOTH, Donna requests that amount from the Environmental Protection Agency (EPA). Once we receive notification that the money has been received in the Health Department checking account, we request a purchase order for the same amount to be made out to FOTH. We never pay FOTH until we have received the money from the EPA.
Also, on the current checking account summary, there is an item called “11/30/2012” for $316.89. These are dollars encumbered for expenses but not yet paid because we don’t have the invoice yet.

A motion was made to approve the Budget and Expenditure report and cash flow statements for October, November, December, 2011 and January and February, 2012 as presented.

Motion: Bob Jones
Second: Jason Asaad

The roll call was as follows:

<table>
<thead>
<tr>
<th>Member</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Dr. Lori DeYoung</td>
<td>Yes</td>
</tr>
<tr>
<td>Carl DeAngelis</td>
<td>Yes</td>
</tr>
<tr>
<td>Bob Jones</td>
<td>Yes</td>
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<tr>
<td>Brenda Larson</td>
<td>Yes</td>
</tr>
<tr>
<td>Jason Asaad</td>
<td>Yes</td>
</tr>
<tr>
<td>Dr. Todd Miller</td>
<td>Yes</td>
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</tbody>
</table>

Motion carried unanimously.

**Old Business:**

Doug Toole discussed the Cottage Food Operation policy. This policy outlines expectations for vendors that have non-potentially dangerous baked goods such as pies, homemade jams, etc. participating in Farmer’s Markets. Products prepared must be labeled with name and address of the producer, ingredients of the food product, allergens within the food product and date it was processed. It must be displayed at the site that the food was produced in a home kitchen and this kitchen has not been inspected by the Health Department and may include common food allergens.

These vendors are required to register with the Health Department prior to Farmer’s Market participation. If these vendors do not register with us prior to participation, they will fall back to regular rules and would be subjected to more stringent rules.

A motion was made to approve the Cottage Food Operation policy.

Motion: Brenda Larson
Second: Dr. Todd Miller
Motion carried unanimously.

Shirley Hicks presented the Organizational Capacity Assessment to the Board. This document is required as part of our application for Certified Local Health Department. Within this document, she has addressed the objectives cited in the last IPLAN application in 2007. Some we have been able to accomplish but some we have not due to the downsizing of the Health Department in 2010.
The Administrative Team – Shirley Hicks, Jenny Trimmell, Doug Toole and Donna Dunham met to identify what they recognize as the strengths and weaknesses of the Health Department. Then, Shirley scored the strengths and weaknesses and addressed them within the Organizational Capacity Assessment.

One of the items that concerns Shirley is the fact that during this process they ask what plans we have for contingency funding in case of a public health emergency. We have no contingency fund and we now, with the downsizing, do not have the workforce to handle and emergency.

Shirley explained that if the Board passed the Organizational Capacity Assessment, Lori, as President, would have to write a letter indicating that the Board of Health supports the document.

Bob Jones asked if we meet all of the requirements of a Local Health Department. Ms. Hicks stated that we are what is considered a Minimally Certified Local Health Department.

A motion was made to approve the VCHD Organizational Capacity Assessment.

Motion: Carla DeAngelis
Second: Bob Jones
Motion carried unanimously.

For the January 24th meeting, we distributed the Administrative Policy and Fiscal Policy with revisions. These documents should have been revised after the downsizing in 2010 but got put to the side for more pressing items. Most of the changes reflect the reduction in workforce and grants that were not renewed.

A motion was made to approve the revised Administrative policy and Fiscal Policy.

Motion: Dr. Todd Miller
Second: Jason Asaad
Motion carried unanimously.

Lori wanted to update the Board about reappointments to the Board of Health. She talked to Jim McMahon and although members of the current Board of Health file for reappointment, the final decision is up to him as Chairman of the County Board. She wanted all members to know that although they may want to remain on the Board, Mr. McMahon makes those decisions.

She reminded all of the people that are up for reappointment this year – Jason Asaad, Brenda Larson and Connie Ostrander – that they should be receiving the application in August or September. If they have not received an application by that time, call Nancy at the County Board office and check on the status of the application.
New Business:

Shirley Hicks updated the Board on the status of the IPLAN project. IPLAN is the report that must be submitted to the State for approval by the State for us to remain a Certified Local Health Department. We had our first Community Stakeholders meeting at DACC on Tuesday, February 28th. The turnout was great. Dr. Krista Jones, of University of Illinois, was the facilitator of the meeting. She once resided in Vermilion County and is aware of the problems within our community. She conducted the meeting very well and many discussions ensued regarding community concerns and what can be done to remedy these concerns.

We had an online survey regarding community issues on our website and received over 1,000 responses. The survey was reflective of a diverse population representing Vermilion County. We compiled that information and those issues identified from that survey will be the discussion at the next Community Stakeholders meeting on Tuesday, April 3rd in the Danville Public Library from 1-3 PM. Shirley encouraged all Board members to attend.

Community Health Rankings are scheduled to be released on Tuesday, April 3rd at midnight. We will receive early notification on March 27 but the information is embargoed until the 3rd. The information is compiled by the University of Wisconsin and is funded by Robert Wood Johnson. Lori wanted to know when the Board of Health could know. Shirley said that they could receive the early notification on the 27th if they wanted to come to the Health Department but she reminded them they could not talk about the rankings until after April 3rd.

Shirley Hicks explained to the Board that all members are required to go on line at the website foia.ilattorneygeneral/default.aspx. Members must take the course and test prior to December 31, 2012. At the end of the course a certificate of completion will be made available for printing.

Items of Information

Shirley Hicks informed the Board that we have one vacant position. We have an opening for a Licensed Environmental Health Practitioner (LEHP). We have 4 applicants and have interviewed one to date.

We had a site visit from WIC in December. We had very few corrections that needed to be addressed. Our corrective plan has been submitted and approved at the State level.

Carla DeAngelois asked if we put out the press release about Cheryl Sprague, WIC coordinator, being chosen to represent Illinois at an all expense paid conference in Arizona. The conference was funded by a private source. Cheryl was chosen because our WIC department was chosen as a pilot program for Fetal Alcohol Syndrome. We screen all of our clients for alcohol intake. If the client indicates that they use alcohol we explain the effects on the unborn child and then later follow-up with the client.
Doug Toole told the Board that National Public Health week is April 2 – April 6. He, as our Public Information Officer, will kick off that week with a letter to the editor on Sunday, April 1.

Doug, also, told the Board that we will be partnering with Bryant’s to have a recycling event on Saturday, April 21.

Lori asked for dates of the next meetings. They are as follows:

May 15
June 19
July 17
September 18

A motion was made to adjourn.

Motion: Carla DeAngelis
Second: Brenda Larson
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Ivadale Foster
Secretary, Board of Health