

**Jackson County Board of Health
Meeting Minutes
April 3, 2024**

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

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

Other staff/guests: Shawna DeBolt

- I. Call to Order and Introduction of Guests — Dr. Jones called the meeting to order at 6:02 p.m.
- II. Minutes of March 6, 2024 — Dr. Poulos made a motion to approve the March 6, 2024 meeting minutes. Dr. Wyatt seconded the motion. The motion passed.
- III. Financial Update — Mr. Hill presented the financials for February 2024 & end of FY23.

February 2024 Financial Statements

Balance Sheet:

Cash on hand at the end of January totaled \$2,048,256.93. It increased to \$2,152,952.89 at the close of February. Grant accounts receivable held steady from December's balance of \$752,822.22 to \$766,996.13 at January's close, but decreased dramatically to \$339,850.65 at the end of February. The Health Department is owed \$79,006.65 from other County funds at the end of February

Accounts payable and accrued payables totaled \$36,389.49 at the end of December, increasing to \$62,195.29 at January's end. Accounts payable decreased significantly to \$9,816.13 at the end of February.

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. The surplus turned to a deficit as of the end of February totaling (\$23,530.41).

Summary of Revenue & Expenditures:

With 75% of the fiscal year remaining, 76% of the revenue remains unrecognized.

With 75% of the fiscal year remaining, 75% of the budget is unspent.

Statement of Cash Flow:

Cash receipts for February totaled \$615,332.13 with cash disbursements totaling \$510,636.17. Cash on hand as of February 29th totaled \$2,152,952.89 which is 4.97 months of cash reserves.

Looking Ahead:

Cash receipts for March will total about \$345,000 with cash disbursements totaling about \$315,000. Cash reserves at the end of March will be 5.13 months.

November 2023 Financial Statements

Balance Sheet:

Cash totaled \$1,800,294.41 at the end of November. Accounts receivable for grants totaled \$758,955.09. Interest receivable totaled \$1,339.54. The Health Department was owed \$26,779.51 from other County funds at the end of FY23.

Accounts payable and accrued payables totaled \$106,516.45 at the end of November.

The Health Department finished FY23 with a \$232,634.63 surplus.

Summary of Revenue & Expenditures:

Total revenue exceeded its budget by \$730,699.79. Total expenditures exceeded its budget by \$498,065.16.

Statement of Cash Flow:

Cash receipts for FY23 totaled \$4,773,740.27. Cash disbursements for FY23 totaled \$5,107,520.99. There were 4.23 months of cash reserves on hand as of 11/30/23.

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

IV. Old Business

A. Other Old Business: None

B. Approval of Household Hazardous Waste Collection Service Agreement: Ms. Gale recommended the board authorize the Administrator to sign the service agreement with Heritage Environmental Service, LLC. Dr. Comparato made a motion stating such. Dr. Poulos seconded the motion. The motion passed. Roll call vote was taken:

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

C. Vote on Updates/Repeal of Employee COVID-19 Vaccination Policy: Mr. Hagston presented a memo with options to update the COVID-19 employee vaccination policy. Mr. Hagston's recommendation was to repeal the policy removing the mandate for the COVID-19 vaccination for employees. Much discussion. Dr. Poulos made a motion to repeal the policy, Ms. Caskey seconded the motion. The motion passed.

V. New Business:

A. Presentation: Disease Intervention Services: Shawna DeBolt presented a brief overview of the DIS program and answered questions.

B. BOH Self-Evaluations: Board members completed their annual performance evaluation. Results will be presented at the next meeting.

C. BOH Attendance Report: Board members were given their attendance report for the last year.

D. JCHD Annual Report: Board members were provided the 2023 Annual Report, which is required by IDPH.

E. Review BOH SWOT results: Mr. Hagston reviewed the findings of the BOH SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis that was completed at the last meeting. He also provided a rough draft laying out possible Strategic Objectives for the next Strategic Plan. More discussion on this at future meetings.

F. 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*

- Reviewed and tabulated BOH responses to the Strengths, Weaknesses, Opportunities and Threats (SWOT) worksheet. Discussed results of staff and BOH SWOTs with Management Team. Providing results of BOH SWOT to the Board at April meeting.
- Worked with Division Directors to push out the marketing & outreach survey for clients and community partners.
- Supported Environmental Health division through revocation of food service establishment permit, a rare occurrence for the department.
- On 3/19, attended open house at the Eurma Hayes Center for JCHD outreach office. Conducted interviews with two TV stations, spoke with community partners about various efforts.
- Working with Nursing Director and other staff to plan for possibility of local measles cases. No cases locally at this time, but outbreak in Chicago and many other states. Taking internal actions to prepare and communicating with partners.

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 199 HIV+ clients with medical case management, and referral services.
- Quality Improvement Project: Viral Load Suppression. Currently, 97% of our clients are virally suppressed. This is our highest ever! 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.
- HIV Linkage to Care/Reporting/PrEP/PEP referral presentations are provided.
- The Sexual Health Action Team's next meeting is April 10, 2024.

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

- 78 Routine inspections of facilities, 36 recheck inspections and 3 temporary event inspections.
- EH Staff attended an IDPH plumbing and water webinar hosted by IDPH.
- Implement registration for Med-Project and Inmar Medicine Mail-back Programs.
- Hosted (2) Jackson County Solid Waste and Recycling Public Planning Meetings – in-person and virtual
- Planning Rain barrel and compost bin sale for Spring 2024

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

- Received 48 community responses for Marketing and Outreach Survey, as of 3/25.
- Staff attended SIU-Drug Awareness Conference.
- Staff attended Local Wellness Policy for schools training.
- Attended JCHD-Eurma Hayes Outreach Center open house.
- Interviewed 2 candidates for ISPAN Health Educator vacancy.

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 922 active participants in January. Our assigned caseload for FY24 is 1215 (up 66).
- We were working at 76% of our assigned caseload in Oct for active clients. (Goal is at least 90%).
- Immunizations:
 - Private purchase doses given in February: 89
 - VFC doses given in February: 16
 - Adult 317 doses given in February: 10
 - COVID-19 doses given in February: 29
 - MPOX doses given in February: 2
 - Sexual Health Clinic clients served February: 1

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 is finalizing revisions to several sections of the policy manual that will be presented to the Board for approval in future months.
- Bart, Heather, and Chad met to review possible policy manual changes.
- 174 births were registered in Jackson County in January with 157 in February.
- 59 deaths were registered in Jackson County in January with 69 in February.
- \$1,698.00 was collected in walk-in certificate fees in February.
- SINC is planning for the installation of a new main file server in the upcoming months.

VIII. Next Meeting — May 1, 2024 at 6:00 p.m.

IX. Executive Session – None

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

Submitted by:

Lynn Heins
Secretary

Melanie Endres
Recording Secretary