

MACOUPIN COUNTY BOARD OF HEALTH

Minutes for May 15, 2024, 6:00 p.m.

- I. Call to Order – Roll Call – Dr. Michael Levora and called meeting to order at 6:05pm
 - a. Board Members Present: Mike Barnard, Suzanne Stayton, Leann Barr, Dr. Michael Levora, Sean Rees
 - b. Board Members Absent: Dr. Therese Polo, Chaz Swearingen, Nikki Ray, Dr. Thomas Hatley
 - c. Staff present- Lori Sanson, Derrek Tiburzi, Lilly Booth, Gary Ross, Christy Blank
- II. Recognition of the Public – none present, Lilly Booth, Safe Families Domestic Violence Advocate present to provide information on the Annual Safe Families Golf Tournament coming up on June 28, 2024 at Timber Lakes Golf Course.
- III. Reading and Approval of April 17, 2024 minutes – motion to approve minutes made by Sean Rees, seconded by Suzanne Stayton, motion carried.
- IV. Financial Status – Approval of Bills
 - a. Discussion of Current Financial Situation
 - a. Public Health: Beginning balance \$365,336.04 Ending balance \$332,921.49
 - b. Transportation: Beginning balance \$979,705.33 Ending balance \$928,853.56
 - c. WIC: Beginning balance \$2569.05 Ending balance \$16,263.79
 - d. Community Care: Beginning balance \$832,424.50 Ending balance \$775,402.47
 - e. MCHC, Inc.: Beginning balance \$7,396.58 Ending balance \$7,396.58
 - f. USDA: Beginning balance \$18,382.61 Ending balance \$18,394.70
 - g. Total cash assets: \$2,689,645.62
 - h. motion to approve made by Sean Rees, seconded by Leann Barr, motion carried.
 - b. Grant Renewals – Budget Approval – none
- V. Administrator’s Report
 - a. Health Center Productivity Reports – Decrease in appointments in April, with total of new 814 patients treated. J Ruckman’s numbers are continuing to run low, will reach out and ask her for suggestions on how to correct this.
 - b. UDS Review-Utilization Review of Patients per discount pay class and patient area served – UDS Reviewed Primary Medical Coverage breakdown, Zip Codes-5181 patients, social determinants of care, and total number of unduplicated patients served. Improved in our colorectal, A1C and hypertension quality measure numbers.
 - c. Review of Building Projects and Transportation Projects
 - a. Oak Street Lot – asphalt and striping complete, electric and fencing in the process of being installed.
 - b. Transportation – Rebuild II docs submitted, waiting on IDOT
 - c. Morgan and Columbian – Door scan project halted due to incompatibility with current system
 - d. QI/QA/Risk Management minutes/Risk Management – Counselors are needed to fill openings, CHWs focusing on clinical quality measures of cervical cancer and colorectal cancer screenings, push to switch over to company issued cell phones for deemed after hour staff, 4 surveys turned in this month all reflecting positive feedback, Baily Jarman, Health Educator, Employee of the Month, Employee Engagement working to improve morale and help employees improve their own work culture, Credentialing for dental assistant, Z Ashmore and medical assistant K Warren, change needed in behavioral health record

review. Motion to approve QI/QA Minutes made by Sean Rees, seconded by Suzanne Stayton.

VI. Credentialing and Privileging

Kaitlyn Warren, Medical Assistant – motion to approve made by Dr. Michael Levora, seconded by Suzanne Stayton, all in favor, motion carried.

Traci Whitlock, RN – Asst Clinical Director – motion to approve made by Dr. Michael Levora, seconded by Suzanne Stayton, all in favor, motion carried.

Shelby Smith – Dental Assistant – motion to approve made by Dr. Michael Levora, seconded by Suzanne Stayton, all in favor, motion carried.

Zoe Ashmore – Dental Assistant Trainee - motion to approve made by Dr. Michael Levora, seconded by Suzanne Stayton, all in favor, motion carried.

VII. WIC, HFI, Health Educator, Environmental and Transportation updates

- a. WIC numbers continue to drop, identifying gaps in the program since previous Office Manager left the program, including lead program funding issue due to non-performance of staff in charge of this program.
- b. Transportation – marketing campaign working, rides increased by 290 from March to April, transit grant applications completed and submitted 4/26, increasing rides and group trips will require additional drivers, currently interviewing drivers, dispatch position filled from within which also opened an additional driver position. Rebuild II docs sent and IDOT to provide next move.
- c. Environmental Health – Annual Food Licenses due June 30th, 305 licensed food establishments in Macoupin County, 4 new in the month of April, Macoupin County Food Sanitation Ordinance Fees has not been updated in 13 years and we are re-working this ordinance to update fee schedule and implement reinspection fee to align with surrounding counties, Implementation of Goal Standard Award process in planning phase, 5 septic permits in April with 15 private sewage consultations and 2 water wells, EH staff working to sample all 10 non-community water sources (water and ice vending machines) across Macoupin County. IDPH private water and private sewage program review for 2023 schedule on Thursday, May 16th.
- d. Health Educator provided programming across 7 schools, reaching 770 students in the month of April.

VIII. Old Business – buildings for sale – 118 W Chestnut, Gillespie and 112 S Macoupin, Gillespie, contingent offer

IX. Review of Grants – Changes, updates and new

- a. Notice of Award – HRSA – H8022690 – Granting budget approval for 06/01/2024-05/31/2025
- b. Morgan Street School Linked Health Center audit and review completed, received notification of no findings and compliments of excellence.
- c. Maple Street School Linked Health Center audit and review completed, received notification of no findings and compliments of excellence.
- d. List of Programs and Grants, split out by Macoupin County Public Health Department, Community Health Centers, Macoupin County Public Transportation to provide understanding of how the umbrella of Macoupin County Public Health encompasses three businesses.

- X. New Business
- a. Job Descriptions/Staff Vacancies – Driver, Dental Centralized Scheduling, Medical Assistant, Nurse Care Coordinator, Dental Hygienist, LCSW, LCPC
 - b. Board Member Applications – received two from housing representatives, letters just went out so we will wait until June to review
 - c. Policy Review and Approval
 - a. Personnel Policy – changes to align with union contract, may conduct drug test post-accident within 24 hours of accident, cost of living definition added, timesheet may be requested sooner than Friday of pay period ending, longevity added for non-bargaining employees up to 30 years, after 30 years will be subject to board approval, holiday eligibility added and defined, vacation aligned with union contract changes, accrual date of the 1st of month added, vacation cap of 320 hours for Directors and above added with payouts on 6/30 and 12/31, time rounding to the nearest 15 minutes instead of 30 minutes effective 5/20/2024. Motion to approve made by Mike Barnard, seconded by Sean Rees, motion carried.
 - b. Compliance Reporting/Whistleblower Policy – required to provide an anonymous way for employees to report fraudulent, wasteful, illegal actions without fear of retaliation. Motion to approve made by Mike Barnard, seconded by Leann Barr, motion carried.
 - c. Behavioral Health Client Record Request – policy edited to say patients may make an appointment to review records instead of patients must make an appointment to review records. Motion to approve made by Sean Rees, seconded by Mike Barnard, motion carried.
 - d. Business-Use Devices and Applications – policy to provide business devices to designated employees expected to conduct Macoupin County Public Health Department business, providing added security. Policy also prohibits MCPHD applications on personal devices, such as outlook, teams, etc. Motion to approve made by Leann Barr, seconded by Suzanne Stayton, motion carried.
 - d. Personnel Requests/Resignations/Evaluations – FMLA request Taylor Brazel, motion to approve made by Suzanne Stayton, seconded by Leann Barr, motion carried. Resignations received from J Swank, M Defoe, and Savanna Welch.
 - e. Macoupin County Public Health and the Carlinville Moose Lodge will be sponsoring an American Red Cross Blood Drive at the Carlinville Moose Lodge on Thursday, June 6 from 12-5pm.
- XI. Executive Session – No Executive Session this meeting.
- XII. Next Meeting Date – Wednesday, June 19, 2024 at 6:00 p.m.

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.