

**Whiteside County Board of Health Minutes**  
**Regular Meeting October 27, 2020**

**Members Present:** Dr. Mark Mench, Rick Cavazos, Karen Nelson, Dr. Robert Whittaker, Dr. Sarah Mathew

**Members Absent:** Howard Melchi, Cindy Schott, Margo Myers

**Staff Present:** Cheryl Lee, Kimberly Good, Steve Brenner, Peggy Blase, Staci Shaffer, Savannah Davis, Tina Hodge

The meeting was called to order at 7:06 p.m. Karen Nelson made a motion to approve the August 25, 2020, meeting minutes, seconded by Dr. Mathew. The motion passed unanimously.

**Correspondence:** HRSA Quality Award Certificate

**Administrator Report:** Cheryl Lee

1. IDPH Mobile Testing Unit held a testing weekend in WCHD parking lot. They tested 529 people, some from out of county as well as out of state. Due to the limited IDPH staff and the overwhelming numbers of people seeking testing, thirteen WCHD staff were called in to help.
2. Contract tracing – additional mitigations have been implemented. Staff working 7 days a week. Metrics do not accurately reflect the actual numbers.
3. Mills' property – the tank will be removed in approximately one week.
4. 340B – No additional information yet. We continue to work with HFS and the MCO's, and are working toward increased payments.
5. Dr. Kelley Stanley has submitted her resignation. Dr. Denice Smith will be promoted to the role of Medical Director of Public Health and the CHC. We will be replacing the position of physician.

**COO Report:** Kimberly Good

1. Thirteen staff were called in to assist the IDPH Mobile Testing Unit with the weekend testing clinic held at WCHD parking lot.
2. The FQHC is seeing 200 tests per week – medical, telehealth, or hands-on.
3. Care Optimize training is complete. The go-live date is November 2, 2020. This will replace Mediquire.
4. Our newest Nurse Practitioner, Kathryn Beck, began as part-time, but transitioned to full-time within two days of her start date.
5. We have a new LCSW, Lisa Framke, who will be starting as a Clinical Therapist on November 16, 2020. This is to replace the position left open when Latavia Agada resigned.

6. We received \$118,000 in QA monies for achieved indicators.
7. For the CHC, we will be moving two nurses into Informatics/QA to assist in building up the infrastructure for behind the scenes.
8. We will be hiring an additional IT employee full-time due to the increasing workload of the IT Department.
9. Illinicare awarded CHC with \$116,000 for improvements for patient access. We will be adding handicap accessible exam table in each provider section, tablets to assist with interpretation, gym passes to encourage a decrease in obesity, incentives for patients, and telehealth laptops.
10. WCHD received a \$5000 Dillon grant which will be used for equipment.
11. The State of IL and HRSA are interested in telehealth. The MCO's are not on board with this as they are not fully acknowledging all the behind the scenes work that staff put in to accommodate telehealth, especially during a pandemic.
12. Lee County MAT program is back in process.
13. Some staff have had to quarantine due to COVID.
14. Public Health staff are working seven days a week and doing a great job.

**Public Health Report:** Staci Shaffer

1. Staff have been working seven days a week for COVID contact tracing. They are very dedicated and doing a great job.
2. IDPH has indicated that they are rethinking how we do contact tracing.
3. The State of IL have required us to use a new software program for contact tracing. We have brought in several temporary staff to assist with data entry.
4. Immunizations have been very busy with flu.
5. Schools have been performing rapid-testing for COVID for students who are in school and symptomatic. The rapid test is a nasal swab and takes about 15 minutes for results. Unfortunately, we see some false negatives and false positives. We are waiting on guidance from IDPH for that.

**Board Education:** Staci Shaffer presented information on the WIC Program, an income-based nutrition program for pregnant women, and parents of children ages 0-5 years.

**Committee Reports:**

1. **Finance:** Peggy Blase reported that the CHC and Health Department has received a total of 3.5 million dollars in funding related to COVID. Approximately half is for the CHC, and half is for the Public Health.

Public Health Fund:	September 1, 2020	Beginning Balance	\$1,251,165
		Receipts	\$ 749,806
		Expenses	\$1,110,294
	September 30, 2020	Ending Balance	\$ 890,676

Animal Control Fund:	September 1, 2020	Beginning Balance	\$140,119
		Receipts	\$ 25,889
		Expenses	\$ 24,600
	September 30, 2020	Ending Balance	\$141,407

Dr. Whittaker made a motion to place the Public Health Finance Report on file as presented, seconded by Dr. Mench. The motion passed unanimously.

2. **Personnel:** Steve Brenner reviewed the updates that had been presented previously for the employee handbook. Steve also reported that policies have been clarified and updated to current language.

**Regular Business:**

1. **By-laws:** Steve Brenner presented the updates to the By-laws, noting that the timeline has changed according to the change in the BOH meetings, and a few other changes to align with current Illinois statutory guidelines. Dr. Whittaker motioned to approve the By-laws, seconded by Dr. Mathew.
2. **Employee handbook and salary structure updates:** It was decided to table this discussion due to the absence of three board members, and an additional meeting will be held in November to finalize and vote on these changes in time for the beginning of the fiscal year.
3. **I-Plan:** Savannah Davis presented the I-Plan, noting that the three areas of our focus for the upcoming period are suicide, heart disease, and obesity. The \$5,000 we are allotted will be used to address these three goals. Karen Nelson made a motion to approve the I-Plan, seconded by Dr. Mathew.
4. **Administrator Evaluation:** closed session.

**Other Business:** None

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Cheryl Lee, M.S.

Public Health Administrator/CEO

