



Fayette County Board of Health

Meeting Minutes

November 20, 2024 at 5:30

Members Present

Joe Schaal
Joes Wills
Kelli Blank via phone

Julie Gordon via
phone
Julie Aderman
Tammy Sasse
Pam Parrish

Glenn Skow via phone

Members Absent

Matt Philbrick

Staff Present

Kendra Craig- Administrator
Ann Malloy -WIC/Maternal Health
Heather Jackson-Director Maternal Child
Health
Allison Satterthwaite- Director of Public
Health/Home Visiting Programs
Jenna Townsend-Director of Home Care
Jodi Smith- Director of Environmental
Health
Rikki Howard-HFI
Tori Padberg-WIC Nurse
Taylor Evans-HFI
Emily Davis- HFI

J Wills called the meeting to order at 5:40 p.m. Roll was called and a quorum was confirmed to be present.

Minutes of August 20th 2024

J Wills asked for a motion to accept the minutes as submitted. J. Schaal carried the motion, J. Aderman seconded the motion. All were in favor: none opposed.

Those Wishing to Address the Board

None

Old Business: Roof

J. Wills states that we were approved for 90k in ARPA funds to replace roof on the main building. Had 4 bids, 2 were lower but did not include the new gutters which was in the scope of work and those had to be thrown out. The remaining bids are from Bellville and Beecher City. The bids ranged from 60k to 119k. Beecher was more expensive K. Craig expressed that since we are using county ARPA funds she feels it would be more appropriate to go with a county contractor and keep the funds in county and ask what the others opinions were. J. Schaal asked what the difference in the 2 bids were. K Craig replied about 10k and also states that the bid

from the company out of Bellville. J. Schaal states he would lean toward the local contractor. Gordon agreed and asked the amounts was stated that it was around 117k and that per county the contractor must pay prevailing wage and gutters were added in to ensure that if there is any damage with the tear off and the gutters. J Wills states he is going to abstain from voting on this since he personally knows the contractor from Beecher, but did want to state that they will do the job right and it will be for the amount bid and they are a top-notch company. Motion was made for Mid State Construction to be hired to replace the roof on main building. J Aderman Carried and P Parish seconded the motion all were in favor.

While on subject it was discussed on what to do with the west shed. J wills discussed that there are 2 possible scenarios, First would be a new roof or a sprayed roof to stop the leakage. He said he personally feels like the shed is a luxury and just happens to be there and states if we can make a priority to just keep the file room clean and dry and start budgeting for a new shed in the future. Joe believes if we could budget 50k a year, for example, we could put up a smaller building with a drive through canopy. He feels that if we put potentially 100k into fixing the roof on the current shed that would be maybe ½ of a new shed and seems like it would be throwing good money after bad. J Schaal asked what all the west shed is used for. It was stated that it's used for the drive through clinics, file storage and Allison states it is also used as a backup for HFI/Doula parties. The question was asked how big is the file room it was estimated as a 20x30 space J Schaal asked how long do the files have to be stored. Heather states it depends on the file. Some have to be stored at least 18 years, some less. He asked if there was a potential that they will go to all electronic? It was stated by Heather and Alisson that as of now there is no plans to go all electronic. Some files are electronic but all waivers are still signed on hard copies and those are the files that are kept. J Schaal states that he is good with putting money back and budgeting for a potential new building. J Wills thinks it would be a good idea to put the money back in a fund for building and equipment and that putting the money in to the old shed just doesn't make since. He asked K. Craig to contact the contractor to schedule work on the Main building.

New Business: No new Business

Staff Reports

Administrative Report

K. Craig states we are again back on the IL No P ay List. She states the auditor failed to turn in the report on time and hoping it is done by the end of November and that there is already a special board meeting to get those approved and turned in. J Wills states he is hoping that is will be approved next Tuesday at the board meeting K Craig states that they have submitted a Cost and Capacity Assessment that they have been working on the past few weeks that will be submitted to the state in March to determine suggested pay and demand for positions.

Employee evaluations are complete. We have 2 employees out for maternity leave. New hires are Crystal Winters, House Keeping. K Craig commented she is doing miraculous job and it always smells so clean. Taylor Evans and Emily Davis both in HFI. All staff education day was September 19th. Staff Recognition days were Housekeeping Day, Environmental Health, and

today HFI was recognized for Child Abuse Prevention Day. In October K Craig attended IAPHA-Illinois Association of Public Health Administration training.

Home Care QAPI Jenna states that they served 71 patients. They experienced 8 falls, 5 with injury, 3 without. Most common reason was ambulating without assistance and not having proper caregivers in the home. Interventions to educate on need of assistance when ambulating and transfers and educate on the increased needs for caregivers based on changing disease processes. There were 7 verified infections, 6 were urinary infections and 5 were with foley catheters and 1 wound infection. Intervention is to educate caregivers on proper foley catheter care and symptoms of UTI and educate on proper wound care.

Rehospitalizations total was 10, which is up from last quarter, but still not terrible but it is an increase. Most common included appendicitis, pneumonia, COPD, weakness, Hypotension, GI bleed, Hypokalemia, A-fib. Intervention to educate change of condition and progression of disease processes.

Hospice served 13 and experienced 2 falls. One ER visit was from a patient in a facility. Interventions to continue to educate on the need for 24/7 caregiver assistance Assess needs for equipment. Hospice had 0 infections. Intervention continues conservative use of catheters and educate caregivers on infection prevention. Spiritual care had 3 surveys returned all reported the right amount of spiritual care. All is looking normal so far as numbers go. Hospice looks better than last year. Had fun handing out candy and pill planners at the Halloween parade and it was fun a team building. 4 start quality or patient care star. Staff change includes Sam a full time RN put in notice and accepted a position in labor and delivery but has agreed to stay PRN. According to census report they still have proper staff and they have decided to go with the staff they currently have with Sam willing to come in PRN and see how that goes for now.

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. J Schaal carried the motion, P Parish seconded the motion. All were in favor: none opposed.

Public Health and Home Visiting Report: Allison presented reported that the states flu clinics started mid September. We offered vaccines and BP checks along with Home Health at YMCA event. Covid vaccine was available in October. Back to school immunizations increased in October. Communicable disease report included chlamydia was high as usual in the county but most had known exposure and know the risk of exposure. Assisted another county with food born exposure and shigellosis multi county outbreak. Education on infection prevention and control measures related to having animals and proper food handling.

FIT grant again goal is for 50. Invitae-genetic cancer screening was on target and has slowed some show concerns and anxiety about what they may find out just education on this is why you keep up with your regular screenings. Hearing and vision grant was increased in numbers visited FUMP for screenings in October.

Home visiting programs: HFI new accreditation date September 2025, self assessment is under way. Have new HFI Staff. Emily and Taylor Emily have case load started and finishing up

training. Taylor has caseload and all trainings complete. Invoices submitted budget revision to adjust for new staff and curriculum will be switched to Great Kids curriculum. Established new expectations for infant mental health with Jade. Parent group has had low attendance and working on improving that. Seasonal fall party had good turn out with 9 families and 32 people attending. Working on fixing data for data report.

Doula update received ISBE review results and scored 25 out of 29 working on improving dual enrollment with HFI next review to be announced. Cost report submitted and program assessment was done in October.

Motion to Approve HFI Advisory Board Report and Doula Advisory Board Report

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

Financial Report : K Craig gave report in Kiley absence. Currently we are showing a profit of 341,558 and an income of 2,844,418. With expenses of 2,502,860. Thing looks to be on track. For the grant year everyone keeps on budget and uses all the funds in grant. J Schaal stated it looks like this year is going to be one of the best years yet. SIPA grant shows under spent but it is a 3 year grant used for bonuses so there is still time to spend that one out. Worked hard to get BCBS fixed and it is almost paid up they did have to write off 8,595.

Environmental Health Report: Jody Smith stated that they are switching to a new food safety code state wide starting in January and they are working on that and updating a few new codes that have upgraded since old code. J Schaal asked frequency of visits. Jodi discussed it depends on the license if they are pre-packaged like gas stations. She tries to get them in once a year but it is every 2 and other facilities may be 3 or more times a year. Now up to 7 tanning and body art permits in the county. Potable water was 10 permits so far this year. Vector tested 46 batches of mosquitos for west-nile with 1 positive which is 6 less than last year. 1 bird submitted for testing and she states most were still alive or decayed when she was called out to look at them. Tick drags were done and hoping to get 1 more. 1st drag had none and second drag only had 1 so she would like to get one more in.

Maternal and Child Health Report: Heather Jackson gave report. She states all numbers for WIC and Family Case management look good. September had highest numbers in a long time but October dropped slightly. Bri is out on maternity until December 27th and Breastfeeding Peer Counselor is out till 12/26. Ann has been working on health works and numbers have dropped some. Ann states several have been adopted. Genetics issues with license has been resolved and he will be here tomorrow to do a genetics clinic with a full schedule. Heather announced she has accepted a position with the hospital and pediatric home visiting so her last day will be 12/5. She has been working with Ann who is taking over as maternal health supervisor as she learns how the grant and financials work. Kiley has stepped in as director and doing all the financials.

Tori is taking over for breastfeeding coordinator. J Wills And J Schaal gave her their best wishes as she starts her new career

Motion to Approve Staff Report

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

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

J Wills asked for a motion to move to closed session.at 6:57 J Schaal carried motion J Aderman seconded motion All were approved: none opposed.

Opened from closed session 7:28

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

Motion to Adjourn the Meeting

At 7:29 p.m. J Wills asked for a motion to adjourn from open session. T Sasse carried the motion, P Parrish seconded the motion. All were in favor: none opposed.

Next Meeting

Next meeting will be held on February 20, 2024 at Fayette County Health Department Classroom at 5:30 p.m.

R Howard – FCHD Staff