

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

Board members present: Amy Wyatt, Nancy Caskey, Melodi Ewing, Lynn Heins, Allison Campos

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

Other staff/guests: None

- I. Call to Order and Introduction of Guests — Ms. Heins called the meeting to order at 6:05 p.m.
- II. Minutes of August 2, 2023 — Dr. Wyatt made a motion to approve the August 2, 2023 meeting minutes. Dr. Ewing seconded the motion. The motion passed.
- III. Financial Update — Mr. Hill presented the financials for July 2023.
 - Balance Sheet:**

Cash on hand at the end of July totaled \$1,558,133.70. Accounts receivable from grants totaled \$665,402.35 at the end of July. The Health Department is owed \$239,004.34 from other County funds at July's end. The Solid Waste Fund paid the Health Department \$236,807.91 in August.

Accounts Payable and Accrued Payables totaled \$75,895.48 at the end of July.

The deficit stood at \$229,729.18 at May's end. It increased slightly to \$240,758.34 at June's close, and increased to \$270,432.02 at the end of July.
 - Summary of Revenue & Expenditures:**

With 33% of the fiscal year remaining, 41% of the revenue remains unrecognized.

With 33% of the fiscal year remaining, 34% of the budget is unspent.
 - Statement of Cash Flow:**

Cash receipts for July totaled \$250,408.98 with disbursements totaling \$394,143.12. Cash on hand as of the end of July totaled \$1,558,133.70 which is 4.08 months of cash.
 - Looking Ahead:**

Cash receipts for August will total about \$769,000. Cash disbursements will be about \$540,000. Cash on hand at the end of August will total about \$1,787,000, which is 4.48 months of cash reserves.

Ms. Caskey made a motion to approve the financials. Dr. Wyatt seconded the motion. The motion passed.
- IV. Old Business
 - A. Other Old Business: None
- V. New Business:
 - A. Introduction of new board member: Introductions were made by the board members and management team. Welcome to new board member Allison Campos.

- B. Approval of FY24 TB Lease: Mr. Hill presented the TB Lease with no changes from FY23. Dr. Ewing made the motion to accept the FY24 TB Lease as presented, Dr. Wyatt seconded the motion. The motion passed.
- C. IPLAN & Strategic Plan update: Mr. Hagston and Mr. Leverage updated the board member with progress on implementation of the IPLAN & Strategic Plan.

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 one JCHD staff meeting, one Management Team meeting, one supervisor training, attended a JCHD safety committee meeting, conducted one performance evaluation.
 - Attended meeting with County Administrator on FY24 budget.
 - Finalizing plans for staff in-service training Sep. 27th. JCHD will be closed to the public that day.
 - Facilitated a meeting of the Jackson County Preparedness Coalition.
 - Attended Jackson County Emergency Operations Center tabletop exercise, along with two staff.
 - Working with DON to develop our plans for COVID-19, seasonal flu and RSV vaccinations.
- 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 are one of the top 3 PrEP clinics in the State. Our PrEP expansion sites at Christopher Rural Health and Shawnee Health are serving patients with PrEP. Multiple billboards and Mass Transit bus ads are active to promote these services.
 - HIV Linkage to Care/Reporting and PrEP/PEP referral presentations are provided. Upcoming presentations include Shawnee Health Providers.
 - The Sexual Health Action Team's next meeting is October 11, 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.*
- 31 Routine inspections of facilities, 18 recheck inspections and 9 temporary event inspections.
 - Led EH staff meeting 8/24/23 and a EH program review meeting 8/29/23.
 - Conducted one staff evaluation 8/28/23.
 - Attended Legislative and Public Safety meeting on 8/8/23.
 - Attended Supervisor Training 8/22/23.
 - Led ILCSWMA Board meeting 8/30/23.
 - Met with contractual Licensed Environmental Health Practitioner to train on the electronic food inspection system.
 - Met with SIUC medical student and took him on a food inspection 8/3/23.
- D. Health Education — *the following items are from a written report submitted by Matt Leverage. Contact JCHD for a copy of the full report.*

- Finished collecting Jackson County Community Health Assessment Surveys. (530 responses as of 8/25)
- Hired Marketing and Outreach Specialist (starting September 18).
- Attended SIU-Harm Reduction ECHO session.
- Continue to help plan Women's Health Conference with SIH/NAACP (Sept. 30-Carbondale Civic Center).
- Hosted IDPH Regional Tobacco Grant Supervisor for site visit.
- Currently recruiting for Health Educator position.

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 1030 active participants in May and 1024 in June. Our assigned caseload for FY24 is 1215 (up 66).
- We were working at 85% of our assigned caseload in July for active clients. (Goal is at least 90%).
- Immunizations:
 - Private purchase doses given in July: 86
 - VFC doses given in July: 47
 - Adult 317 doses given in July:15
 - COVID-19 doses given in July: 61
 - MPOX doses given in July: 7
 - Sexual Health Clinic clients served in July: 9
 - Bright Smiles fluoride treatments in July: 12
 - Vision and Hearing screenings have resumed.

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 getting settled in as HR Coordinator. She is working with division directors to update interview questions as interviews continue for all open positions.
- Heather is updating various HR and payroll forms giving them a more streamline look and making them easier to use.
- 159 births were registered in Jackson County in May with 184 in June and 190 for July.
- 38 deaths were registered in Jackson County in May with 43 in June and 45 for July.
- Chad continues coordinating with SINC regarding the Health Department's IT needs and issues Including: spam filter upgrade, network switch installation, and planning for upgrades in 2024.

VIII. Next Meeting — October 4, 2023 at 6:00 p.m.

IX. Executive Session – None

X. Adjournment — Dr. Wyatt made a motion to adjourn. Dr. Ewing seconded the motion. The motion passed. The meeting adjourned at 6:45 p.m.

Submitted by:

Lynn Heins
Secretary

Melanie Endres
Recording Secretary