

**VERMILION COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
July 17, 2018  
6:00 PM**

Present: Dr. Wes Bieritz, Dr. Jane Cooney, Carla DeAngelis, Brad Gross, Bob Jones, and Marla Mackiewicz.

Absent: Jason Asaad, Dr. Karen Broaders, Dr. Holly Maes, Molly Nicholson and Connie Ostrander.

Meeting was called to order President Carla DeAngelis at 6:20 PM.

A motion was made to approve the agenda as amended. Under New Business 8.C. Reclassification of Clerks/EH Position was changed.

Motion: Dr. Wes Bieritz  
Second: Marla Mackiewicz  
Motion carried unanimously.

A motion was made to approve the minutes of the June 19, 2018 meeting as presented.

Motion: Marla Mackiewicz  
Second: Brad Gross  
Motion carried unanimously.

**Fiscal Status**

Nothing strange or out of the ordinary that needed to be explained to the Board of Health.

A motion was made to approve the June 2018 Financial Statement and Cash Flow statement.

Motion: Dr. Wes Bieritz  
Second: Brad Gross

Motion carried as follows:

Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Marla Mackiewicz	Yes

The County has been talking about combining bank accounts because they have so many to reconcile. With the Health Department, we cannot co-mingle funds so this will not be an option.

## **OLD BUSINESS**

Doug Toole updated the Board of Health on the WIC department. Our Fair Oaks WIC clinic is not getting the response that we expected. However, our Hoopeston clinic is doing very well. We are considering going to Fair Oaks only 1 Tuesday per month and increasing the Hoopeston clinic to 3 clinics per month. We are still considering a clinic in the South part of the County. Location seems to be an issue.

Doug informed the Board that Mike Marron will be resigning his position as Chairman of the County Board on 9/7. The Vice-Chairman will move up to the Chairman position at that time until the Tuesday, September 11<sup>th</sup> meeting. On Tuesday evening, a new Chairman of the County Board will be elected.

We did not get the grant into the State in time for the unwanted medication plan. Hoopeston, Westville, the VA and OSF have drop off boxes for collection of unwanted medicine. Edgar County officials have an incinerator.

## **NEW BUSINESS**

A motion was made at 6:46 PM to enter into an Executive Session: Pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5 ILCS 120 / 2 ( c ) ( 1 ), “the appointment, employment, compensation, discipline, performance evaluation or dismissal of specific employees of the public body...”

Motion: Dr. Wes Bieritz  
Second: Dr. Jane Cooney  
Motion carried as follows:

Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Marla Mackiewicz	Yes

A motion was made at 7:02 PM to exit the executive session and re-enter the regular meeting.

Motion: Dr. Wes Bieritz  
Second: Marla Mackiewicz  
Motion carried as follows:

Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Brad Gross	Yes

Bob Jones	Yes
Marla Mackiewicz	Yes

The 2018 – 2019 VCHD Budget was presented to the Board for approval. Increases for salary are 3% across the board as negotiated by the union contract. Insurance line item increased due to expected hikes in premiums for FY 2019. Other line items are based on the history to date for FY 2018 and estimations of costs throughout the end of the year based on past fiscal years expenses.

The WIC budget increased approximately \$4,000 for FY 2019. This is an increase of approximately 9% from FY 2018.

Dr. Wes Bieritz asked what was covered under the travel line. This line covers meals, mileage and lodging. Dr. Bieritz asked if all employees were expected to drive their own vehicles. They are expected to use their own vehicles and the County reimburses them at 2.5 cents below the rate recommended by the IRS. The mileage rate changes yearly.

A motion was made to approve the FY 2018-2019 budget.

Motion: Bob Jones  
Second: Dr. Jane Cooney  
Motion carried as follows:

Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Marla Mackiewicz	Yes

Doug Toole proposed a reclassification of the 3 Data Entry Clerk II's in WIC to 3 Account Clerk II in WIC. Account Clerk II's typically handle money where Data Entry Clerk II's do not. However, the WIC clerical office handles coupons of close to \$1,000,000 yearly and these coupons are a substitute for cash. Therefore, Mr. Toole recommends that the reclassification be done. He has corresponded with the Union, since these positions are Union positions and the Union has agreed to the reclassifications.

Mr. Toole also recommended that Ashley Kotcher, hired as an EH Health Inspector be reclassified to an LEHP in Training. When hired, it was not clear if the State would give Ashley credit for all of her science classes. The State has informed Mr. Toole that all of her sciences are acceptable so she needs to be reclassified as an LEHP in Training.

A motion was made allow the WIC and EH reclassifications.

Motion: Dr. Wes Bieritz  
Second: Bob Jones  
Motion carried as follows:

Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes

Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Marla Mackiewicz	Yes

Doug Toole presented a 15 page Brochure to the Board outlining our Community Assessment IPLAN. The document submitted to the State of Illinois was 170 pages in length. We must submit our IPLAN every 5 years, have the plan approved in order to stay certified as a Local Health Department.

The hospitals have to submit their plans every 3 years for their certification.

Doug recommended that we collaborate with the local hospitals in gathering information that would be beneficial for all agencies.

A motion was made to collaborate with the local hospitals in gathering relevant information for the recertification.

Motion: Dr. Jane Cooney  
Second: Brad Gross  
Motion carried unanimously.

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

No site visits, evaluations, audits or certifications since the last meeting.

Doug Toole informed the Board that we will be interviewing for an immunization clerk.

The Board members up for re-appointment are Connie Ostrander, Brad Gross and Jason Asaad. The members were encouraged to re-apply.

Discussion resumed from the June 19th Board meeting about the meningitis concern and the release of information by the Health department in collaboration with the hospitals.

Our next meeting will be Tuesday, September 18, 2018 at 6:00 PM at the Health Department.

A motion was made to adjourn the meeting.

Motion: Dr. Wes Bieritz  
Second: Brad Gross  
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham  
Recording Secretary

Bob Jones  
Secretary, Board of Health