

MACOUPIN COUNTY BOARD OF HEALTH  
Meeting Minutes for February 19, 2025, 6:00 p.m.

- I. Call to Order – Roll Call 6:17pm
  - a. Board Members Present: Lauren (Nikki) Ray, Ashley Simons, Leann Barr, Dr. LeVora, Mike Barnard, Holly Boston
  - b. Board Members Absent: Dr. Polo, Sean Rees, Chas Swearingen, Dr. Thomas Hatley
  - c. Staff present- Lori Sanson, Sam Thomas, Christy Blank, Becky Hatlee, Derrek Tiburzi, Gary Ross
- II. Recognition of the Public- None
- III. Sealed Bids for Surplus Items
  - a. Surplus Item #16. Vote to accept \$700 bid from Lauren Ray
    - i. Motion to approve by Leann Barr. Mike Barnard seconded. Motion carried.
- IV. Reading and Approval of January 15, 2025 minutes
  - a. Mike Barnard motioned. Ashley Simons seconded. Motion carried.
- V. Financial Status – Approval of Bills
  - a. Discussion of Current Financial Situation
    - a. Public Health: Beginning balance \$539,053.61 Ending balance \$883,423.43
    - b. Transportation: Beginning balance \$399,329.37 Ending balance \$478,180.26
    - c. WIC: Beginning balance \$6,504.49 Ending balance \$5,264.75
    - d. Community Care: Beginning balance \$542,040.62 Ending balance \$1,017,492.63
      - i. CDs that were mature were cashed out in fear of the federal funding hold affecting payroll
      - ii. HRSA draw down of around \$795k
    - e. MCHC, Inc.: Beginning balance \$16,379.76 Ending balance \$15,337.02
    - f. USDA: Beginning balance \$18,487.51 Ending balance \$18,499.29
    - g. Total cash assets: \$2,812,755.79
    - h. Motion to approve by Mike Barnard, seconded by Ashley Simons. Motion carried.
    - i. Nikki and Leann inquired why the balances were so much higher. Christy explained that we were able to draw down everything that we were owed in the Payment Management System for our federal grants and were reimbursed.
  - b. Outstanding Grant Remittance owed to MCPHD
    - a. Lori has sent emails requesting payments and no response. We are still owed \$98,880.56 from 9/24, \$4,824.07 from 11/24, \$406,533.74 from 12/24 and \$269,439.02 from 1/25, totaling about \$779,677.39 from the State of Illinois for grant reimbursement.
    - b. Lori and Christy will continue to follow up with the State of Illinois on status of reimbursements.
  - c. Budget Approval – none
  - d. Single Audit
    - a. Public health audit- sliding scale fee- reporting
    - b. Reporting was late for transportation- there is not much we can do to remediate that, as we must wait for the State of IL to approve a report before we can move on to the next month and they are always behind.
- VI. Executive Session – Personnel, Federal and State Grants

- a. Motion to enter executive session by Nikki Ray. Ashley Simons seconded. Motion carried 6:34pm.
- b. Motion to exit executive session by Leann Barr. Seconded by Mike Barnard. Motion carried 6:47pm

## VII. Administrator's Report

- a. Health Center Productivity Reports
  - a. New productivity goals set for all providers
  - b. Patient goals not met in January- due to snow days and holidays
  - c. 1915 unduplicated patients in January- goal for annual 9263
- b. UDS Review-Utilization Review of Patients
  - a. Working on meeting as many measures as we can this year. We expect to see this increase each month.
  - b. Reviewed patients by zip code, patients by special population, patients by medical insurance, patients by income percentage of poverty to ensure we are meeting the needs based off of our current sliding scale fee program
- c. QI/QA/Risk Management minutes
  - a. Goals set for 2025 for clinical quality measures
  - b. Drop in surveys- 97 total
  - c. Nikki Ray motioned to approve. Leann Barr seconded. Motion carried.
- d. Risk Management
  - a. Improving dental assistants' charting quality
  - b. Goals- limit falls, practice better charting techniques, improve cyber security
  - c. Motion to approve MCPHD Risk Management Q4 Report of Events and MCPHD Risk Management Annual Report of Events for 2024. Ashley Simons motioned. Holly Boston seconded. Motion carried.
- e. Review of current projects
  - a. Transportation Building- Sign is completed and looks really nice. Waiting on IDOT for Rebuild, call scheduled with PM on 2/20.
  - b. St. Francis Way- leased building- on the wait list for roof
  - c. Morgan St- JUN construction is waiting for weather to improve for downspouts and gutters
  - d. Columbian Blvd- waiting on electrician to install exterior outlets
  - e. Maple Street - new sign design in progress

## VIII. Old Business

- a. Sealed Bid Auction Surplus Items - Public
  - a. We only sold 1 item internally, requesting permission to publish publicly with and opening scheduled for the March 19<sup>th</sup> meeting - will be posted in the paper this week. Will run in the paper for 2 weeks.

## IX. Credentialing and Privileging

- a. None

## X. WIC, HFI, Health Educator, Safe Families, Environmental, and Transportation updates

- a. WIC
  - i. 613 caseload goal for annual

- ii. 313 referral in January
  - iii. Only at about 80% and need to be over 90%.
- b. HFI
  - i. 16 January referrals
  - ii. 20 families in the program
- c. Health Educator
  - i. 1109 student encounters
  - ii. Presented in all 8 districts in January
- d. Safe Families
  - i. DV advocate that resigned (Lilly), came back.
  - ii. 13 hotline calls for DV
  - iii. 111 Client encounters, 54.25 service hours
- e. Environmental
  - i. 3 new establishments, 12 cottage food consults, 5 approved cottage food applications, 5 cottage food applications pending
  - ii. 18 Category 1 inspections, 20 reinspections
  - iii. 3 Category 2 inspections, 1 resinspection
  - iv. Food codes have changed, which causes inspections to take longer
- f. Transportation
  - i. 3080 trips, 41,783 service miles, 2,468 service hours
  - ii. We will be getting 29 total vehicles through Rebuild 3 and CVP- minivans can transport two wheelchairs at one time
  - iii. No accidents or complaints in January

## XI. Review of Grants – Applications, Changes, updates and new

- a. Project SAFE Grant- we did not qualify due to not being a CHRP
- b. 5 new grants we are looking at right now, 3 dental and 2 substance abuse/behavioral health

## XII. New Business

- a. Organizational Events
  - a. All staff meeting on 1/21/25, Tracey Smith and Beth Gabany presented on effective communication. Interactive presentation with staff, very positive feedback from staff
- b. WIC Review
  - a. 10 findings - must submit corrective action plan. This review is reflective of prior staffing issue who is no longer here.
- c. PCMH- we were not in compliance with guidelines in 2018 to keep PCMH, so Christy let the affiliation lapse, we are qualified now and will start the process to become PCMH certified.
- d. Sliding Scale Fee Program/Federal Poverty Guideline Changes – reviewed 2025 poverty guidelines and current fees associated with the levels to ensure they are appropriate and affordable for our patient populations. Sliding Scale Fee Schedules were updated to reflect the new poverty guideline amounts, but no changes were made to the nominal fee associated with each level. The Board felt the fees were appropriate to leave as they currently were. Motion to approve made by Ashley Simons. Motion seconded by Mike Barnard. Motion carried.
- e. Policy Review and Approval

- a. Illini- cyber security options- Kaseya program with increase in protection and \$11,886.75 in savings annually with the cyber insurance savings. This contract renews at the end of the month but should be able to be changed before if we approve.
  - i. Mike Barnard motioned. Leann Barr seconded. Motion carried.
- b. Sliding Scale Fee Policy, updated the 60 days to provide proof of income. Ashley Simons motioned to approve. Mike Barnard seconded. Motion carried.
- c. Personnel Policy updated in Bereavement Section to reflect same wording as Union Contract regarding FBLA Law. Ashley Simons motioned to approve. Mike Barnard seconded. Motion carried.
- d. External Request to MCPHD Providers Procedure. Ashley Simons motioned to approve. Mike Barnard seconded. Motion carried.
- e. Illinois Opioid Reversal Agent Standing Order and Standardized Procedure. Ashley Simons motioned to approve. Mike Barnard seconded. Motion carried.
- f. WIC Breast Pump Issuance - Dr. Adams will sign standing order for breast pump. Ashley Simons motioned to approve. Leann Barr seconded. Motion carried.
- f. Personnel Requests/Resignations/Staff Vacancies
  - a. Kristen Swaney- Request for Extended Leave for death of her father
  - b. Bailey Moore health educator- FMLA – 12 weeks leave July
  - c. Brittney Card- FMLA - 12 weeks leave April
  - d. Kayla Martin- Intermittent FMLA leave
  - e. Extended Leave and FMLA requests approved. Ashley Simons motioned. Nikki Ray seconded. Motion carried.
  - f. Bruce Hobkirk- resigned from transportation without signing official letter or returning uniforms and badge
  - g. Resignations - Anna Kavish, Angela Pierce, D Tyree, Melissa Scherer

Motion to adjourn at 8:04pm made by Ashley Simons, seconded by Nikki Ray. Motion carried.

XIII. Next Meeting Date – Wednesday, March 19, 2025 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.