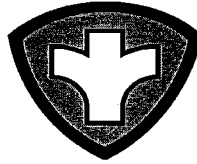


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Logan County Department of Public Health

LOGAN COUNTY BOARD OF HEALTH

January 10, 2022

PRESENT: Board of Health: Dr. Amit Sapra, Mr. Bill Sahs, Dr. Richard Bivin, Mr. Roger Bock, Mr. Mike Rohrer, Dr. Todd Walker, Dr. Dave Hepler, Colonel Jayson Coble

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

Guests: None

- 1) The meeting was called to order by Member Bock at 7:00 p.m.
- 2) Introduction of Guests – Dr. Amit Sapra is the Medical Director of SIU FQHC and is at the Lincoln clinic on Wednesday's. He is our newest board member.
- 3) Approval of Meeting Agenda – Member Walker made a motion to approve the Meeting Agenda; seconded by Member Sahs. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Hepler to approve the Consent Agenda items; seconded by Member Walker. Motion carried.
- 5) Reports
 - a) The Administrative Report included:
 - We have a committee updating our employee policies. Mr. Cavi hopes to bring these to the board for approval at the March meeting.
 - The Logan County Board approved to have the liaison that sits on our board, to also sit on the Behavioral Health Committee. The next meeting is February 9th.
 - As part of the strategic plan, Mr. Cavi is looking for ways to make our staff "trauma informed." To be trained, it will cost \$20,000 - \$30,000. Mr. Cavi is seeking funding for this.
 - SIU is currently waiting on putting in an additional dental operatory.
 - b) The Health Educator Report included:
 - Mrs. Davis is partnering with Springfield Clinic. They are marketing different things each quarter so she will be collaborating with them regarding vaccines, etc.
 - c) Finance – Mrs. Yaple reviewed the financials for November and December included in the board packet. We ended the fiscal year with an overall profit of \$265,304. When expenses for FY21 are subtracted and revenues for FY21 are added, it takes our net profit to around \$100,000. The auditors come in February, so we should have our final numbers for FY21 by April. We ended December with an overall deficit of \$7,008. At

the end of December, we had over \$210,000 outstanding in grant receivables. Of that amount, \$153,000 is for the Contact Tracing grant. We have applied for the Covid-19 Crisis Grant for \$83,587 and should be receiving word on that grant soon. This grant covers the period of July 1, 2021 – June 30, 2023. We also have another grant opportunity for Covid related things that should be released within the next week. That grant will be for \$175,000; however, we are not sure yet what it will cover.

- d) Nursing – Mrs. Davis reviewed the Nursing report included in the packet:
 - We have 18 ongoing lead cases and 1 TB case
 - We are not testing for Covid as often as we were before due to a shortage of tests.
 - STD testing is currently on hold while Covid numbers are on the rise.
 - Healthworks caseload is on the rise again.
 - We have given 1,515 flu shots.
 - WIC continues to be curbside.
 - e) Emergency Response – Ms. Allison continues to work on hosting weekly booster clinics.
 - f) Environmental Health – We have received most of our food licenses. We will be hosting a food managers course at the end of January. There has been a change with the Cottage Kitchen laws. They can now sell online, at fairs, and can sell more things like canned goods, etc. There regulation is more detailed now so we will be raising our Cottage Kitchen fee from \$25 to \$50.
- 6) Old Business
- a) COVID-19 Update:
 - The state is taking over contact tracing effective January 13th.
 - Schools are now in charge of conducting their own contact tracing as well as quarantining their own students.
 - We have hired Heather Ashby as a contractual employee to help with contact tracing.
 - We have hired Delia Phillips to schedule testing appointments, to file Covid paperwork, etc.
- 7) New Business
- a) FY22 Budget:
 - Mrs. Yapple went over the FY22 budget that was included in the board packet. A few things to note were:
 - i. The “other grants” line item will increase due to the additional Covid grants we are able to apply for.
 - ii. The “vaccination and other fees” line item will more than likely increase as we continue to give more Covid vaccines.
 - iii. The “miscellaneous revenue” line item will go down if Arcadis wraps up their project this summer.
 - iv. Overall, our revenue should go up from what is listed on the budget.
 - v. The “IMRF” line item went down due to the IMRF rate dropping from 10.72% to 8.07% and we also have fewer employees this year.
 - vi. Overall, the biggest changes to expenses are for salaries and benefits.
 - vii. We are budgeting for a net profit of \$36,238.

A motion was made by Member Rohrer to approve the budget as presented; seconded

by Member Hepler. Motion carried.

b) Expense Reimbursement Policy:

- After our state audit in May, we were required to change a few things in our reimbursement policy. We had to change the wording for our per diem reimbursement to add whether it is a federal or state grant. We also had to change wording to state we can only provide reimbursement if the employee is gone more than 18 hours.
- All expenses are still reimbursable, with Administrator approval, this just changes the wording to state what we can charge to the grants and what we must pay out of our general fund.

A motion was made by Member Walker to approve the revised expense reimbursement policy; seconded by Member Hepler. Motion carried.

c) Election of Officers:

- A motion was made by Member Hepler to elect Member Bock as President, Member Walker as Vice President and Member Biven as Secretary/Treasurer; seconded by Member Rohrer. Motion carried.

d) Potential Executive Session - None

e) Staffing Update – Mary Anderson retired November 30th. Other staffing was previously mentioned.

f) Press – In the packet

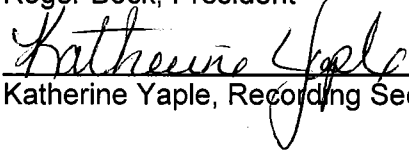
g) Other – Member Bock went over a few things that the Illinois Assembly passed last year.

8) Announcements – None

9) Adjournment – A motion to adjourn the meeting was made by Member Sahs; seconded by Member Hepler. Motion carried and the meeting adjourned at 8:03 p.m. The next meeting is Monday, March 14, 2022, at 7:00 p.m.



Roger Bock, President



Katherine Yaple, Recording Secretary