

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
March 19, 2024
6:00 PM**

Present: Brad Gross, John Hart, Connie Ostrander, Phillip Jackson, Celeste Widolff, Steve Laker, and Jane Cooney

Absent: Sabeeha Haque, Carla Priest, Karen Broaders, and Paulina Padjen

1. Call to Order

The meeting was called to order by Brad Gross, at 6:03 PM.

2. Approval of Agenda

A motion was made to approve the attached agenda as presented.

Motion: Celeste Widolff

Second: Phillip Jackson

Motion carried was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

3. Approval of Meeting Minutes

A motion was made to approve the meeting minutes of January 16, 2024.

Motion: Phillip Jackson

Second: John Hart

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Declaring a vacancy

Dr. Danso-Odei stated that Vermilion County Health Department (VCHD) had a Staff RN position open in Communicable Disease/Immunization department. This position has been posted by Vermilion County Human Resources department. Dr. Danso-Odei also posted this vacant position on his LinkedIn profile. Dr. D is hopeful that we will have success soon in filling this position.

4. Audience Comments

No audience comments.

Introduction of new Board of Health Member

Stephen Laker was appointed to the Board of Health by Chairman Baughn and the Vermilion Board on February 13, 2024. Mr. Laker will serve on the Board of Health until November 2026.

5. Fiscal Status

The Board reviewed the attached Budget Performance Report, Income Statement, and the Balance Sheet for January and February 2024. Pastor Phil asked who prepares the budget and was there anything that needed highlighted. Clayton stated that he prepared the statement, and the balance was good as well as the income statement. Paster Phil stated, "looks like a good set of books".

A motion was then made to accept and approve the attached report, as presented.

Motion: Phillip Jackson

Second: Connie Ostrander

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

State and federal grant update

Clayton Fauver informed the board that this fiscal year's grants are coming in as usual.

County fiscal update

Phillip Jackson updated the Board of Health on the County fiscal status. He informed the Board that everything was going well and in the black. County Board member had

said that it was a bit early to see what the expenditures are going to be, but the revenue stream is very good. Pastor Phil said that there was a Vermilion County citizen who had come to the County Board with a complaint in her neighborhood, campers, etc. without septic systems and electrical hook ups. Brad Gross said that Dr. D and Jana Messmore (Environmental Health Director) talked to this resident prior to the County Board meeting and have scheduled a meeting with her at the location and assess the problem. They are aware of the complaint and are in the process of coming up with a solution.

Pastor Phil stated that whatever the Health Department needed from the County Board regarding County Ordinances, the County Board would be willing to help and reminded that we could not do anything outside of the constitution. Dr. D and the Vermilion County Health Department are aware of this.

Clayton Fauver stated that the grants were working as usual. VCHD was awarded a \$20,000.00 Breastfeeding grant. VCHD has met with Igrow, District 118, and many other organizations at round tables in order to work out a plan to meet the requirements of the grant.

The SIPA bonus was distributed on February 2, 2024. Steve Laker asked if there had been a budget amendment for the SIPA bonus. Clayton stated that it was put into miscellaneous revenue line. Laker said this process may need to be discussed.

VCHD has been approved for a Solid Waste grant of \$10,000.00. This will be used for engineering costs to complete the solid waste assessment. There is a separate budget for solid waste.

6. SIPA

A motion was made to approve the memo clarifying Board of Health Minutes

Motion: Celeste Widolff

Second:

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

A motion was made to approve the revised Board of Health minutes for November 2023.

Motion: Celeste Widolff

Second: Connie Ostrander

Motion carried was unanimously approved as follows:

Brad Gross	Yes
------------	-----

John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Prior to the voting Steve Laker explained the memo attached. SIPA was paid to all but 3 staff members on February 2, 2024. The memo attached explains why the 3 members were not paid at the same time as the rest of the staff.

During this process it was advised that Vermilion County Board of Health minutes were not adequate and was in part the reason why the staff members did not receive the bonus. Attached are revised minutes for the November 2023 Board of Health meeting.

Steve Laker is now in the process of revising all of the 2023 Board of Health minutes to make sure that they are adequate and complete.

To ensure accurate record meeting minutes, Dr. D has directed that a new process be put in place. There are now 2 recorders, one is for regular meeting minutes, and the other is for executive session minutes. Susan Pacot will record the regular minutes and transcribe them, and Clayton Fauver will record the Executive minutes and transcribe them.

To ensure previous mistakes from prior meeting recordings are not repeated, Dr. D. and his team are now taking the lead from the County Board meeting recording process, flow and incorporating them into the Board of Health's.

Celeste pointed out a couple of typing corrections that need to be corrected.

7. Revised Job descriptions:

A motion was made to approve the revised job descriptions.

Motion: Jane Cooney

Second: John Hart

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Dr. D explained that with reorganizing the VCHD organization tree there was the need to revise the Director's job descriptions. The Administrative Services Director (formerly Financial Director) will have additional subordinate staff. Supervisory duties have been

added to all 3 Director positions. Steve Laker said that only A, B, C, D listed on the agenda had to be approved by the board, however Dr. D wanted them to see the entire picture.

8. New Job Description:

A motion was made approve the Executive Assistant to PHA job description.

Motion: Celeste Widolff

Second: Connie Ostrander

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Dr. D explained the rationale behind this position and what the need for it was. This is a part time position for now but will be transitioning into full time in the future. The funding is in the budget at this time. This position has been unofficially by Susan Pacot for now, but it needs to be made official.

9. Revised Administrative Policy – attached.

A motion was made to approve the revised Administrative Policy.

Motion: Celeste Widolff

Second: John Hart

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

This revision is necessary because Dr. D has implemented a dedicated authority's rotation of the 3 Directors monthly. If Dr. D is unavailable, the dedicated authority will be able to make decisions on his behalf. Brad asked if they would be able to sign birth and death certificates. Clayton explained that the birth and death certificates were electronically signed by Dr. D. The dedicated authority rotation plan will enable experience, leadership and responsibilities at a higher level and an opportunity to build a cohesive administrative team. John Hart stated that it was dated March 2023 was this correct, Susan Pacot stated this was in draft form, once approved by the Board of

Health the policy would be updated. Celeste saw there were a couple typing errors that will be changed.

10. Revised Vermilion County Health Department Organizational Chart – attached.

A motion was made to continue the funding process for STI clinic.

Motion Made: Celeste Widolff
Second: Connie Ostrander
Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

A motion was made to approve the VCHD Organizational Chart

Motion: John Hart
Second: Jane Cooney
Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Dr. D has spoken to several agencies regarding funding for the VCHD STI clinic, which has not resulted in very good results. Many of them are religious based institutions which will not support STI. Dr. D. along with Brad Gross went to the County Board meeting and met before and after with Chairman Baughn as well as Steve Miller. Both were interested and agreed to add the request for STI funding to the Health and Education Committee agenda. Dr. D. discussed that VCHD would need \$100,000.00 per year, this would be for a part-time Nurse Practitioner, Disease Interventional Specialist, and suppliers. Dr. D. has already spoken to OSF and Carle regarding cooperation in sharing data. Dr. D. is scheduled to present VCHD's STI plan to the Health and Education committee. Celeste questioned if it would be possible to get a Nurse Practitioner to commit? Laker informed the members the health department has already had some interest in the possibility of 2 afternoons a week. Questions about billing and getting paid for services were addressed. VCHD bills for immunizations and gets paid in a timely manner so there is no reason to think the STI services would be any different.

The Organizational chart was provided showing the new proposed STI positions as well as changes to the Directors positions. There were no questions regarding the organizational chart.

Program Updates:

Dr. D handed out information on Measles. There are twelve cases in Illinois at this time, while there were only 5 in 2023, most of them in Cook County. There are a few cases between IL and IN. Vermilion County's immunization rate for MMR (Measles, Mumps, Rubella) is at 96% which is very good. Most of the unvaccinated children are home schooled. Dr. D. also went over travel advisories. Steve Laker said there had been no measles cases in Vermilion County since 1978. Dr. D. also went over the STI cases in Vermilion County by diseases.

All other program updates were explained in an additional document attached to the members.

PHA comments/Items of Information

Keep Vermilion County Beautiful (KVCB)– memo attached.

This memo was written to inform the Board of Health that Dr. D. has suspended the payment of \$12,000.00 a year to KVCB as membership fees at this time. Dr. D. met with KVCB vice president, and they were unable to give him the information he asked for. Dr. D. stated that if any money goes out of the VCHD he wants to make sure that it's accounted for appropriately. John Hart had some questions regarding the organization that no one was able to answer completely. Steve Laker and Jana Messmore are participating in a zoom meeting with the original organizer of KVCB this week to get historical information. Until more information is given to the VCHD the funds will be suspended. The Board of Health agreed with this decision.

STI Clinic Update has already been discussed.

11. Executive Session

Executive Session: 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..."

A motion was made for Steve Laker and Brad Gross to complete the PHA evaluation.

Motion: John Hart

Second: Jane Cooney

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes

Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

12. Items of Information

PHA Evaluation

The Board of Health did not go into closed session. Decision was made that Steve Laker and Brad Gross will complete Dr. D's. 6-month evaluation with anonymous input from 3 Directors.

The evaluation will be complete by April 30, 2024.

The next meeting will be Tuesday, April 16, 2024, at 6:00 PM at the Health Department.

13. Adjournment

A motion was made to adjourn the meeting.

Motion: Jane Cooney


Second: John Hart

Motion carried was unanimously approved as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Jane Cooney	Yes
Phillip Jackson	Yes
Steve Laker	Yes
Celeste Widolff	Yes

Respectfully submitted,


Clayton Fauver
Recording Secretary


Carla Priest
Secretary, Board of Health