



The McLean County Board of Health  
 Wednesday, August 14, 2019, 5:30 p.m.  
 200 W. Front Street, Room 322, Bloomington, Illinois.

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**Minutes**

**1. Call to Order:** 5:33 PM

**2. Roll Call**

**Members Present:** Ms. Judy Buchanan, Dr. Alan Ginzburg, Ms. Carla Pohl, Ms. Cory Tello, Mr. Robert Kohlhase, Ms. Rose Stadel, Dr. Scott Hume, Ms. Sonja Reece, Ms. Susan Schafer

**Members Absent:** Ms. Hannah Eisner, Dr. Richard Ginnetti

**Staff Present:** Ms. Tammy Brooks, Mr. Tom Anderson, Ms. Kim Anderson, Ms. Cathy Coverston Anderson, Ms. Cathy Dreyer, Ms. Amy Brooke

**3. Public Participation:** None

**4. Approve Minutes:** July 10, 2019 and Budget Meeting Minutes July 30, 2019

Motion by Reece/Stadel to approve the July 10, 2019 and July 30, 2019 minutes as presented.  
 Motion carried.

**5. Consent Agenda**

**A. Bills to be Paid**

		July 2019
Dental Sealant	0102	\$19,545.314
WIC	0103	\$6,003.69
Preventive Health Program	0105	\$98.65
Family Case Management	0106	\$11,674.55
AIDS/COMM Disease Control	0107	\$22,650.68
Health Department	0112	\$157,484.03
<b>Total</b>		<b>\$217,456.91</b>

Motion by Schafer/Pohl to approve bills as presented.  
 Motion carried.

## **6. Committee Reports**

### **A. County Board**

Susan Schafer (SS) shared that the Health Committee met at the McLean County Nursing Home in August. They viewed some of the remodeled nursing stations and discussed other possible remodels and ways to appeal to those in need of care.

SS shared that Dion McNeal is the new Communications Specialist for the County. Some of his time will be spent with the Health Department. However, initially, the bulk of his time will be spent rebranding the Nursing Home.

SS stated that Cassy Taylor was named Assistant County Administrator.

### **B. Ad Hoc Funding Committee**

The Ad Hoc Funding Committee did not have anything to report.

### **C. Behavioral Health Coordinating Council**

The Behavioral Health Coordinating Council did not have anything to report.

### **D. Mental Health Advisory Board**

The Mental Health Advisory Board is scheduled to meet later this month.

## **7. Health Department Administrator's Report**

Tammy Brooks (TB) provided the Health Department Administrator's Report. She referred members to the Maternal Child Health Report in the packet.

Sonja Reece (SR) stated that she raised the question at Advocate as to how to facilitate a connection with WIC as mothers and infants are leaving the hospital.

TB stated that there has been a connection over the past 4 years with OSF – St. Joseph with the Peer Counselors regarding breastfeeding. Advocate has recently come on board with that. One of the issues had been concerns about privacy. A form has been developed that says, "Please tell me about WIC." The patient signs this as consent to be contacted about the program.

SS asked about the depression screening that is part of the Family Case Management. She noted that some didn't follow up even though their score indicated some depression.

Kim Anderson (KA) stated that the reason there wasn't follow up was the client's expressed lack of interest in a mental health referral.

TB noted that any time that a depression screening is high, the results are also sent to the obstetrician. The doctors are discussing the results with the clients.

SR noted that the Mental Health First Aid goal is to have someone trained in Mental Health First Aid on every block. That goal has been the same the last several years. She asked if we are mapping out where trained people are located.

KA stated that there is not an actual map. It is more of a concept. People don't always put their home addresses on the forms when they register. They may put down the address of the agency they work for.

JB noted that we are now looking at 2,000 participants.

TB shared that in keeping with our vision, we have had lots of collaboration:

- The County Communications Specialist, Dion McNeal, has been asked to start managing the media requests for the Health Department. He will be working on Health Department website design and will also be taking over the County website.
- There has been collaboration to promote and educate about the Hepatitis A outbreak. The Health Department has held several conference calls. We have been surprised by the energy of our partners. As we receive the vaccine from IDPH, we can distribute it to our partners. The Health Department provided a vaccine clinic at the Detention Center and will also be doing one at Chestnut.
- The Health Department received assistance from JDC through the utilization of one of their vans for our back to school outreach. It was a great asset to have a vehicle that we could stock and leave stocked.
- Staff have noticed that we have not been seeing MarcFirst clients in the dental clinic. Medicaid had stopped providing money for dental visits. When that happened, grant money was used. Once the grant money ran out, the MarcFirst clients stopped coming. However, Medicaid has begun paying for dental care again. Staff are working to re-establish the connection.
- The dental clinic provided dental kits to JDC for those leaving the facility. Included in the kit was information about the dental clinic.
- We have a new dental flier. It has been sent to AOK, school nurses, and doctors.
- The Health Department has begun weekly late Monday clinics in all clinic areas: WIC, Family Case Management, Communicable Disease, and Dental. There have been two late Monday clinics so far and they seem to have been well received. All the late dental appointments are booked 3 months out. Those scheduling their 6-month follow-up visit are wanting those late appointments as well.
- The Health Department has been in the media recently related to the following: budget, Hepatitis A, syphilis outbreak, dental clinic, and the Community Health Needs Assessment.

TB stated that 6 members came to a special budget discussion. The only change in numbers was a discrepancy related to the Mental Health Advisory Board's suggested

funding of a pot of \$25,000. This was meant to be 2 different sums of money at \$25,000 each. It was corrected.

Other topics that were brought up at that meeting included the Communications Specialist, increasing dental services, and increasing numbers in WIC.

Cathy Dreyer (CD) provided a summary of the budget. She had previously sent a list of changes to the budget since the July meeting. In addition to those, it was discovered that the amount originally budgeted for Rent, Utilities and Maintenance (RUM) was too low. This was the result of a calculation error made on our bills. \$29,250 (per year for 10 years) will be the amount of our share for the elevators. The cost of health insurance is going to be less than previously believed. With all those changes, the tax rate went up to the 2019 level. The total budget is \$8,480,561.

Robert Kohlhase (RK) asked what percent the Health Department will pay versus the County for the elevators.

CD stated that our share of the building is 65%.

RK state that there were four fund item changes sent to the BOH on August 8<sup>th</sup>. Three of them seemed like standard accounting procedures. RK expressed concern with removing \$6,000 for sanitarian laptops. This seems like a basic need. How will we pay for them in 2021? We are budgeting \$29,250 for the elevator but not budgeting \$6,000 for computers.

CD stated that they will receive new laptops this year. In 2021 we will budget for replacement laptops.

Tom Anderson expressed appreciation for the concern. The first model that they are currently using was not expected to last more than 3 years. They are now into 4.5 years. County IT is assisting them in the purchase of better-quality computers that may last 5 years.

SR asked why the Health Department doesn't have a capital plan. There are things everyone knows will happen and it is always a good idea to have a plan.

Susan Schafer (SS) shared that in the County structure, a capital plan is usually for a bigger expense (roofs, roads, etc.).

SR stated that thinking ahead makes us all look better prepared. There is a life span on many things.

JB stated that these types of expenses are interspersed in our budget. She asked to have these items summarized.

Member discussed the elevators. TB noted that the last she heard, the County is ready to

receive bids on the elevators.

TB provided a Behavioral Health update. She stated that she is working on a selection committee guidance document.

TB stated that a couple of meetings ago, Amy Hancock made a statement that Chestnut had told her that they would not be able to use some of the money that they had been awarded. That has since changed. They are putting that money to use.

TB noted that they had received the Conflict of Interest Form. The bylaws have a conflict of interest statement. They are asking that members sign these.

TB noted that flu clinics are coming up. Last year there were 96 flu clinics in 2 months. This was wearing staff out. The Health Department has decided to focus on County, City, and Town employees. They have offered clinics to school districts. These would be limited to one day per district rather than going school to school. Most of the local schools have declined. Outlying districts are taking us up on that. There is also a minimum scheduling rule of 25. This has cut the number of clinics down to 33.

SR asked the charge for vaccination.

TB stated that insurance is billed.

TB gave building updates. She has contacted the County Administrator and been assured that the south side of the building will be addressed soon. The next phase will include planters. An architect will be called in to make suggestions for the entrance.

## **8. Items for Action:**

With agreement, JB switched items 1 and 2.

### **1. Food permit increase**

TA directed members to pages 17-21. He noted that the BOH had an escalation clause for geothermal permits that was voted on in 2015. This increases geothermal permits by 3% each year and has been memorialized in an ordinance.

SR asked if that 3% is in line with expenses.

CD and TA stated that it was if salary, health insurance, cost of living, and other items are considered.

Scott Hume (SH) asked why the geothermal fees are considered separately.

TA shared that it stems back to the State of Illinois' attempt to prevent health departments from adding fees even though health departments are required to be on site throughout the geothermal development process. A typical house has 5 geothermal wells.

Motion by Stadel/Hume to approve fee increases as presented.  
Motion carried.

## **2. MCHD CY20 Budget**

Motion by Reece/Tello to approve the CY20 Budget with adjustments and revisions as stated.  
Motion carried.

JB noted that the budget will be examined and approved by the Health Committee and the entire Board.

## **3. Appointment of selection committee members**

JB noted that members had a list of appointments to the selection committees in front of them. Each committee includes two BOH members and one Mental Health Advisory Board member.

Motion by Pohl/Reece to approve appointment of selection committee members.  
Motion carried.

## **4. Conflict of interest statement**

JB asked if there were questions regarding the conflict of interest statement. Anyone on a selection committee will sign it.

Cory Tello clarified that members do not need to specify the conflict.

TB noted that the stipulations set forth in the bylaws will be followed. The bylaws for the BOH and 377 Board are almost identical. The bylaws for the Mental Health Advisory Board has an extra step.

## **5. NOFO and RFP templates**

JB stated that the NOFO and RFP templates were developed by Amy Hancock (AH). We are venturing into a more thorough and seamless way of doing things. AH is receptive to questions.

SS asked if the BOH will have input on the objectives and outcomes.

TB stated that the input will come through the selection committees. The forms are general.

JB stated that there will be a separate form for each of the focus areas.

CT stated that her understanding is that AH will write a description of what the 553 Board wants in each of these areas. This is what we expect, the deliverables. It is a critical how these are worded.

TB stated that these templates only provide the broad view.

CT stated that it is AH with the BOH saying what we want to pay for. Do we want to have any input before AH sends those out? Articulating what we want to pay for as a deliverable is critical.

JB stated that AH plans on writing those. Do we want her to share those with the Board?

TB stated that the gray areas are where the specific information will be added.

JB stated that we are being asked to approve the template.

Amy Brooke (AB) shared the dates from funding guidelines in the July packet:

August 14: Approve the NOFO and RFP Templates and selection committees

August 2019: Write and format the application

August 19: Release the Notice of Funding Opportunity

TB stated that the NOFO is the first level of selection.

JB clarified that it will not be the actual application.

TB confirmed this. The first decision is AH saying that based on the information you have provided, you are eligible to fill out an application.

AB shared the following dates from the July packet:

August 23: Discuss the RFP applications to be released, updates on NOFO, and discuss contract templates.

September 3: Release of RFP applications.

September 23: Applications are due back.

SS noted that the BOH will not be reconvening before the RFPs go out. We won't have any input into objectives and outcomes we are looking for as a Board.

CT stated that it would be nice if the Mental Health Advisory Board could also look at those.

Members would like AH to get out her thoughts to the BOH and MHAB.

JB clarified that the understanding is that AH will provide more information for BOH and MHAB and that they will weigh in and provide input into what they are looking for. Are we okay with doing that through email?

Members were agreeable to this.

TB asked if they were suggesting that the BOH see all of them or just committee specific items?

CT stated that they are asking that the BOH see the objectives and outcomes for all of them.

Motion by Schafer/Tello to approve the templates with input from the BOH on the NOFO.  
Motion carried.

SS stated that there was something in the newspaper about this in the legal section.

TB stated that we have learned in this process that the NOFOs must be noticed in the paper.

## **9. Other**

JB noted that the intent is to have a presentation from the evaluator of the Embedded School Project in September. The MHAB will be invited.

JB updated members on the search committee process. Twenty-five applications were received. These were narrowed to 13. After taking a second look, the committee has identified 6 candidates. Tentatively, there will be face to face conversations in September. The process is moving along.

## **10. Adjournment**

Motion by Stadel/Reece to adjourn.  
Motion carried.

Meeting adjourned at 6:45 PM.