

**Jackson County Board of Health  
Meeting Minutes  
March 6, 2024**

Board members present: Amy Wyatt, Nancy Caskey, Lynn Heins, Allison Campos, Katherine Poulos

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

Other staff/guests: None

- I. Call to Order and Introduction of Guests — Dr. Poulos called the meeting to order at 6:03 p.m.
- II. Minutes of February 7, 2024 — Dr. Wyatt made a motion to approve the February 7, 2024 meeting minutes. Ms. Campos seconded the motion. The motion passed.
- III. Financial Update — Mr. Hill presented the financials for January 2024.

**Balance Sheet:**

Cash on hand at the end of December totaled \$2,063,828.54. It increased to \$2,048,256.93 and the close of January. Grant accounts receivable held steady from December's balance of \$752,822.22 to \$766,996.13 at January's close. The Health Department is owed \$66,405.03 from other County funds at month's end.

Accounts payable and accrued payables totaled \$36,389.49 at the end of December, increasing to \$62,195.29 at January's end.

After the first month of FY24, the Health Department had a surplus of \$112,265.54. It decreased slightly to \$109,357.62 at the end of January.

**Summary of Revenue & Expenditures:**

With 83% of the fiscal year remaining, 81% of the revenue remains unrecognized.

With 83% of the fiscal year remaining, 83% of the budget is unspent.

**Statement of Cash Flow:**

Cash receipts for January totaled \$381,888.10 with cash disbursements totaling \$397,459.71. Cash on hand as of January 31<sup>st</sup> totaled \$2,048,256.93 which is 4.79 months of cash reserves.

**Looking Ahead:**

Cash receipts for February will total near \$615,300 with cash disbursements totaling about \$510,600. Cash reserves at the end of February will be 4.97 months.

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

IV. Old Business

- A. Other Old Business: None

V. New Business:

- A. Conduct SWOT Analysis: Board members participated in a SWOT analysis. Looking at the Strengths, Weaknesses, Opportunities, and Threats that face JCHD now and over the next five years will help inform the development of the 2025-2029 Strategic Plan. JCHD staff completed the SWOT analysis in January and Board members were provided those tabulated results. Board members not present at the meeting will also be asked to complete this task. Administrator will tabulate results and bring them to next month's meeting.
- 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*

- Worked with HR Coordinator to develop employee job satisfaction survey. Distributed to staff Feb. 15. Mr. Hagston shared the results with the board members.
- Worked with Marketing & Outreach (M&O) Coordinator to develop a marketing & outreach survey for clients and community partners. Survey will be open soon for public participation.
- Relayed to staff departmental plans for April 8 total solar eclipse. Dept. will be open all day, but immunization and WIC appointments blocked off that afternoon. Will provide support to Jackson County EMA prior to/during eclipse.
- Mr. Hagston had a phone call with IDPH Director in reference to a proposed cut in FY25 for Local Health Protection Grant (LHPG) funds.

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, 95% 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.

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, 22 recheck inspections and 8 temporary event inspections.
- EH Staff attended an IDPH plumbing and water webinar hosted by IDPH.
- Implementing registration for Med-Project and Inmar Medicine Mail-back Programs.
- One staff passed the pesticide applicator General Standards exam to be able to provide annual training for larvicide applicators.
- Conducted a temporary campground site visit for the eclipse.

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

- Elicited feedback from JCHCC Steering Committee and Action Teams for draft IPLAN health strategies. Virtual kick-off call with Illinois Public Health Institute for next 5-year ISPLAN grant.
- Completed FY23 Health Education Division Annual Report.
- Participated in family night with Positive Youth Development Action Team in Carbondale, with over 100 attendees.
- Participated in Project Learning Tree Workshop (environmental education)
- Partner with SIH-Tobacco Disparities Partnership to host Tobacco Prevention Conference April 23-JALC.

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 930 active participants in January. Our assigned caseload for FY24 is 1215 (up 66).
- We were working at 77% of our assigned caseload in Oct for active clients. (Goal is at least 90%).
- Immunizations:
  - Private purchase doses given in January: 178
  - VFC doses given in January: 10
  - Adult 317 doses given in January: 13
  - COVID-19 doses given in January: 114
  - MPOX doses given in January: 1
  - Sexual Health Clinic clients served January: 15

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.*

- Heather advertised current position vacancies and conducted interviews. Two of the three openings have been filled.
- Heather redesigned and updated the online job application form.
- 169 births were registered in Jackson County in November with 140 in December and 174 in January.
- 53 deaths were registered in Jackson County in November with 55 in December and 59 in January.
- Multiple staff worked together to troubleshoot various minor issues, and worked with SINC to resolve more significant challenges.
- Chad completed 6 grant reports for January.
- Chad and Bridget continued preparing for the FY23 audit.
- Division staff participated in the February blood drive.

VIII. Next Meeting — April 3, 2024 at 6:00 p.m.

IX. Executive Session – None

X. Adjournment — Ms. Heins made a motion to adjourn. Dr. Wyatt seconded the motion. The motion passed. The meeting adjourned at 7:25p.m.

Submitted by:

Lynn Heins  
Secretary

Melanie Endres

Recording Secretary