

**VERMILION COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
September 16, 2014  
6:00 PM**

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

Absent: Dr. Karen Broaders, Bob Jones, and Bill Wright.

Meeting was called to order by President Jason Asaad at 6:07 PM.

Ivadale Foster had requested to attend the meeting by phone.

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

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

A motion was made to approve the agenda as presented.

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

Carla DeAngelis noticed in the July 15, 2014 minutes Bob Jones had voted yes twice to enter executive session and she had not been listed as voting at all and she had been in attendance. Donna Dunham was instructed to correct the minutes of the July 15, 2014 meeting.

A motion was made to approve the minutes of the July 15, 2014 regular meeting as amended.

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

**Fiscal Status**

Donna Dunham presented the Budget and Expenditure and Cash Flow reports for July 2014. Dr. Bieritz asked why the big difference in July salaries and August salaries. Donna explained that in June with the closing of some of our grants, she has to record expenses through June (even those paid in July). So in recording the salaries through

the end of June, the July salaries are only for one pay period instead of two that normally shows up within the month. In August, we had three pay periods. Twice a year this occurs and makes the salary lines look strange.

A motion was made to accept the Cash Flow Budget and Expenditure Reports for July 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
Dr. Holly Maes	Yes
Connie Ostrander	Yes
Ivadale Foster	Yes

Molly Nicholson arrived at 6:17 PM.

### **Old Business:**

Doug Toole gave an update on Phases of the Moon that took place at Kennekuk County Park the prior weekend. It rained prior to the festival beginning and this caused some problems with entry and exit. The opening of the festival was delayed so that mulch could be brought in on top of the mud. The Airport and Fairgrounds were open for parking campers, etc. until the grounds could be covered due to the mud.

Discussion ensued regarding Phases of the Moon. All in all, it was a well-attended event and we have heard positive feedback.

Doug reported that Environmental Health Staff had festivals/events every weekend in September.

Jenny Trimmell updated the Board on the renovation of the Health and Education building. Our WIC (Women's, Infants and Children) area is almost done. The furniture should be arriving shortly. Next area slated for renovation is the Immunization Clerical area. Then they will move to the Administration area and finally to Environmental Health. The staff and public seem to be pleased with the "new face" of the WIC department.

Ms. Trimmell informed the Board that the new boilers were in but had not been hooked up. She mentioned that we have not seemed to have had as severe of hot/cold this year as we have had in the past.

Ms. Trimmell had told the Board at a past meeting that could possibly have a granting opportunity coming our way. It is a CDC grant targeting adult obesity. So far we have not heard if Illinois received the grant. State of Illinois should hear by the end of September and then notify us.

Jenny informed the Board that we have hired UPP Technologies to help us with the credentialing process for insurance billing. They charge \$200 per each insurance company that we need to have the capability of billing. They are helping us get contracts with Blue Cross/Blue Shield, Sigma, Humana, Molina, etc.

Discussion ensued regarding Medicaid billing and the different options (HMO's) that people may have. Dr. Holly Maes told us to look into Smart Plan through Medicaid also.

Ms. Trimmell informed the Board that 112 letters had been sent to local physicians informing them that we are available for hire to assist them in meeting the requirements set forth by the VFC (Vaccine for Children) program. Dr. Maes stated that once the physicians got a notice from the state for a VFC review, their office would probably seek our services at that time.

**New Business:**

A motion was made at 6:38 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: Molly Nicholson

Motion carried unanimously as follows:

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

A motion was made at 6:46PM to exit the Executive meeting and return to the regular meeting.

Motion: Dr. Holly Maes  
Second: Carla DeAngelis

Motion carried unanimously as follows:

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

President Jason Asaad stated that we needed a nominating committee for FY 2014 – 2015 Board of Health offices. This committee would contact the candidates for each office – President, Vice-President and Secretary and would present the slate of officers at the November 18, 2014 meeting.

Jason appointed Bob Jones, Carla DeAngelis and himself to the committee.

Jenny Trimmell informed the Board that it was time to do her evaluation as Public Health Administrator. The process is that someone from the Board gathers input from the Supervisors, compiles the information and reports back to the Board the findings at the November 18, 2014 meeting. Once the Board has been updated on the compiled information, the evaluation will be given to Jenny at the January 20, 2015 meeting.

Jason Asaad said that he would gather the information, compile the data and report back to the Board at the November meeting.

Donna Dunham was instructed to give the evaluations to the Supervisors and have them place them in a sealed envelope to be mailed to Jason Asaad by October 31, 2014.

Jenny Trimmell informed the Board that we have order 1,350 doses of Flulaval influenza quadrivalent vaccine. We have ordered 670 doses from FFF enterprises and 680 doses directly from the manufacturer which is GlaxoSmithKline (GSK). Other Health Departments have ordered directly from the manufacturer and have received their vaccine earlier.

The report from GSK is that the plant that manufactures the Flulaval quadrivalent vaccine was shut down for a period of time and therefore would be a delay in our shipment. We were originally told that we would have the shipment by September 30. Because of the delay in shipment, the 680 doses from GSK will be at a 10% savings to us. However, this does not help us in getting our clinics started.

We have sent out cards to our past clients telling that the vaccine will be here and, once in our possession, we will send out another card informing them of the clinic dates.

The cost of the vaccine to our clients will be \$35 this year. The quadrivalent vaccine is more expensive so we had to increase the cost from last year which was \$30.

Children influenza vaccinations are by appointment only.

#### **Items of Information:**

There have been no recent site visits. We do have a Department of Human Services auditor coming on Thursday, September 25 to perform an administrative audit. This means he will review personnel file, personnel policies, administrative policies, fiscal policies, board minutes, etc.

We are down one staff position with the resignation of an RN/Nutritionist from our WIC department. This is a 4-day per week position.

The next scheduled meeting is November 18, 2014.

We will be setting the dates for meetings for FY 2014 – 2015 at the November 18, 2014 meeting.

Carla DeAngelis asked if we could update the Board of Health contact list and send it out to the Board so that the Nominating committee would have the most recent contact information on all Board members. Donna Dunham will be updating the list and send it out.

Doug Toole informed the Board that there will be a drug drop off at the Sheriff's department on Saturday, September 27<sup>th</sup>. They will be accepting pills and patches only. Doug passed out fliers to the Board.

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