

**VERMILION COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING**

November 27, 2012

6:00PM

Present: Dr. Lori DeYoung, Carla DeAngelis, Dr. Jane Cooney,  
Jason Asaad, Bob Jones, Connie Ostrander  
Ivadale Foster (attendance by phone)

Absent: Dr. Todd Miller, Dr. Karen Broaders

The Meeting was called to order by President Dr. Lori DeYoung at 6:05 PM.

A motion was made to invite Ivadale Foster in to the meeting by telephone.

Motion: Dr. Jane Cooney  
Second: Jason Asaad  
Motion carried unanimously

The agenda was amended to include additional items to Item #9—Items of Information.

A motion was made to approve the agenda as amended.

Motion: Bob Jones  
Second: Carla DeAngelis  
Motion carried unanimously

A motion was made to approve the regular minutes of the September 18, 2012 meeting as presented.

Motion: Bob Jones  
Second: Cara DeAngelis  
Motion carried unanimously

**Fiscal Status**

Financial Director, Donna Dunham, was absent due to illness. Public Health Administrator, Shirley Hicks, presented the fiscal information. Ms. Hicks indicated that numbers may look a little different at the final year end balance which is November 30, 2012. Ms. Hicks indicated that the Health Department is doing well and that we have a “healthy bank balance” at the moment.

A question was posed regarding underspending in the supply line and whether the Health Department would try to “purchase ahead”. Ms Hicks stated that the Health Department tries to buy ahead as we can. A question was voiced regarding purchasing postage ahead. Ms. Hicks indicated that we used to buy

postage ahead but was then notified by the Auditor's office that we could only purchase postage in the year in which we use it.

Ms. Hicks indicated that the Health Department is trying to upgrade computer system as budget allows.

A comment was made that the Education Materials line was slightly over and Ms. Hicks indicated that it was due to a big expenditure for materials in June, however, to please note that we continue to be on target for the category.

There was no further discussion regarding the Budget and Expenditure Report.

A motion was made to approve the Budget and Expenditure report and cash flow statements for September and October 2012.

Motion: Jason Asaad  
Second: Connie Ostrander

The motion carried as follows:

Dr. Lori DeYoung	Yes
Carla DeAngelis	Yes
Dr. Jane Cooney	Yes
Jason Asaad	Yes
Bob Jones	Yes
Connie Ostrander	Yes
Ivadale Foster	Yes

### **Old Business:**

Local Health Department Certification:

Shirley Hicks reported that we had completed all requirements for the Health Department recertification and had received the actual certificate that is now framed and hanging on the wall. The Health Department certification is good through November 2017. Ms Hicks noted that it took multiple staff, plus outside help to complete this process. A round of applause was provided by the Board of Health members.

Nominating Committee Presentation of Slate of Officers and Election:

President, Dr. Lori DeYoung asked for a report from the chairperson of the nominating committee. Carla DeAngelis, chairperson reported that the nominating committee consisted of Bob Jones, Jason Asaad, and herself. The committee met and discussed the criteria for the offices of the Board of Health.

Ms. DeAngelis stated that the committee agreed that one of the most important criteria was “timely, consistent attendance.”

The slate of officers for the Board of Health for 2013 was presented by Carla DeAngelis as follows:

President: Dr. Lori DeYoung

Vice President: Jason Asaad

Secretary: Ivadale Foster  
Carla DeAngelis

Current President, Dr. Lori DeYoung called for the nominations from the floor three times. Hearing none, Dr. Young entertained a motion to close the nominations.

A motion was made to close the nominations.

Motion: Connie Ostrander  
Second: Dr. Jane Cooney  
Motion was passed unanimously.

Discussion ensued regarding the slate of officers.

Ivadale Foster noted that she was not driving now and so is unable to physically attend most meetings. She stated that she understood the reason for the slate presented and that she understood if she was not re-elected to the position of secretary. Ms. Foster noted that she had been appointed by County Board Chairman, James McMahan, to serve on the Board of Health for the 2013 year but that this may be her last year due to recent changes of the County Board.

Dr. Lori DeYoung voiced appreciation of Ms. Foster’s years of dedication and service to both the County Board and the Board of Health.

Dr. Jane Cooney asked if more than one County Board member could be appointed to the Board of Health. Shirley Hicks responded that more than one could be appointed but that only one was required to be appointed from the County Board to the Board of Health.

A short discussion ensued regarding current open positions on the Board of Health. Ms. Hicks stated that she had met with outgoing County Board Chairman, James McMahan, and that he was not planning on filling Board of Health vacancies before leaving office but would leave that to the incoming County Board Chairman. Several Board of Health members noted that meeting a quorum has been a challenge recently with the open positions. It was noted by Dr. Jane Cooney that while it is important to attend, family obligations sometimes

prohibits attendance. Ms Hicks and Dr. DeYoung plan to meet with the incoming Board Chairman after he/she is elected next week as soon as feasibly possible. Ms. Hicks praised those present for their attendance at this meeting noting that she is aware it is often a challenge for them to do so. She noted that it is important to get the vacancies filled as soon as possible.

President DeYoung called for a vote for the slate of offices.

A motion was made to duly elect the President and Vice President by acclamation since there was no opposition to either of these offices.

Motion: Bob Jones  
Second: Carla DeYoung  
Motion passed unanimously

Dr. Lori DeYoung called for a voice vote for the office of Secretary. The response was as follows:

Jason Asaad abstained from voting

For Ivadale Foster  
Dr. Jane Cooney  
Connie Ostrander  
Ivadale Foster

For Carla DeAngelis  
Bob Jones  
Dr. Lori DeYoung  
Carla DeAngelis

A tie vote occurred at this point.

Dr. Lori De Young called for a second voice vote for the office of Secretary. The response was as follows:

For Ivadale Foster  
Jane Cooney  
Connie Ostrander  
Ivadale Foster

For Carla DeAngelis  
Bob Jones  
Dr. Lori DeYoung  
Carla DeAngelis  
Jason Asaad

Carla DeAngelis will be the new secretary for the Board of Health for 2013.

### **New Business**

Executive Session:

A motion was made to move in to Executive Session.

Motion: Carla DeAngelis  
Second: Bob Jones  
Motion passed unanimously

A motion was made to move out of Executive Session.

Motion: Bob Jones  
Second: Jason Asaad  
Motion unanimously passed.

Items of Information

Director of Community Health Services provided an update on Flu vaccination efforts. 1500 adult doses were ordered for this year; 1411 have been given. All doses given have been billed to date.

Ms. Hicks reported that Health Department received a surprise OSHA inspection from the Illinois Department of Labor on November 16, 2012. We received a good report (verbally). Minimal citations we expect to receive will be for Fire Extinguisher and Fire Safety/Evacuation training. The majority of the other citations that will be noted on the written report will be related to Building/Maintenance issues. Those will be forwarded to the County Board office as we are only renters of the building.

Ms. Hicks reported that she had spoken with outgoing County Board Chairman, James McMahon. As previously noted, he will not be making any appointments for open positions for the Board of Health. He plans to leave appointments to the incoming Chairman. Ms. Hicks discussed additional issues with Chairman McMahon including ongoing issues with the roof. Ms Hicks discussed with the Chairman a recent inspection from the Fire Marshal that noted a door that had rusted shut and that fire exit signs were not working. Ms Hicks also discussed with the Chairman recent challenges with working with the States Attorney office for code enforcement issues.

Ms Hicks noted that Chairman McMahon was complimentary of the Vermilion County Health Department's working relationship.

Ms Hicks updated the Board of Health that we are receiving incoming contracts for 2013-14 for Lead and Local Health Protection Grants already. There have

been some changes in the Lead Grant contract; most notably a change from action taken on a Blood Lead Level of 10mcg reduced to action provided (when requested by a Physician) on Blood Lead Level now of 5mcg.

Ms. Hicks stated that there will be program changes in the Vaccine for Children (VFC) program beginning January 2013. Changes include eligibility screening changes. The biggest change being that VFC providers will not be able to use vaccine for the under-insured clients. Those clients will have to be referred to us. CDC is tightening rules on the VFC program.

The Health Department is collaborating on the We Choose Health grant with Provena and the U of I College of Nursing. We are working on developing walking project that involves the communities within Vermilion County to designate a walking route within their community. This information will be compiled in a brochure that will be distributed county wide. At this date 15 of 22 communities contacted have agreed to participate. Also, as part of the We Choose Health Grant we will be working with Multi-Unit Housing to develop policy for designating non-smoking units within their facility.

The Health Department is collaborating with Project Success (Alice Kirby) on a project called Mommy University. This is for adolescents/teens who are parents. This project is in early development at this time.

We are also participating in a U of I research study regarding Breastfeeding Adolescents (that is adolescents who are breastfeeding). Again, this project is in early development stages.

Ms. Hicks reports that she is working on a committee with Provena that is evaluating Provena's outreach programs. This committee is looking at evaluating community gaps in service and looking to coordinate services and eliminate duplication of services.

Ms Hicks reports that the Health Department will be changing cell phone providers from Nextel to Verizon very shortly. Nextel was bought out by Sprint and has been eliminating cell towers so our cell phone capabilities using Nextel has been decreased. Phone numbers should not change. We are hoping that the transition should see only minor interruption in services if any.

Ms Hicks reports that recently there has been some challenges with Vital Records. VCHD is the Vital Records Registrar (for birth and death certificates). This process is now online and each funeral home can print death certificates electronically. We provide the official paper for the certificates which bears Shirley Hicks signature on these blank certificates. Recently one funeral home could not account for over 250 blank certificates (they had originally received 500). This funeral home will now only be receiving 100 certificates at a time until accountability issues can be corrected.

Ms Hicks asked the Board of Health members to consider moving the January Board of Health meeting as she will be unavailable for the meeting as currently scheduled. The board members agreed to move the January meeting to January 22, 2013

A motion was made to adjourn the meeting.

Motion: Bob Jones  
Second: Carla DeAngelis  
Motion passed unanimously

Respectfully Submitted by Jenny Trimmell RN BSN  
Director of Community Health Services  
(in the absence of Donna Dunham, Director Of Financial Services)