

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**
May 20, 2014
6:00 PM

Present: Jason Asaad, Dr. Wes Bieritz, Dr. Karen Broaders, Carla DeAngelis, Dr. Jane Cooney, Ivdale Foster, Bob Jones, Dr. Holly Maes and Molly Nicholson.

Absent: Connie Ostrander and Bill Wright.

Meeting was called to order by President Jason Asaad at 6:02 PM.

Ivdale Foster had requested to attend the meeting by phone.

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

Motion: Dr. Wes Bieritz
Second: Bob Jones
Motion carried unanimously

A motion was made to approve the agenda as corrected.

Motion: Bob Jones
Second: Carla DeAngelis
Motion carried unanimously.

A motion was made to approve the minutes of the March 25, 2014 meeting as presented.

Motion: Dr. Holly Maes
Second: Carla DeAngelis
Motion carried unanimously.

Fiscal Status

Donna Dunham reviewed the Budget and Expenditure and Cash Flow reports for March and April 2014.

We still have a healthy cash balance. The State continues to keep up with the reimbursements.

Donna pointed out to the Board that we are over in a couple of lines. One is printing and it is overspent by \$16.00. Donna will be making an adjusting entry from

consumable supplies for \$2,250 to cover upcoming printing costs through the end of November. We have had some unexpected printing costs this year. Also, we are over in Repair and Maintenance costs by \$269.88. Donna will be making and adjusting entry for \$1,100 from Contractual to cover the additional Repair and Maintenance costs anticipated throughout the end of the fiscal year.

A motion was made to accept the Budget and Expenditure Reports for March and April 2014 as presented.

Motion: Carla DeAngelis
Second: Bob Jones

Motion carried unanimously as follows:

Jason Asaad	Yes
Carla DeAngelis	Yes
Molly Nicholson	Yes
Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Dr. Karen Broaders	Yes
Dr. Holly Maes	Yes
Bob Jones	Yes
Ivadale Foster	Yes

Old Business:

The Vaccine Management Assessment Visit letter to medical providers has been drafted. Jenny Trimmell and Dr. Holly Maes met in April to discuss the contents of the letter and recommended charges for this service that will aid physician's offices with proper vaccine management.

VCHD previously was the compliance authority for the Vaccine for Children's (VFC) program offered by the State. Through the VFC program, the State provides vaccine for children to physicians' offices to be given at no cost to the child for the vaccine; administration fees may be charged. As part of the VFC program there are requirements and guidelines that must be met to continue to receive this vaccine at no charge. The State terminated the program with VCHD as the compliance agency for local providers as of December 31, 2013. This was due to the limited number of VFC providers in our area. The State required a minimum of 25 providers utilizing VFC vaccine to continue funding to VCHD. VCHD Immunization department continues to be an individual VFC provider.

While VCHD will no longer be the compliance authority, VCHD will offer our expertise to physicians and their staff in proper vaccine management, including storage, handling and documentation. Jenny stated that the State regional immunization staff will be responsible for making VFC compliance visits. Due to the large regional area, it is likely that visits may occur once every 2 years and most likely will be unannounced visits. It is VCHD's belief that our Vaccine Management service will help providers be prepared for their compliance visit especially since there may be long gaps between state visits.

Dr. Holly Maes has talked to several physicians and they are receptive to the idea. She explained that the physician does not take on the responsibility of vaccine management; this is usually delegated to one of the provider's staff. With turnover in provider staff, it is likely that our services will be needed. Dr. Maes has offered to write a letter of

endorsement of this VCHD service speaking as "provider-to-provider". This letter will be sent with the VCHD Vaccine Management Assessment Visit to our local providers.

A discussion ensued regarding the fee that should be attached to this service.

A motion was made to charge \$100 for the initial visit; with a limit of 2 hours for the initial visit. If additional visits are needed, \$50 per hour would be assessed.

Motion: Dr. Wes Bieritz

Second: Dr. Karen Broaders

Motion carried unanimously as follows:

Jason Asaad	Yes
Carla DeAngelis	Yes
Molly Nicholson	Yes
Dr. Wes Bieritz	Yes
Dr. Jane Cooney	Yes
Dr. Karen Broaders	Yes
Dr. Holly Maes	Yes
Bob Jones	Yes
Ivadale Foster	Yes

The By-Laws, Administrative Policy and Fiscal Policy were given to the Board with the recommendations for revisions and deletions. The Board was asked to review these changes and be prepared to vote on the changes at the June 17, 2014 Board Meeting.

Dr. Wes Bieritz suggested that we might want to add a non-discrimination clause in the By-Laws. He said we should perhaps check with the County to see if they have a similar clause within their by-laws. Ms. Trimmell said she would check with Nancy Boose, the Human Resources Director with the County.

Jenny Trimmell updated the board on the Affordable Care Act. We have helped 108 sign up for Medicaid, 32 start the process with the Marketplace but are not aware if they completed the process or not and helped 34 individuals complete the process with coverage through the Marketplace. We are not sure if we will be able to receive any funding for the next fiscal year that begins July 1. However, we are still receiving money from the current grant until June 30, 2014. Susan Pacot, our in-house in-person assister continues to help about one client per week.

Dr. Maes asked if we had seen any totals for the whole County. Jenny said State totals are available but was not aware of individual county numbers being available.

Jenny Trimmell updated the Board on the renovation project and moves within the building. The 708 Mental Health offices will be moving into a couple of rooms in the South Hallway. The move could take place as early as next week.

The farmland, held by the County, has sold. Someone met the request of \$10,000 per acre. With the sale of the farmland, we should be moving forward with the renovation.

Honeywell was to get back to the County with a bid on renovating the old heating and cooling system or, if it was found irreparable, an estimate on a new system.

Ivadale Foster asked about the roof. Ms. Trimmell explained that a new leak had appeared with these last rains. Sentry Roofing is working with the County to remedy the problem.

New Business:

Jenny Trimmell told the Board that about a year ago, Shirley Hicks had contacted Danville Mass Transit to request that a bus stop be located at the Health Department. The current bus stop is on South Street near Vermilion Valley Produce. We have watched mothers with strollers and toddlers through the snow and rain to get to the Health Department. Last May, the immediate reaction from Danville Mass Transit was "no". So from January 1 – March 31, 2014, we had our WIC clients complete surveys on whether they would be more apt to use the bus stop if it was closer to the Health Department. Five hundred fifty-four (554) surveys were collected and approximately 45 % of the clients surveyed said they would be more apt to ride the bus if it stopped at the Health Department. DMT recently notified Jenny Trimmell that it has agreed to move the bus stop to the Health Department for a 1 year trial period effective July 1, 2014.

Jenny Trimmell asked Doug Toole, VCHD Environmental Health Director, to present information regarding food inspections. Two months ago at the Health and Education committee meeting, a group of Hoopeston residents, including an attorney, were upset because they have a church food fundraiser every year that includes salads. The fundraiser has been happening for several years. However, the Health Department just recently found out about this event. Therefore, the church needs to comply with the law surrounding food preparation for fundraisers. The residents are unhappy with the food inspection requirement as the food preparation needs to be done in an inspected kitchen instead of being prepared in people's homes and brought to the event. Doug clarified that brownies, cakes, pies (not cream filled) can be sold without inspection as these are considered "non-hazardous" food. However, hazardous food items (foods that need to be kept hot or cold) need to be prepared in an inspected kitchen.

Doug presented information to Board of Health members on the law and ordinances in place within the County and the State of Illinois. He answered questions regarding how and when VCHD Environmental health perform food inspections. The Health and Education Committee was not willing to make any concessions regarding the current ordinances. FOIA records have been requested by the attorney associated with this group of residents.

Dr. Jane Cooney left the meeting at 7:05 PM.

Items of Information:

Our WIC department received an award at the annual WIC conference. This award – The Rising Star Award – was given to us for participation in two pilot programs – the Child Retention Program and Fetal Alcohol Syndrome Program.

We have had a nutritionist (CHP) resign. She is going to the Macon County Health Department. We have posted a 4 day position.

The 2013 Annual Report was made available to the Board.

Doug Toole announced that in mid-September, Vermilion County will be hosting a Phases of the Moon Festival at Kennekuk County Park. The event will host many bands on several stages and have many food vendors. The event will last 4 days and is expected to draw thousands from Chicago, St. Louis and Indianapolis. VCHD has been involved in planning meetings for this event due to food, water and sewage issues related to an event of this size.

The Board was reminded that the next Board of Health meeting will be on Tuesday, June 17 at 6:00 at the Health Department. We will be voting on the By-Laws, Administrative Policy and Fiscal Policy.

A motion was made to adjourn the meeting.

Motion: Dr. Holly Maes
Second: Bob Jones
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Bob Jones
Secretary, Board of Health