

**Jackson County Board of Health  
Meeting Minutes  
December 6, 2023**

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

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

Other staff/guests: None

- I. Call to Order and Introduction of Guests — Dr. Jones called the meeting to order at 6:03 p.m.
- II. Minutes of November 1, 2023 — Dr. Comparato made a motion to approve the November 1, 2023 meeting minutes. Dr. Poulos seconded the motion. The motion passed.
- III. Financial Update — Ms. Baltzell presented the financials for October 2023.

**Balance Sheet:**

Cash on hand at the end of October totaled \$1,599,009.02. Grant accounts receivable increased from September's balance of \$480,973.56 to \$750,173.72. Property taxes receivable has decreased to \$259,757.76 at the end of October. \$199,462.93 of property taxes was received in November. The Health Department was due \$120,334.76 from other County funds at month's end, all of which was collected in November.

Accounts payable totaled \$132,983.38 at the end of October. The higher than usual amount is due to vaccine purchases.

The deficit stood at \$313,799.40 at the end of August. The deficit dropped dramatically in September to \$27,757.56. It decreased further to \$10,030.41 at the end of October.

**Summary of Revenue & Expenditures:**

With 8% of the fiscal year remaining, 1% of the revenue remains unrecognized.

With 8% of the fiscal year remaining, 1% of the budget is unspent.

**Statement of Cash Flow:**

Cash receipts for October totaled \$258,289.12 with cash disbursements totaling \$572,923.94. Cash on hand as of October 31<sup>st</sup> totaled \$1,599,009.02, which is 3.87 months of cash reserves.

**Looking Ahead:**

Cash receipts for November will total about \$768,000 with disbursements totaling near \$566,000. Cash on hand as of 11/30/23 is estimated to be \$1,800,000, which represents 4.25 months of cash reserves.

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

IV. Old Business

A. Other Old Business: None

V. New Business:

B. Approval of Salary Schedule: Mr. Hagston presented the FY24 salary schedule including changes previously discussed with the Board of Health. This includes a 2.5% COLA increase and added steps to the pay scale. Dr. Comparato made a motion to approve the new salary schedule. Dr Poulos seconded the motion. The motion passed. Roll call vote was taken.

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

C. Approval of Updates to Personnel Policies: Mr. Hagston presented the proposed changes to the personnel policies, developed to ensure compliance with the new Paid Leave for All Workers Act.. Dr. Comparato made a motion to approve the updates to the personnel policies. Dr Wyatt seconded the motion. 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*

- Coordinated activities for “Public Health Thank You Day” on November 20. Activities included providing JCHD t-shirt to all staff members and posting messages thanking staff on Facebook and X.
- Presented JCHD update to County Board’s Legislative & Public Safety Committee. Attended County Board meeting & FY24 budget adoption. JCHD budget passed as adopted by BOH.
- Participated in a meeting of the Statewide Health in All Policies workgroup on Nov. 17. Completed State training required to serve on the workgroup.
- Attended Steering Comm. meeting for Healthy Southern Illinois Delta Network on Nov. 2.

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 86 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.*

- 65 Routine inspections of facilities, 20 recheck inspections and 6 temporary event inspections.
- Led EH staff meeting 11/16/23.
- Accompanied inspectors on food and sewage inspections.
- Conducted 2 staff evaluations.

- Attended Liquor Advisory Board meeting 11/6/23.
- Conducted interviews for open sanitarian position 11/14 & 11/15/23.
- Attended management team meeting 11/7/23.
- Attended supervisor training 11/28/23.

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

- Started JCHD Marketing and Outreach plan process as listed in agency strategic plan.
- Continued JCHD IPLAN 25-29' process; in-person priorities meeting set for Jan. 26 (10am-noon) at SIH-Corporate office.
- Collaborated with Growing Media Marketing to design future vaping risks ads to coincide with new state law.
- Staff attended recycling education session, and will continue to be trained during transition.

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 983 active participants in Oct. Our assigned caseload for FY24 is 1215 (up 66).
- We were working at 81% of our assigned caseload in Oct for active clients. (Goal is at least 90%).
- Immunizations:
  - Private purchase doses given in October: 376
  - VFC doses given in October: 63
  - Adult 317 doses given in October: 4
  - COVID-19 doses given in October: 967
  - MPOX doses given in October: 4
  - Sexual Health Clinic clients served October: 11
  - Bright Smiles fluoride treatments in October: 8

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 conducted interviews to fill vacant position in Environmental Health.
- 178 births were registered in Jackson County in August with 176 in September and 163 in October.
- 54 deaths were registered in Jackson County in August with 47 in September and 56 in October.
- A representative from Sinc was onsite to conduct the annual IT security training for staff.
- Chad conducted 1 IT Committee meeting.
- Division staff attended 1 agency-wide staff training.
- Chad conducted 1 Support Division meeting.
- Chad attended 2 Management Team meetings.
- Chad attended 1 Supervisor Training.

VIII. Next Meeting — February 7, 2024 at 6:00 p.m.

IX. Executive Session – None

X. Adjournment — Ms. Caskey made a motion to adjourn. Dr. Wyatt seconded the motion. The motion passed. The meeting adjourned at 7:00p.m.

Submitted by:

Lynn Heins  
Secretary

Melanie Endres  
Recording Secretary