

**Jackson County Board of Health**  
**Meeting Minutes**  
**February 7, 2024**

Board members present: Sherry Jones, Amy Wyatt, Nancy Caskey, Katherine Poulos, Allison Campos

Staff members present: Bart Hagston, Melanie Endres, Matt Leverage, Lisa Quillman, Chad Hill, Paula Clark, Kerri Gale

Other staff/guests: None

- I. Call to Order and Introduction of Guests — Dr. Jones called the meeting to order at 6:04 p.m.
- II. Minutes of December 7, 2023 — Dr. Poulos made a motion to approve the December 7, 2023 meeting minutes. Ms. Caskey seconded the motion. The motion passed.
- III. Financial Update — Mr. Hill presented the financials for December 2023.

**Balance Sheet:**

Cash on hand at the end of December totaled \$2,063,828.54. Grant accounts receivable remained steady from October's balance of \$750,173.72 to \$752,822.22 at December's close. The Health Department is owed \$48,231.75 from other County funds at month's end.

Accounts payable and accrued payables totaled \$36,389.49 at the end of December.

The estimated surplus as of the end of FY23 currently sits at \$182,695.61. That number will change once final property tax distributions have been made by the County Treasurer's Office. This should occur in mid-February. After the first month of FY24, the Health Department has a surplus of \$112,265.54.

**Summary of Revenue & Expenditures:**

With 92% of the fiscal year remaining, 88% of the revenue remains unrecognized.

With 92% of the fiscal year remaining, 91% of the budget is unspent.

**Statement of Cash Flow:**

Cash receipts for December totaled \$740,375.45 with cash disbursements totaling \$477,841.32. Cash on hand as of December 31<sup>st</sup> totaled \$2,063,828.54 which is 4.80 months of cash reserves.

**Looking Ahead:**

Cash receipts for January will total about \$382,000 with disbursement totaling roughly \$397,500. Cash on hand as of January 31<sup>st</sup> is estimated to be \$2,048,300, which represents 4.79 months of cash reserves.

Dr. Poulos made a motion to approve the financials. Dr. Wyatt seconded the motion. The motion passed.

IV. Old Business

- A. Other Old Business: None

V. New Business:

- A. Strategic Plan and IPLAN progress reports: Mr. Hagston reviewed progress made on implementation of objectives from the Strategic Plan and Mr. Leverage reviewed progress made on implementation of objectives in the IPLAN.

B. Other new business/Board comments: None

VI. Public Comment: None

VII. Division Reports

A. Administrator's Report — *the following items are from a written report submitted by Bart Hagston. Contact JCHD for a copy of the full report*

- Wrote & received a \$10,000 grant from the Illinois Chapter of the American Academy of Pediatrics for a new vaccine refrigerator.
- Was one of the presenters on IDPH's statewide "Emergency Public Health Briefing" webinar on Feb. 5. Spoke about the Illinois Public Health Workforce Transformation Initiative. 350 attendees on webinar.
- HR485 (Protecting Health Care for All Patients Act of 2023) passed the US House today. HR 485 would cut \$1.19 billion from the Prevention and Public Health Fund for fiscal years 2024-2029 (13% reduction). PPHF provides critical funding to State & local HDs for immunizations, tobacco prevention, diabetes & heart disease programs, epidemiology & laboratory services, childhood lead poisoning programs.
- Hagston discussed with the Board some capital improvement projects and possible ways to fund. They offered support for the work. Hagston will seek input on the funding approach and get back with the Board for approval.

B. HIV & Sexual Health Services — *the following items are from a written report submitted by Paula Clark. Contact JCHD for a copy of the full report*

- We are serving 204 HIV+ clients with medical case management, and referral services.
- Quality Improvement Project: Viral Load Suppression. Currently, 94% of our clients are virally suppressed. Additional treatment adherence sessions are scheduled for those clients who are not virally suppressed. This gives them a little extra support to achieve viral suppression.
- PrEP services are provided with assistance from our contracted PA at SIUFP. Monthly PrEP clinic appointments are busy! We have a client base of about 88 patients. Our PrEP expansion sites at Christopher Rural Health and Shawnee Health are serving patients with PrEP.
- Our DIS Coordinator follows surveillance cases and provides partner services for various sexually transmitted diseases, mainly syphilis. In 2023, the total number of syphilis cases we have monitored is 61, including 5 congenital.
- The Sexual Health Action Team's next meeting is February 14, 2023.

C. Environmental Health — *the following items are from a written report submitted by Kerri Gale. Contact JCHD for a copy of the full report.*

- Food establishments: 105 Routine inspections, 18 recheck inspections and 2 temporary event inspections.
- Solid Waste Enforcement: 2 Landfill inspections/field visits, 1 open dump inspection, 3 Open dump site re-visits.
- A solid waste planning meeting was held in conjunction with Greater Egypt Regional Planning on 2/6.
- Southern Recycling Center in Carbondale was recently purchased by CRC Recycling. JCHD staff have met with them on to ensure they aware of County ordinance, current recycling efforts, and that they will continue to serve as drop-off point for our electronics recycling program.
- JCHD has received a grant from IEPA to help implement a residential sharps collection program. Residents will be able to drop-off sharps (needles/injectors) boxes at kiosks, locations TBD. Program details still under development.

D. Health Education — *the following items are from a written report submitted by Matt Lerversee. Contact JCHD for a copy of the full report.*

- Held JCHCC Membership special meeting to set 2025-2029 IPLAN Health Priorities.
- Notified of 5-year ISPAN grant award in partnership with IL Public Health Institute.
- Marketing and Outreach survey completed with JCHD staff.
- Staff attended Carbondale Park District Board meeting to discuss smoke-free policies.
- Staff attended Youth Mental Health First Aid training.

E. Nursing & Family Services — *the following items are from a written report submitted by Lisa Quillman. Contact JCHD for a copy of the full report.*

- WIC had 944 active participants in Oct. Our assigned caseload for FY24 is 1215 (up 66).
- We were working at 78% of our assigned caseload in Oct for active clients. (Goal is at least 90%).

**Immunizations:**

- Private purchase doses given in November: 1606 December: 648
- VFC doses given in November: 64 December: 42
- Adult 317 doses given in November: 44 December: 18
- COVID-19 doses given in November: 831 December: 304
- Flu doses given in November: 562 December: 177
- MPOX doses given in November: 0 December: 2
- Sexual Health Clinic clients served in November: 10 December: 3

F. Support Services Division — *the following items are from a written report submitted by Chad Hill. Contact JCHD for a copy of the full report.*

Human Resources:

Heather continued working on revisions of various sections of the JCHD policy manual.

Vital Records:

169 births were registered in Jackson County in November with 140 in December.

53 deaths were registered in Jackson County in November with 55 in December.

Information Technology:

Chad conducted one IT Committee meeting.

A new network server has been ordered. It will be implemented during 2024.

Business Office:

Chad completed 6 grant reports for November and 17 for December.

Chad participated in a webinar about the new SIPA grant.

Chad and Bridget worked with auditors on the FY22 audit.

Chad and Bridget began preparing for the FY23 audit.

General Operations:

Division staff attended one agency-wide staff training.

Dana coordinated the 2023 JCHD Christmas party. She was assisted by Bridget and Jamie.

Division staff participated in the December blood drive.

Melanie is preparing the FY23 Health Department Annual Report.

VIII. Next Meeting — March 6, 2024 at 6:00 p.m.

IX. Executive Session – Dr. Poulos moved to enter executive session for the purpose of conducting the Administrator’s annual performance evaluation under 5 ILCS 120/2(c)(1). Dr. Wyatt seconded the motion. Roll call vote was taken:

Ms. Campos - yes      Dr. Wyatt – yes      Ms. Caskey - yes  
Dr. Poulos – yes      Dr. Jones – yes

The motion passed and executive session began at 7:02pm.

Dr. Poulos moved to resume regular session. Dr. Wyatt seconded the motion. A roll call vote was held.

Ms. Campos - yes      Dr. Wyatt – yes      Ms. Caskey - yes  
Dr. Poulos – yes      Dr. Jones – yes

Motion passed. Executive session ended at 7:45pm.

Dr. Poulos moved to authorize the President to execute an addendum to the administrator’s contract. Ms. Caskey seconded the motion. A roll call vote was held.

Ms. Campos - yes      Dr. Wyatt – yes      Ms. Caskey - yes  
Dr. Poulos – yes      Dr. Jones – yes

X. Adjournment — Dr. Poulos made a motion to adjourn. Dr. Wyatt seconded the motion. The motion passed. The meeting adjourned at 7:45p.m.

Submitted by:

Lynn Heins  
Secretary

Melanie Endres  
Recording Secretary