

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
November 18, 2014
6:00 PM**

Present: Jason Asaad, Dr. Wes Bieritz, Dr. Jane Cooney, Carla DeAngelis, Ivadale Foster, Bob Jones, Dr. Holly Maes, Molly Nicholson, Connie Ostrander and Bill Wright.

Absent: Dr. Karen Broaders.

Meeting was called to order by President Jason Asaad at 6:00 PM.

Congratulations were extended to Wes Bieritz for winning a seat on the County Board and also to the re-appointees to the Health Department – Jane Cooney, Carla DeAngelis and Bob Jones.

Ivadale Foster had requested to attend the meeting by phone.

A motion was made to accept Ivadale Foster into the meeting by telephone.

Motion: Dr. Holly Mes
Second: Bob Jones
Motion carried unanimously.

Dr. Jane Cooney arrived at 6:03 PM.

A motion was made to approve the agenda as presented.

Motion: Dr. Wes Bieritz
Second: Carla DeAngelis
Motion carried unanimously.

Jenny Trimmell noticed that in the September 16, 2014 minutes on page 4 that a typo had occurred. Instead of reading WIC department it read WIOC department. Donna Dunham was instructed to correct the minutes.

A motion was made to approve the minutes of the September 18, 2014 regular meeting as amended.

Motion: Molly Nicholson
Second: Carla DeAngelis
Motion carried unanimously.

Fiscal Status

Donna Dunham presented the Budget and Expenditure and Cash Flow reports for September and October 2014. Discussion ensued regarding the Budget and Expenditure and Cash Flow reports.

A motion was made to accept the Cash Flow Budget and Expenditure Reports for September and October 2014 as presented.

Motion: Dr. Wes Bieritz
Second: Dr. Holly Maes

Motion carried unanimously as follows:

Jason Asaad	Yes
Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Bob Jones	Yes
Dr. Holly Maes	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes
Bill Wright	Yes
Ivadale Foster	Yes

Old Business:

Jenny Trimmell updated the Board on our quadrivalent influenza vaccine - Flulaval. We originally ordered 670 doses from FFF Enterprises and 680 doses from the manufacturer GlaxoSmithKline (GSK). We did not receive either shipment when promised. FFF Enterprises was supposed to be delivered in August and did not arrive until October 2. So we were able to start our flu clinics on October 7. However, we ran out of flu vaccine on October 17, 2014. The GSK order did not arrive until October 28, 2014. It was due by the end of September. Each company gave us a reduced rate due to their product not arriving on time. However, we still have about 300 doses left due to the fact that the public went elsewhere when we did not have any vaccine.

The press has been proactive with information on our flu vaccine availability. We now take walk ins. No one is turned away that needs asks for a flu shot. We do have the ability to return some of the unused vaccine.

Jenny Trimmell updated the Board on the building renovations. The boilers are in the basement and the thermostats are installed but not functional. Jenny was told by Mark Cravens of Building and Grounds that the thermostats do not regulate heat yet only air flow. Not sure when the process will be completed. Meanwhile, staff is compensating the lack of heat by using portable heaters.

Ms. Trimmell informed the Board that Illinois was not awarded the Center for Disease Control Obesity grant. We are unsure which states did receive the money.

New Business:

A motion was made at 6:33 PM to enter into an Executive Session: Pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5ILCS 120/2 (c) (1), “the appointment, employment, compensation, discipline, performance evaluation of dismissal of specific employees of the public body...”

Motion: Dr. Wes Bieritz
Second: Carla DeAngelis

Motion carried unanimously as follows:

Jason Asaad	Yes
Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Bob Jones	Yes
Dr. Holly Maes	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes
Bill Wright	Yes
Ivadale Foster	Yes

A motion was made at 6:38PM to exit the Executive meeting and return to the regular meeting.

Motion: Dr. Wes Bieritz
Second: Carla DeAngelis

Motion carried unanimously as follows:

Jason Asaad	Yes
Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Bob Jones	Yes
Dr. Holly Maes	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes
Bill Wright	Yes
Ivadale Foster	Yes

Jason Asaad presented the Slate of Officers for the FY 2014 – 2015 fiscal year. The slate of officers are as follows:

Jason Asaad	President
Carla DeAngelis	Vice-President
Bob Jones	Secretary

Nominations from the floor were called once, twice and finally three times.

There being no nominations from the floor, a motion was made to accept the Slate of Officers as presented.

Motion: Dr. Wes Bieritz
Second: Dr. Holly Maes
Motion carried unanimously.

Jenny Trimmell presented an amendment to the Fiscal Policies to include the usage of petty cash of \$100 kept in the safe and the guidelines for agency credit card holders. We only have two credit card holders – Jenny Trimmell as the Public Health Administrator and Donna Dunham as the Financial Director. Each credit card has a limit of \$2,000 and only used in an emergency or if a company will not accept a purchase order. Petty cash is only used to make change.

During the discussion, Bill Wright asked if very many people pay with cash. Donna Dunham replied that usually not. Most of the time people pay with checks. It was asked how often we made deposits. Donna replied usually once a week. A discussion ensued regarding deposits and frequency of them.

It was decided that once \$1,000 is reached, a deposit will be made. This means that deposits at certain times of the year (flu clinic and food permit renewal) may be more frequent than weekly.

We had an Administrative audit performed by Illinois Department of Human Services. During this audit, the auditor suggested we expand the Fiscal Policies to include these two items.

A motion was made to accept the Fiscal Policies to include the information on petty cash, credit card usage and frequency of deposits.

Motion: Carla DeAngelis
Second: Dr. Wes Bieritz
Motion carried unanimously.

Doug Toole presented information regarding Geothermal Closed Loop Wells. He stated that as of January 1, 2015, the Health Department will be responsible for inspecting Geothermal Closed Loop Wells. To date, there are about a half a dozen within the county. Mr. Toole provided information (see attachments) on the how a Geothermal Closed Loop Well operates. A discussion ensued regarding these wells.

A motion was made to approve the ordinance for the Geothermal Closed Loop Wells and set a fee of \$100 for up to 10 wells.

Motion: Bill Wright
Second: Carla DeAngelis
Motion carried unanimously.

Jenny Trimmell presented the Board of Health seven meeting dates for FY 2014 – 2015 based on the schedule passed by the Board of Health in 2011. Dr. Wes Bieritz asked if the reduced schedule (less than monthly) met the needs of the Health Department.

Jenny Trimmell said yes but if it was found that there needed to be an additional date added, the Board would be called and the meeting would be scheduled.

A motion was made to pass the Board of Health meeting dates as presented.

Motion: Ivadale Foster
Second: Molly Nicholson
Motion carried unanimously.

Items of Information:

As stated earlier in the minutes, an auditor from Illinois Department of Human Services was here in September to perform an Administrative audit. This auditor looked at personnel files, insurance information, accounting procedures etc. During the audit, he asked to see the accounting software bank reconciliation. Donna Dunham told the Board that a formal reconciliation had not been done since November 2013. The reason was that she has had two new assistants within that time frame and did not complete the bank reconciliations due to other training issues. The issue has been resolved now and the reconciliations are complete and up to date.

We have hired two new WIC Data Entry Clerks and also a WIC RN. Two of the three positions have started. The WIC RN will be starting on Tuesday, November 25th. The RN we have hired was laid off in the downsizing of 2010. This will make us at full staff until December 31st when an Immunization RN will be retiring.

Our next scheduled meeting is January 20, 2015.

A motion was made to adjourn the meeting.

Motion: Connie Ostrander
Second: Carla DeAngelis
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Bob Jones
Secretary, Board of Health