

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
May 15, 2018
6:00 PM**

Present: Jason Asaad, Dr. Wes Bieritz, Dr. Karen Broaders, Carla DeAngelis, Brad Gross, Bob Jones, Dr. Holly Maes, Molly Nicholson and Connie Ostrander and Marla Mackiewicz.

Absent: Dr. Jane Cooney.

Meeting was called to order President Carla DeAngelis at 6:03 PM.

A motion was made to approve the agenda as presented.

Motion: Molly Nicholson
Second: Connie Ostrander
Motion carried unanimously.

A motion was made to approve the minutes of the March 20, 2018 meeting as presented.

Motion: Dr. We Bieritz
Second: Molly Nicholson
Motion carried unanimously.

Fiscal Status

Donna Dunham reported that we have over \$1,000,000 in Cash and Investments. It was reported that the Health Department has received all of their tax distribution for the current year. Donna had to contact the Treasurer's office to inquire about the 2nd and 3rd distribution and discovered that the money had been distributed and deposited in our account. Donna asked the County Treasurer to copy deposit tickets and checks and send them to her when they are going to deposit money into our account.

A motion was made to approve the March and April 2018 Financial Statements.

Motion: Marla Mackiewicz
Second: Dr. Holly Maes
Motion carried as follows:

Dr. We Bieritz	Yes
Dr. Karen Broaders	Yes
Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Dr. Holly Maes	Yes
Marla Mackiewicz	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes

State and Federal grants are received in a timely manner.

OLD BUSINESS

WIC numbers are stable but not improving as rapidly as we had hoped. We have opened two new clinics – Fair Oaks and Hoopeston – this year and have started several other means of outreach. For the new fiscal year (July 1, 2018 – June 30, 2019) we received about \$3,500 more this year.

NEW BUSINESS

Evaluation forms for the Public Health Administrator were delivered in the Board of Health packets. In the past, the Supervisors were asked to complete an evaluation form for the Public Health Administrator. These evaluations had been returned to Donna Dunham in a sealed envelope addressed to the Board. Once the envelopes were collected, they were forwarded on to the President. The President presented the evaluation info to the Board in a closed executive session.

Jason Asaad arrived at 6:30 PM.

Once the Board was informed of the supervisor input, they were asked to complete their evaluation of the Public Health Administrator and return it to her before the following meeting. The Board returned to a closed Executive session at the next meeting to compile a final evaluation. At a later date, the Board President would meet with the Public Health Administrator and present the final results to him/her.

The Board requested that Donna Dunham distribute the evaluation forms to the Supervisors, gather the completed information and send the completed forms to Carla DeAngelis for compilation prior to the next Board meeting on Tuesday, June 19, 2018.

In the Board packet, a revised Personnel Policy was provided. It was discussed whether our Evacuation Plan, Smoking, Fire evacuation and Workplace Violence policies should be shared with the other offices within the Health Department.

Discussion ensued regarding all sections of the policy especially the dress code policy. Under the Dress Code policy, the Board asked to combine Pages 3 and 4. The change will be made.

Dr. Holly Maes asked if we have Vaccination Policy stating that all employees must have certain vaccines when dealing with the public especially with children. Doug Toole stated that all of the staff is offered flu shots but had not vaccinations being required for other illnesses. Doug will talk to the Immunization staff and develop a policy to be presented to the Board for approval at a later date.

It was asked if we require our employees to carry higher limits of liability on their automobile insurance. We never have. They have only been required to carry the limits established by the State of Illinois. Doug Toole will consult with Bill Donohue regarding this issue to determine if we can require our employees to carry the higher limits.

Changes were made to the discipline policy. The old policy stated that an employee could not be suspended for more than 10 days in a fiscal year. The new policy states

that we start with counselling, move to written reprimand and then a 2-day suspension. If a second 2-day suspension is required, the employee will be terminated. This policy mostly applies to Absenteeism.

A motion was made to approve the revised Health Department Personnel Policy Manual as revised.

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

Dr. Karen Broaders left at 7:05 PM

Doug Toole presented information on a Medication Disposal Plan. He is planning on applying for a grant that will help provide drop boxes within the outlying County area such as Hoopeston and Tilton.

A single chamber incinerator that reaches approximately 400 degrees is \$4,000. A double chamber incinerator (that is preferred by the EPA) reaches approximately 1400 degrees and costs \$25,000. Mr. Toole would ask the outer communities to help pay for the drop boxes. He would like to see the incinerator housed on Health Department property.

Doug Toole is seeking other funding sources to help with the purchase, installation, maintenance, etc. on the incinerator.

A discussion ensued regarding the Medication Disposal grant.

A motion was made for Doug Toole to pursue information and apply for a grant.

Motion: Brad Gross
Second: Jason Asaad

Motion carried as follows:

Jason Asaad	Yes
Dr. Wes Bieritz	Yes
Carla DeAngelis	Yes
Brad Gross	Yes
Bob Jones	Yes
Dr. Holly Maes	Yes
Marla Mackiewicz	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes

Items of Information:

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

Our next meeting will be Tuesday, June 19, 2018 at 6:00 PM at the Health Department.

A motion was made to adjourn the meeting.

Motion: Connie Ostrander
Second: Brad Gross
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Bob Jones
Secretary, Board of Health