Jackson County Board of Health
Meeting Minutes
August 2, 2023

Board members present: Sherry Jones, Katherine Poulos, Scott Comparato, Amy Wyatt, Nancy Caskey, Melodi Ewing, Lynn Heins

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

Other staff/guests: None

I. Call to Order and Introduction of Guests — Dr. Jones called the meeting to order at 6:00 p.m.

II. Minutes of June 7, 2023 — Ms. Caskey made a motion to approve the June 7, 2023 meeting minutes. Dr. Ewing seconded the motion. The motion passed.

III. Financial Update — Mr. Hill presented the financials for May & June 2023.

Balance Sheet:
Cash on hand at the end of April totaled $1,727,274.02 at the end of April. It increased to $1,770,545.21 at the end of May, decreasing to $1,701,867.84 at the end of June. Accounts receivable from grants totaled $575,658.11 at May’s end, increasing to $611,573.83 at the end of June. The Health Department is owed $237,725.15 from other County funds at June’s end. The TB Fund paid the Health Department $18,994.20 in July.

Accounts Payable and Accrued Payables totaled $59,390.47 at the end of May, increasing to $123,055.05 at the end of June.

The deficit stood at $229,729.18 at May’s end. It increased slightly to $240,758.34 at June’s close.

Summary of Revenue & Expenditures:
With 42% of the fiscal year remaining, 47% of the revenue remains unrecognized.

With 42% of the fiscal year remaining, 42% of the budget is unspent.

Statement of Cash Flow:
Cash receipts for May totaled $380,366.75 with disbursements totaling $337,095.56. Cash receipts in June totaled $305,181.15 with disbursements totaling $373,858.52. Cash on hand as of the end of June totaled $1,701,867.84 which is 4.48 months of cash.

Looking Ahead:
Cash receipts for July will total about $217,000. Cash disbursements will be about $394,000. Cash on hand as of July’s end will total about $1,524,800, which is 4.00 months of cash reserves.

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

IV. Old Business

A. Other Old Business: None

V. New Business:
A. Preliminary discussion on FY24 JCHD salary schedule: Mr. Hagston discussed the memo about proposed changes to the salary schedule, dropping Step 1 and adding four new steps at the top end of the range. The purpose of these changes would be to provide a longer wage-growth path for staff and to help address staff retention issues. Discussion ensued. The board expressed their desire to move forward with the changes, so they will be incorporated into the FY24 salary schedule presented for their approval in December.

B. Proposed savings and incentives on employee health insurance: Mr. Hagston discussed the significant burdens employee health insurance places on JCHD’s budget and proposed incentives to offer staff in 2024 in hopes of reducing overall health insurance costs. Discussion ensued. The importance of proper communication with staff about the incentives prior to open enrollment was noted. The board expressed their support for the incentives, so Mr. Hagston will proceed.

C. Approval of FY24 Budget: Mr. Hill reviewed, in depth, the FY24 proposed budget. Dr. Comparato made the motion to accept the FY24 budget as presented, Dr. Wyatt seconded the motion. Roll call vote was taken:

Dr. Ewing - yes  Dr. Wyatt - yes  Ms. Caskey – yes  Ms. Heins - yes  
Dr. Poulos – yes  Dr. Jones – yes  Dr. Comparato – yes

The motion passed.

D. 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

- Developed grant application to IDPH for public health workforce grant ($350K total for 4+ years). Will use grant to: 1) cover annual cost increases in health insurance premiums; 2) cover annual subscription cost of our online staff training platform; 3) cover portion of the Preparedness Specialist position’s salary & benefits not covered by the PHEP grant for FY25-FY27. *
- Attended two meetings of the Jackson County Health Insurance Task Force, which makes employee health insurance recommendations to the County Board. Advocated for flexible approaches which could save JCHD on health insurance expenses.
- Engaged in several discussions with LHD administrators on the best way to allocate additional $6M statewide for Local Health Protection Grant in FY24. This is largest increase in funding for LHPG in over 25 years. Spoke with IDPH Director about this matter on 6/26. Submitted letter to Director on behalf of Southern Illinois Public Health Consortium. IDPH announced award amounts on 7/17 and JCHD will see an increase of $48,526 (24% increase), significantly reducing use of local property tax dollars to supplement State funding.
- Ordered 600 free gun locks through gun safety partnership between IDPH & VA. Will distribute at events and through community partners.
- Working with DON to develop our plan for COVID-19 vaccinations once vaccines are no longer available to providers for free. Likely to happen early Fall. Federal “Bridge Access Program” will continue to provide free vaccinations to those uninsured or whose insurance doesn’t pay for the shots.
- Attended SIH Community Benefits Advisory Committee meeting, which included discussion on implementation of their Community Health Needs Assessment.

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 212 HIV+ clients with medical case management, and referral services.
• Quality Improvement Project: Viral Load Suppression. Currently, 96% 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 are one of the top 3 PrEP clinics in the State. Our PrEP expansion sites at Christopher Rural Health and Shawnee Health are serving patients with PrEP. Multiple billboards and Mass Transit bus ads are active to promote these services.
• HIV Linkage to Care/Reporting and PrEP/PEP referral presentations are provided. Upcoming presentations include 4 locations of Shawnee Health Providers.
• Recent presentations include 2 Shawnee providers.
• The Sexual Health Action Team’s next meeting is August 9, 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.

• 40 Routine inspections of facilities, 4 recheck inspections and 26 temporary event inspections.
• Led Env. Health staff meeting 7/14/23.
• Attended Liquor Advisory Board and County Board meetings 7/18/23.
• Attended Supervisor Training 7/25/23.
• Led ILCSWMA Board meeting 7/19/23.
• Attended Management Team meeting 8/1/23.

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

• Continuing to collect Jackson County Community Health Assessment Surveys (open through end of August).
• Hired Tobacco Prevention Coordinator (internal transfer).
• Participated in 2nd Annual Juneteenth Celebration at JALC.
• Led JCHCC Steering Committee meeting.
• Promotional video with SIH for S. IL Tobacco Disparities Program.
• Currently recruiting for Marketing and Outreach, and Health Educator positions.

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 1036 active participants in May and 1024 in June. Our assigned caseload for FY24 is 1215 (up 66).
• We were working at 90% of our assigned caseload in May and at 89% in June for active clients. (Goal is at least 90%).
• Immunizations:
  o Private purchase doses given in May: 72 June: 110
  o VFC doses given in May: 36 June: 43
  o Adult 317 doses given in May: 13 June: 14
  o COVID-19 doses given in May: 249 June: 133
  o MPOX doses given in May: 2 June: 1
  o Sexual Health Clinic clients served in May: 18 June: 8
  o Bright Smiles fluoride treatments in May: 1 June: 13
  o Vision and Hearing screenings will resume in August.
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.

- 139 births were registered in Jackson County in April with 159 in May and 184 in June.
- 45 deaths were registered in Jackson County in April with 38 in May and 43 in June.
- Chad completed 20 grant reports for June.
- Chad finalized the preliminary FH24 JCHD budget.
- Chad attended 2 County Finance and Administration Committee meetings.
- Bernadine attended 1 meeting of the southern region health department fiscal group.

Facilities:
- Air conditioning system repairs and HVAC system quarterly maintenance.
- Completed County energy efficiency field visit.
- Ordered bulk supply of light bulbs utilizing rebate.
- Addressed multiple, repeated fire alarm issues. Resolved by Barcom.
- Projects in process: (1) – internal painting (2) – clinic room remodel (3) – parking lot maintenance/seal coating.
- Coordinated new lawn service contract and schedule.
- Investigated water leak.
- Investigated after-hours answering service spam call issues.
- Met with Chad to review maintenance budget for remainder of FY23.

VIII. Next Meeting — Sept 6, 2023 at 6:00 p.m.

IX. Executive Session – None

X. Adjournment — Dr. Comparato made a motion to adjourn. Dr. Poulos seconded the motion. The motion passed. The meeting adjourned at 8:04 p.m.

Submitted by:

Lynn Heins
Secretary

Melanie Endres
Recording Secretary