

MACOUPIN COUNTY BOARD OF HEALTH

Minutes for December 20, 2023, 6:00 p.m.

- I. Call to Order – Roll Call
 - a. Board of Health call to order at 6:19 PM by Margaret Barkley.
 - b. Board Members Present: Sean Rees, Dr. Thomas Hatley, Margaret Barkley, Dr. Therese Polo, Suzanne Stayton, Mike Barnard, Leann Barr, Chas Swearingen.
 - c. Board Members Absent: Dr. Michael LeVora, Lauren Boente.
 - d. MCPHD Staff present: Christy Blank, Becky Hatlee, Lori Sanson, Samantha Thomas, Gary Ross
- II. Recognition of the Public: None.
- III. Reading and Approval of November 15, 2023 minutes – Motion to approve minutes made by Suzanne Stayton, seconded by Dr. Thomas Hatley, motion carried.
- IV. Review and Approval of Special Board Meeting Minutes regarding HRSA required changes. Motion by Leann Barr, seconded by Chas Swearingen, motion carried.
- V. Financial Status – Approval of Bills
 - a. Discussion of Current Financial Situation
 - 1) Public Health: balance beginning balance \$605,363.32 Ending balance 11.30.23 \$293,783.13
 - 2) Transportation: beginning balance \$631,997.43 Ending balance 11.30.23 \$591,599.51
 - 3) WIC: beginning balance \$6556.82 Ending balance \$6,620.68
 - 4) Community Care: beginning balance \$530,580.76 Ending balance 11.30.23 \$532,519.56
 - 5) MCHC, Inc.: beginning balance \$7001.00 Ending balance 11.20.23 \$8,021.00
 - 6) USDA Final Loan Payment: beginning balance \$14,687.64 Ending balance 11.30.23 \$14,696.69.
 - b. Motion to approve financial reports made by Dr. Therese Polo, seconded by Leann Barr, motion carried.
 - c. Discussion per USDA, need to move \$1,100.00 from public health to USDA final loan payment account, and whether or not to make annual payments. Motion to transfer \$1,100.00 from public health to USDA account, and to continue to make annual payments on the loans made by Dr. Therese Polo, seconded by Leann Barr, motion carried.
 - d. Four CDs – All CDs are through CNB (1) & (2) \$250,000.00 [90 days] (1.10.24 to 2.27.24); (2) \$38,308.19 CD [30 day] (1.25.25); (3) \$77,712.59 CD [6 month renewal] (3.17.24) mature. Discussion on whether to continue the CDs, question by Margaret Barkley to confirm all accounts are secured, issue tabled to answer question regarding security of the CDs. Further discussion by Board and Staff regarding how to utilize CDs. Discussion by board regarding ability to use funds from CDs on other programs/services.
 - 1) Board suggested investment/financial advice;
 - 2) Additional suggestions on changing increasing renewal length of CDs;

- 3) Board decided more information is needed before taking any action and to review other options for higher rate on CD.

VI. Administrator's Report

a. Health Center Productivity Reports

- 1) Appointment rates increasing steadily, and better retention rate with patients.

b. UDS Review-Utilization Review of Patients per discount pay class and patient area served

- 1) 8,044 patients (trending below the goal); 8,888 unduplicated patients as of 12.19.23, which is over 95% of our goal; projection to meet goal.
- 2) 3,832 patients at or below 100% of poverty level

c. Review of Building Projects and Transportation Projects

- 1) Gillespie old TS lot approved by County Board
- 2) Oakland avenue waiting on warranty floor replacement
- 3) Transportation- continuing to work with IDOT on project;
- 4) 118 W Chestnut, 112 S. Macoupin and 805 N Broad - for sale

d. QI/QA/Risk Management minutes/Risk Management

- 1) QI/QA minutes reviewed - Motion to approve by Suzanne Stayton, seconded by Mike Barnard, motion passed.
- 2) Risk management, no information to review regarding summaries. Internal events regarding HIPAA discussed with action plan to correct.

VII. Credentialing and Privileging

a. M. Defoe, Certified Medical Assistant

- 1) Motion to approve by Leann Barr, seconded by Dr. Therese Polo, motion carried.

VIII. WIC, HFI, Environmental updates

a. WIC at 662 clients, 15 families did not pick up benefits in month of November.

- b. Healthy Families – Debbie Link is retiring in February. Two additional resignations from home visitors, discussion about program and how to keep it going with the resignations. Focus on development plan to help new Supervisor complete required training offered by DHS, with intention to be able to continue with program. Board discussed to amend job/hiring requirements for Healthy Families Program Supervisor. Further discussion on how to amend requirements/change job description based on experience with offered trainings that would satisfy program/grant requirements. Motion made to change amend job description qualifications for Healthy Families Supervisor by Leann Barr, seconded by Chas Swearingen, motion carried.

IX. Old Business – Staffing Shortage impacting patient numbers, Commercial Insurance

- a. Commercial Insurance – Cincinnati Policy reviewed, other policies sought/investigated, many insurance companies would not consider due to property heavy and liability coverage combined with County. Motion to approve switch to Cincinnati Insurance Policy by Dr. Thomas Hatley, second by Chas Swearingen, motion approved.

X. Review of Grants – Changes, Updates and Revisions

- a. Department of Health and Human Services – HRSA Grant H8000690, NOA reviewed for removal of 118 W Chestnut, Gillespie address.
- b. NOA received for Department of Health and Human Services – HRSA Grant H2E50205 – School based Service Expansion Award.
- c. Healthy Equity Grant (from State of Illinois) to provide education and vaccines for COVID, asked to assist Fayette County, requirements to put Billboards up, took mobile unit over to Fayette County for education and COVID vaccines, received funds for serving Fayette County, received additional funds to cover other counties, looking to receive \$25,000.00 through February 2024. Grant used for labor, supplies, mileage, and billboards. Motion made by Suzanne Stayton to continue to provide COVID services in Macoupin and assist Fayette County for this grant, Dr. Thomas Hatley second, motion passes.

XI. New Business

- a. New Board Member Application – Received one application for new board member. Motion by Dr. Thomas Hatley to review application at a later date, second by Chas Swearingen, motion carried.
- b. HRSA Review:
 - 1) Review went great. We should not end up with any non-compliance areas.
 - 2) Executive Session Minutes and recordings.
 - We need to vote on whether to release executive session minutes every six months.
 - Reviewed January 2023-November 2023 Executive Session Minutes. Motion by Mike Barnard to keep executive minutes closed, seconded by Dr. Thomas Hatley, motion carried.
 - Discussion about having calendar of required topics/reviews for board brought up by Chas Swearingen. This is a goal admin will work towards.
- c. Policy Review and Approval
 - 1) Rapid Response Policy, Procedure, and Standing Orders - Motion by Dr. Therese Polo, second by Mike Barnard, motion carried.
 - 2) Late and Missed Appointments – clarification of late v. missed appointment policies. Discussion about “No Shows” policy. Motion by Dr. Therese Polo, second by Mike Barnard, motion carried.
 - 3) Standing Orders for Administering Nirsevimab RSV Preventive Antibody to Infants. Motion by Dr. Therese Polo, second by Mike Barnard, motion carried.
- d. Staff vacancies
 - 1) Down to 7 vacancies
- e. Personnel Requests/Resignations/Evaluations
 - 1) 11.27.23 Letter from C. Palmer about continuing education requesting fees being paid in advance; review of continuing education policy and procedure. Motion to deny requests from C. Palmer by Chas Swearingen, seconded by Dr. Thomas Hatley, motion carried.

- 2) Letter from Dr. K. Shafer regarding notice of outside employment, motion to acknowledge by Dr. Therese Polo, seconded by Suzanne Stayton, motion passed.
 - 3) Resignation Letter from T. Dozer
 - 4) Resignation Letter from A. Heleine
 - 5) FMLA Request Letter from J. Carter
 - 6) Governing Board Resignation Letter from S. Clevenger
- f. 2024 Meeting Schedule – discussion about scheduling. Motion to approve 2024 Board Meeting Schedule made by Dr. Thoams Hatley, seconded by Chas Swearingen, motion carried.
- g. Motion to approve Board of Directors Resolution to change address and agent made by Mike Barnard, seconded by Leann Barr, motion carried.
- XII. Executive Session –
- a. Motion to Executive Session at 7:57p.m. by Dr. Thomas Hatley, seconded by Dr. Therese Polo, motion carried.
 - b. Motion back to regular session at 8:17 p.m. by Mike Barnard, seconded by Dr. Therese Polo, motion carried.
- XIII. Motion to increase LCSW and LCPC by 7.5% made by Dr. Therese Polo, seconded by Suzanne Stayton, motion carried.
- XIV. Next Meeting Date – Wednesday, January 17, 2024 at 6:00 p.m.
- XV. Motion by Mike Barnard to adjourn, seconded by Chas Swearingen, motion carried.

MISSION STATEMENT
OF THE
MACOUPIN COUNTY PUBLIC HEALTH DEPARTMENT

The Macoupin County Public Health Department believes that good health is a valuable right for all individuals, groups, and the community. We are dedicated to serve and work with the people in the community to prevent disease, to promote wellness and to protect the health of the residents of Macoupin County.