

VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH
Tuesday, March 19, 2024
200 S. College St. Danville, IL 61832
Conference Room

AGENDA

1. Call to Order/Introductions
2. Roll Call – Members Present and Roll Call for Attendance via Telephone
3. Adoption or Amendment of Agenda
4. Approval of minutes – January 16, 2024
5. Declaring a vacancy – Immunization/CD Staff RN
6. Audience Comments
7. Introduction of New Board of Health member (Stephen Laker)
8. Fiscal Status
 - a) **Approval of Budget and Expenditure Report for January/February 2024**
 - b) State and federal grant updates
 - c) County fiscal update
9. **SIPA**
 - a) **Memo clarifying Board of Health Minutes**
 - b) **Revised Board of Health Minutes for November 2023**
10. **Revised job descriptions:**
 - a) **Community Health Services Director**
 - b) **Administrative Services Director – formerly Finance Director**
 - c) **Environmental Health Director**
 - d) **Community Health Educator and Strategic Health Planner**
 - e) **Program Coordinator – WIC**
 - f) **Records Manager – Privacy, Billing, Records**
 - g) **Account Clerk III – Vital Records, EH, Deputy Registrar**
11. **New job description:**
 - a) **Executive Assistant – currently part time – eventually full time**

12. Revised Administrative Policy – Attached

13. Revised Vermilion County Health Department Organizational Chart – Attached

- 1) **Funding process/background for STI**
- 2) **Org Chart**

14. Program Updates:

- Fiscal –
- WIC –
- Emergency Preparedness –
- Environmental Health -
- Immunizations/CD -

15. PHA Comments/Items of Information

- 1) Keep Vermilion County Beautiful – Memo attached.
- 2) STI – Clinic update

16. Executive Sessions: Pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5 ILCS 120/2 (c) (1), “the appointment, employment, compensation, discipline, performance evaluation or dismissal of specific employees of the public body”

- 1) **PHA Evaluation**

17. Adjourn to Tuesday, April 16, 2024 @ 6 PM – at the Vermilion County Health Department located at 200 S. College, Suite A, Danville, IL 61832