Jackson County Board of Health  
Meeting Minutes  
November 1, 2023

Board members present: Amy Wyatt, Nancy Caskey, Melodi Ewing, Allison Campos, Scott Comparato, Katherine Poulos

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

Other staff/guests: None

I. Call to Order and Introduction of Guests — Dr. Poulos called the meeting to order at 6:00 p.m. Dr. Poulos welcomed staff member Bridget Baltzell to the meeting, who was filling in for Chad Hill.

II. Minutes of October 4, 2023 — Dr. Ewing made a motion to approve the October 4, 2023 meeting minutes. Dr. Comparato seconded the motion. The motion passed.


Balance Sheet:
Cash on hand at the end of August totaled $1,824,256.26. The balance increased to $1,913,643.84 at the end of September. Accounts receivable from grants totaled $367,534.11 at the end of August. It increased to $480,973.56 at the end of September. The Health Department is owed $87,286.35 from other County funds at September’s close.

Accounts payable increased to a total of $112,780.53 at the end of September as vaccine purchases have increased to meet demand.

After months of increases, the deficit stood at $313,799.40 at the end of August. The deficit dropped dramatically in September to $27,757.56 as property tax funds came in.

Summary of Revenue & Expenditures:
With 17% of the fiscal year remaining, 17% of the revenue remains unrecognized.

With 17% of the fiscal year remaining, 17% of the budget is unspent.

Percentage-wise, revenue and expenses are right on track.

Statement of Cash Flow:
Cash receipts for September totaled $501,882.79 with $377,641.62 of that being in the form of property tax receipts. Disbursements totaled $412,495.21 for September. Cash on hand as of the end of September totaled $1,913,643.84 which is 4.82 months of cash reserves.

Looking Ahead:
Cash receipts for October will total about $240,000. Cash disbursements will be about $572,900. Cash on hand at the end of October will total about $1,580,700, which is 3.80 months of cash reserves.

Dr. Wyatt 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. Review of closed session minutes: This agenda item was moved to executive session.

B. Board of Health meeting dates for 2024: A list of proposed meeting dates were presented. Dr. Comparato made a motion to except the meeting dates with removing the January and July 2024 meeting dates. Dr Wyatt seconded the motion. The motion passed.

C. 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

• Held an all-staff meeting on 10/11. Communicated actions taken by BOH at previous meeting regarding vacation accrual and one-time vacation payout. Staff wore pink that day to celebrate Breast Cancer Awareness Month.
• Due to significant demand for flu, Covid and RSV vaccines, worked closely with Director of Nursing on maintaining vaccine inventories, coordination of off-site vaccination clinics, and development of internal “vaccine dashboard” so staff making vaccination appointments could better discern what vaccines were available and when we expect out-of-stock vaccines to arrive. Conducted one radio interview on COVID-19 vaccinations.
• Assisted Safety Committee with participation in the Great ShakeOut earthquake drill on 10/19. Also exercised our evacuation procedures.
• Presented to 50 attendees on public health planning for the eclipse at the regional Weathering the Storm disaster preparedness conference. Also coordinated an informational booth for the Medical Reserve Corps at the conference.

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 208 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 87 patients. Our PrEP expansion sites at Christopher Rural Health and Shawnee Health are serving patients with PrEP.
• The Sexual Health Action Team’s next meeting is December 13, 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.

• 42 Routine inspections of facilities, 26 recheck inspections and 16 temporary event inspections.
• Attended two ILCSWMA conference planning meetings 10/5/23, 10/10/23 & 10/20/23.
• Led ILCSWMA Board meeting 10/24/23.
• Gale accompanied inspectors on food and sewage inspections.
• Attended conference call for Recycling and Solid Waste Plan Advisory planning 10/10/23.
• Conducted 2 staff evaluations.

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

• Held JCHCC Steering Committee meeting and started to set FY24 guest presenters.
• Presented Health Ed. Division overview at new staff orientation.
• Staff attended physical educator training and Mental Health First Aid Training.
• Staff attended Murphysboro National Night Out event.
• Staff attended Public Information Officer event at WSIL.

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 981 active participants in Sept. Our assigned caseload for FY24 is 1215 (up 66).
• We were working at 81% of our assigned caseload in July for active clients. (Goal is at least 90%).
• Immunizations:
  o Private purchase doses given in September: 272
  o VFC doses given in September: 39
  o Adult 317 doses given in September: 4
  o COVID-19 doses given in September: 375
  o MPOX doses given in September: 2
  o Sexual Health Clinic clients served September: 16
  o Bright Smiles fluoride treatments in September: 6

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 assisted staff though the 2023 fringe benefits open enrollment period.
• 178 births were registered in Jackson County in August with 176 in September.
• 54 deaths were registered in Jackson County in August with 47 in September.
• Chad is coordinating a variety of small projects with the Sinc (IT services vendor).
• Chad completed more than 12 grant reports for September.
• Chad and Bernadine attended 1 meeting of the southern region fiscal group.
• Division staff attended 1 agency-wide staff meeting.
• Chad completed 1 staff evaluation.
• Division staff participated in 1 earthquake and 1 evacuation drill.
• Bernadine assisted with 2 flu clinics held at SIU-C.
• Division staff participated in Halloween spirit week and potluck.

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

IX. Executive Session – Dr. Ewing moved to enter executive session for the purpose of reviewing closed session minutes 5 ILCS 120/2(c)(21). Dr. Comparato seconded the motion. Roll call vote was taken:

Dr. Ewing - yes       Ms. Campos - yes       Ms. Caskey - yes
Dr. Poulos - yes      Dr. Wyatt – yes       Dr. Comparato – yes

The motion passed and executive session began at 6:39pm.

Dr. Comparato moved to resume regular session. Ms. Caskey seconded the motion. A roll call vote was held.
Dr. Ewing - yes    Ms. Campos – yes    Ms. Caskey - yes
Dr. Poulos – yes    Dr. Wyatt – yes    Dr. Comparato – yes

Motion passed. Executive session ended at 6:51pm.

Dr Comparato made a motion to open and make public the 11/2/22 closed session minutes. Dr. Ewing seconded the motion. The motion passed.

X. **Adjournment** — Dr. Comparato made a motion to adjourn. Dr. Wyatt seconded the motion. The motion passed. The meeting adjourned at 6:54 p.m.

Submitted by:

Lynn Heins
Secretary

Melanie Endres
Recording Secretary