** Fayette County Board of Health**

Meeting Minutes

August 16, 2022 at 5:30 P.M.

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| **Members Present** | **Members Absent** | **Staff Present** |
| Joe Wills | Jenny Waggoner | Kendra Craig- Administrator |
| Pam Parrish | Julie Aderman | Lacie Donaldson-Administrative Assistant |
| Kelli Blank  Joe Schaal | Glenn Skow, MD | Allison Satterthwaite- Director of Public Health |
| Tom Goodell |  | Kiley Depew- Director of Finance |
| Present Via Audio Katie Hayes |  | Heather Jackson- Director of Maternal & Child Health |
|  |  | Elizabeth Washburn- Director of Homecare |
|  |  | Jodi Smith- Director of Environmental Health |

President J. Wills called the meeting to order at 5:30 p.m. Roll was called and a quorum was confirmed to be present.

### **Minutes of May 17, 2022**

J. Wills asked for a motion to accept the minutes as submitted. T. Goodell carried the motion, P. Parrish seconded the motion. All were in favor: none opposed.

### **Minutes of June 28, 2022**

J. Wills asked for a motion to accept the minutes as submitted. T. Goodell carried the motion, K. Blank seconded the motion. All were in favor: none opposed.

#### Those Wishing to Address the Board

None

#### Old Business

West Shed/ARPA

K. Craig presented the current ARPA funds approved for the West Shed is $80,000. We may ask for additional funds if we go above the $80,000.

#### New Business

### Mileage

K. Craig stated that mileage had been raised 4 cents to help with the cost of inflation. We currently have no issues with this rate.

###### Carpet

K. Craig presented the need to have carpets shampooed within the building. Estimated $5,000. We will be asking for bids to complete this task.

###### EMA/HR Personnel

K. Craig asked to move this to closed session. J. Wills agreed.

Policy Updates

K. Craig presented the updates to the Employee Policy Manual. **J. Wills asked for a motion to approve the proposed changes to the employee policy as submitted. J. Schaal carried the motion, T. Goodell seconded the motion. All were in favor: none opposed.** K. Craig stated that we will be working to re-type the entire policy.

##### Staff Reports

Administrative Report

K. Craig provided update that Allison Satterthwaite has been promoted to Director of Public Health. New IPHA Grant is for $90K. Extending the time for Lynn and have invited Aubrey back to contact tracing. Audit completed of the Employee Policy Manual. Marsha Hipsher has been hired as the Custodian/Housekeeper. Melissa Spearman was hired as BPC/Clerical. She has accepted the Doula position and we are now interviewing for the BPC/Clerical position. Ann Malloy has been hired as WIC/FCM Nurse Part-time. Kerri has reduced to Part-time. Debbie Richardson has been hired as FSS. All Job descriptions have been updated and signed.

###### Home Care Report

E. Washburn stated that 94 patients were served by Home Health this quarter. 18 patient falls reported. 9 with injury and 9 without injury. 1 patient infection. Re-hospitalizations totaled 13. 17 patients were served by Hospice during this quarter. 1 patient fall reported. 1 without injury. 1 patient infection. Spiritual care surveys totaled 7. All stated that the right amount of support was provided. E. Washburn presented Home Health and Hospice financial data for FY 22. No staff changes this quarter.

###### **Motion to Approve QAPI report for Home Health and Hospice**

J. Wills asked for a motion to accept the QAPI report as required by the state of IL. P. Parrish carried the motion, J. Schaal seconded the motion. All were in favor: none opposed.

###### Public Health Report

A. Satterthwaite presented number of Covid-19 vaccines administered this quarter is 293. We have one full-time and one part-time Covid-19 investigator. We continue to provide Covid-19 vaccines to homebound, as well as community facilities within the county. Current outbreak data includes 3 outbreaks: VCC, Aperion Care, and Vandalia Rehab. Total Covid-19 deaths 101 along with 7,665 total cases in the county. CDC has changed guidelines regarding quarantine. IDPH has adopted this change. All positive cases receive a SMS (Text Message). We continue to prioritize case investigations. A. Satterthwaite also presented the numbers serviced for immunizations, lab draw, paternity test, and foot care, communicable disease numbers. There was an outbreak of Cyclosporasis in June that was a multi-county impact, and was originated in another county. Hep. B outreach and FIT goals were met. Tobacco grant has now included A. Satterthwaite to focus on schools and youth education.

###### Financial Report

K. Depew presented the Profit and Loss as of 7/26/2022. K. Depew also presented the monthly financial summary graph for Public Health billing, and grant updates. Healthy Families Illinois was increased from the asking $250K to approval of $414K.

###### Environmental Health Report

J. Smith presented food safety, tanning and body art, private sewage, as well as potable water permit data. West Nile Virus season is in full swing. J. Smith is collecting from the mosquito traps weekly, and testing for West Nile Virus.

###### Maternal and Child Health Report

H. Jackson stated that in person genetic clinics continue every 2 months, no changes in lead, emergency declaration continues for WIC meaning we will still have to offer no-contact visits until December 31, 2022. FCM continues under same emergency declaration as WIC. H. Jackson provided statistics for WIC and Family Case Management, Genetics, Lead, Doula and HFI. Melissa Spearman accepted the Doula position. Ann Malloy is the new MCH Nurse part-time. Interviews beginning for the BPC/Clerical position. Kelly Miller has been promoted to HFI Supervisor. We hired a 4th home visitor- Debbie Richardson.

###### **Motion to Approve Staff Report**

J. Wills asked for a motion to approve staff reports. T. Goodell carried the motion, J. Schaal seconded the motion. All were in favor: none opposed.

###### **Motion to Move to Closed Session-Personnel-5 ILCS 120/2(c)(1)**

J. Wills asked for a motion to move to closed session. J. Schaal carried the motion, T. Goodell seconded the motion. All were in favor: none opposed.

At 6:48 p.m. Board of Health moved to closed session.

###### **Motion to Move to Open Session**

At 7:12 p.m. J. Wills asked for a motion to reconvene into open session. T. Goodell carried the motion, P. Parrish seconded the motion. All were in favor: none opposed.

###### **Discussion and Possible Action to be Taken Upon Personnel Issues Discussed During Closed Session**

J. Wills stated that the Board has agreed to follow the recommendation of the Administrator at this time.

###### **Public Comment**

None

###### **Motion to Adjourn the Meeting**

At 7:30 p.m. J. Wills asked for a motion to adjourn from open session. J. Schaal carried the motion, K. Blank seconded the motion. All were in favor: none opposed.

**Next Meeting**

Next meeting will be held on November 15, 2022 at Fayette County Health Department Classroom at 5:30 p.m.

L. Donaldson

Administrative Assistant