VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
June 16, 2015

6:00 PM

Present: Jason Asaad, Dr. Wes Bieritz, Carla DeAngelis, Ivadale Foster, Bob Jones, Dr. Holly Maes, Molly Nicholson, Connie Ostrander and Bill Wright.

Absent: Dr. Karen Broaders and Dr. Jane Cooney.

Meeting was called to order by President Jason Asaad at 6:06 PM.

Ivadale Foster had requested to attend the meeting by phone.

A motion was made to accept Ivadale Foster into the meeting by telephone.

Motion: Dr. Wes Bieritz
Second: Dr. Holly Maes
Motion carried unanimously.

A motion was made to approve the agenda as presented.

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

A motion was made to approve the minutes of the May 19, 2015 regular meeting as amended.

Motion: Bill Wright
Second: Carla DeAngelis
Motion carried unanimously.

Fiscal Status

The Budget and Expenditure report was submitted for Board approval. Discussion ensued regarding the financial statement and the cash flow report.

A motion was made to approve the Budget and Expenditure Report and Cash Flow statement for May as presented.

Motion: Dr. Wes Bieritz
Second: Bill Wright

Motion carried as follows:

Jason Asaad	Yes
Dr. Wes Bieritz	Yes
Carla DeAngelis	Yes
Ivadale Foster	Yes
Dr. Holly Maes	Yes
Molly Nicholson	Yes
Connie Ostrander	Yes
Bill Wright	Yes

Bob Jones joined the meeting at 6:15 PM.

Old Business:

Jenny Trimmell updated the Board about renovations. Security locks for hallway doors have been installed.

New leaks have appeared within the building. The newest leak(s) is in one of the administration offices. It is has never leaked in this area before and is leaking in more than one spot. This is one of the rooms that has recently been renovated. Building and Grounds staff has been over to look at the problem but were unable to detect exactly where the leak was occurring. They have told us that until the roof gets repaired, there is nothing they can do. Also, on June 7th after a major thunderstorm, the basement leaked around the outside door. The basement has never leaked before but the outside door was replaced within the last year and is believed to have been the problem. Building and Grounds was alerted about this leak as well and brought in fans to dry the carpet.

Ms. Trimmell informed the Board that the ordinances presented at the May 19th meeting passed all committees at the County level and also passed the County Board unanimously.

New Business:

There was no need for an executive session.

Jenny Trimmell presented a preliminary budget proposal for FY 2015-2016.

Dr. Bieritz wanted to know the history of the Health Department paying rent to the County. Donna Dunham explained that it was her understanding from Stephen Laker that the original proposal for rent came about to help the County purchase this building. At the time of the purchase of the building, the Health Department had numerous grants that could contribute to the rent. With the downsizing in 2010 the rent was reduced to $50,000. Rent is paid out of WIC grant ($10,000); from Environmental Health fees ($10,000) and the remaining $30,000 is paid for with the tax levy. A discussion ensued regarding the rent paid by the Health Department to the County Board.

Ms. Trimmell explained that budget gets harder every year due to stagnate or decreasing revenues. Our Local Health Protection grant which has been $210,643 for

about 8-9 years thankfully has not been cut by the State for FY2016. We have been notified that our Women's Infants and Children (WIC) grant has been cut $26,000 for 2016. This decrease is due to caseload being down. While caseload is down across the State ours is extremely low; thus the $26,000 cut. Our Childhood lead grant has been reduced about $1,000. West Nile Virus has been reduced by $2,975. We have been informed, but not yet received in writing, information that our Public Health Emergency Preparedness grant (PHEP) will be increased about $900. Of course the tax levy remains the same and has for many years. The approved fee increases that were recently passed will help provide revenue to cover the increasing expenses, including salary increases.

Jenny Trimmell discussed other expense items as well. The only significant increase in expenses for FY 2015-2016 is the consumable supply item that we had to increase in this current fiscal year because we are now required to stock vaccine for private payers.

A discussion ensued regarding the budget proposal. Jenny told the Board that the actual budget for their approval will be presented at the July 21, 2015 meeting.

Carla DeAngelis asked if it would be possible to get a listing of employees by department and what duties they are required to perform. Ms. Trimmell answered that the information would be compiled and made available to the Board at a future date.

At 7:00 PM the Board entered a discussion regarding the SWOT analysis that Jenny Trimmell had mailed to them in their Board packet. SWOT stands for Strengths, Weaknesses, Opportunities and Threats. Ms. Trimmell reminded the Board that Chairman Marron has appointed an ad hoc committee to develop a strategic plan for the county. The county committee has completed a SWOT analysis. Chairman Marron will be discussing short and long term goals with elected officials and department heads including the Health Department. The Board of Health's completion of a SWOT analysis should make it easier to define these goals as specifically related to the health department.

A discussion ensured regarding the SWOT analysis.

Some of the suggested strengths were (to name a few):

Efficient and dedicated Staff
Knowledgeable staff about many areas
Key employees are in key positions
Health Department does a good job with few complaints
Community Partnership
Engaged Board of Health

Some of the suggested weaknesses were (to name a few):

Dependent on grant funding/ categorical funding
No Health Educator to implement programs
No STD/HIV program
Diminished ability to respond to emergencies due to limited nursing staff
Limited pool of volunteers

Some of the suggested opportunities were (to name a few):

Grant opportunities still exist/ esp. with collaborative efforts
Opportunity for communication training with staff/focus on media/promote health department
Opportunity to meet community needs by adding programs and services for issues such as smoking, obesity, STDs
Improved community partnerships
More dynamic website
Better utilization of space

Some of the suggested threats were (to name a few):

Local Media
State of Illinois fiscal crisis
Unknown pandemics
New diseases or food borne illnesses
Unknown impact of Affordable Care Act
Recruiting professional staff
Lack of education of county residents

A lengthy discussion ensued regard the SWOT analysis. It was decided by the Board that Jenny would assimilate the information gained from the SWOT discussion and send it out to the Board members. The Board members would then rank the issues in order of importance in each SWOT category and would return the information to Jenny by June 29th so she could compile the rankings and present them at the July 21, 2015 meeting.

Items of Information:

There have been no audits, site visits or evaluations.

We have one open position in Environmental Health. We have an unpaid intern this summer doing small projects for us and learning about Public Health.

Our next meeting will be on Tuesday, July 21 at 6:00 PM at the Health Department.

A motion was made to adjourn the meeting.

Motion: Dr. Wes Bieritz
Second: Dr. Holly Maes
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Bob Jones
Secretary, Board of Health