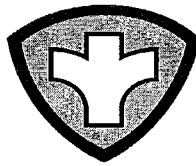


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LOGAN COUNTY BOARD OF HEALTH
November 19, 2018

PRESENT: Board of Health: Mr. Bill Sahs, Mrs. Maxine Lolling, Dr. Richard Bivin, Mr. Mike Rohrer, Dr. Todd Walker, Dr. David Hepler

Logan County Department of Public Health: Don Cavi, Administrator; Katherine Yaple, Director of Finance

Guests: None

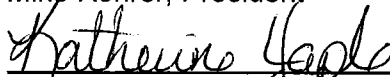
- 1) The meeting was called to order by Member Rohrer at 7:04 p.m.
- 2) Introduction of Guests – None
- 3) Approval of Meeting Agenda – Member Sahs made a motion to approve the Meeting Agenda; seconded by Member Walker. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Bivin to approve the Consent Agenda items; seconded by Member Walker. Motion carried.
- 5) Reports
 - a) Administrative & Health Education:
The Administrative Report included:
 - The Mental Health Advisory Committee approved Alison Rumler-Gomez to join the committee.
 - Met with the SIU management staff and included the VAC in part of the meeting regarding a potential Veteran's facility at the old LMHC.
 - Continues to work on our 2020 – 2025 CHIP.
The Health Educator Report included:
 - Ms. Matson continues to address smoking complaints. Community Day at the Wellness Expo is February 16, 2019.
 - b) Finance – Mrs. Yaple reviewed the financials for September and October included in the board packet. We ended September with a loss of (\$1,436) but an overall profit of \$80,686. At the end of October, we have \$143,800.16 outstanding in grant receivables.
 - c) Nursing – Mrs. Davis reviewed the Nursing report included in the packet. Highlights included:
 - We currently have 2 latent TB patients.

- We have 6 ongoing lead cases.
 - Currently, we have given 1,784 flu shots, which is more than we gave the entire flu season last year.
- d) Emergency Response – Ms. Matson is working on the staff job action sheets as well as updating the preparedness binders.
- e) Environmental Health – EH collected four birds this year and all tested negative for West Nile. We had two mosquito batches test positive for West Nile this year. The food license renewal forms have been mailed out and we have started to receive payments.
- 6) Old Business
- a) Warehouse:
- The warehouse has been cleaned out and is ready for CNI to move in. CNI needed an actual address, so we contacted the assessor's office and the warehouse address is now 616 Maple Street. Don is working on the lease agreement and we are still waiting on their October and November payments. We will be purchasing a shed to put up in the back lot to store things that were previously in the warehouse. This will be partially paid for by the Vector grant since we will be storing our supplies for this grant in there.
- 7) New Business
- a) 2019 Budget:
- Mrs. Yapple went over the biggest changes for the 2019 budget from last year's budget. Our revenues are down considerably because we no longer have home health income and we will also no longer be receiving a Medicaid match for dental services. Our expenses are down due to having less employees, which affects our salary and benefit line items. Also, by no longer having home health, our medical supplies, professional fees, contractual and mileage line items are also lower. Our budget calls for a loss of (\$24,951). Katherine also pointed out that we should be receiving more revenue than what is listed now that we will be leasing space to Arcadis while they work on their cleanup project, as well as receiving payment for the dental equipment from SIU. Member Sahs made a motion to accept the budget as presented; seconded by Member Hepler. Motion carried.
- b) Financial Policies:
- Our Financial Policies have not been updated since May 2012. There were a few minor changes that Katherine went over; we no longer have a cash receipts and disbursements journal so that was removed; she rearranged the order of the petty cash fund; changed Assistant Administrator to Director of Finance as one of the credit card holders; and removed the section regarding professional liability for the dental program since we no longer have that program. Member Walker made a motion to approve the Financial Policies as presented; seconded by Member Lolling. Motion carried.
- c) Cost-Allocation Plan:
- Under the new GATA grant requirements, we are required to have a Cost-Allocation Plan. Katherine could not find one on file, so she created one. Member Sahs made a motion to approve the Cost-Allocation Plan as presented; seconded by Member Bivin. Motion carried.

- d) 2019 Holidays:
- The holiday schedule for 2019 was included in the board packet. Member Walker made a motion to approve the 2019 holiday schedule; seconded by Member Sahs. Motion carried.
- e) 2020 – 2025 Health Priorities & IPLAN – This is something that has to be recertified every 5 years. Salena and Don are working in conjunction with ALMH. In 2015, we listed smoking in pregnant women, drug & alcohol use in teens and obesity as our focus. For the next IPLAN, LCDPH will focus on substance abuse, obesity and mental health. ALMH is going to concentrate on cancer and we will help them with any information that we can give them.
- f) Next Door Clean-up Site Project – Arcadis is in charge of the clean-up project. This cleanup is being mandated by the EPA. They have contacted us about leasing space from us. They would like to use part of our parking lot, space to the side of the warehouse to park equipment and also office space. In total, they are looking at leasing about 20,000 square feet for 1 – 2 years. Don is working on figuring out a price per square foot as well as a lease agreement for Arcadis.
- g) Press – In board packet.
- h) Other - None
- 8) Announcements – We had an electric wheelchair donated to us a few years ago. We are going to donate this to the VAC.
- 9) Adjournment – A motion to adjourn the meeting was made by Member Walker; seconded by Member Sahs. Motion carried and the meeting adjourned at 8:10 p.m. The next meeting is Monday, January 14, 2019 at 7:00 p.m.



Mike Rohrer, President



Katherine Yaple, Recording Secretary