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 Leversee, 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 31st 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 Leversee. 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:
    o Private purchase doses given in October: 376
    o VFC doses given in October: 63
    o Adult 317 doses given in October: 4
    o COVID-19 doses given in October: 967
    o MPOX doses given in October: 4
    o Sexual Health Clinic clients served October: 11
    o 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