

DeWitt-Piatt Bi-County Health Department Board of Health

Minutes for March 23, 2022

DeWitt Office

MEMBERS PRESENT: John Sochor, Phil Lamkin

Tricia Scerba was on zoom until she arrived in the building at 7:11pm

Ray Spencer via Zoom

Mark Fred and Melonie Tilley via Zoom at 7:11pm

MEMBERS ABSENT: Aaron Blakely

STAFF PRESENT: Teale Hall, Michael Schroeder, Tara Chapman, Shelley Stipp

The meeting was called to order by J. Sochor at 7:00 p.m.

The minutes for the January 26, 2022, meeting were reviewed. A motion was made by R. Spencer to accept the minutes; second by T. Scerba; motion carried.

Guest Speaker – James Harkins.

J. Harkins commented he was aware DPBHD had recently hired a new Coordinator for Communicable Diseases. He asked why the position was not posted or offered to any other nurses in the agency. T. Hall responded the position was put on a grant before the previous Administrator, D. Remmert, left. D. Remmert previously recommended L. Brown for the job. J. Harkins asked what grant was used. M. Schroeder and T. Hall responded it was the Crisis Grant from December 2020. T. Hall commented DPBHD followed the guidance of the previous Administrator, D. Remmert. J. Harkins inquired about Coordinators receiving mileage for driving back and forth between the offices in Clinton and Monticello. M. Schroeder confirmed he gets paid mileage when driving back and forth between offices, as that was part of the agreement when he was hired. T. Hall confirmed any employee including nurses, support staff or the Administrator, who works at a different location, outside of their home office, is allowed mileage. J. Sochor confirmed that it has been that way since he has been on the Board of Health.

Reports –

Administration/Nursing - T. Chapman commented not a whole lot has changed with Case Management Case Load FY22 compared to last month. We are still hovering in the 50's. We are; however, looking into advertising for Family Case Management (FCM). T. Hall commented we are looking into advertising in the Movie Theatre in Clinton. We would do a PSA before the movie starts. The advertisement would be an animated ad, focusing on safe sleep. T. Chapman commented on WIC Caseload Management. There are 218 people currently enrolled in WIC. 141 people out of 218 have actually come in and picked up the WIC EBT card. T. Chapman commented she is not sure what to do about this decline in WIC and FCM. She reported SNAP benefits have increased substantially over the past two years. A lot of parents are not seeing the benefits of WIC, and instead they are using their SNAP benefits to buy formula.

COVID-19 Reports - T. Chapman reported there were 6 Covid cases reported between 03/08/2022-03/14/2022, 19 cases between 03/01/2022 – 03/07/2022. She commented we received a survey through IDPH regarding Covid Pediatric Vaccine. She feels like we do need to offer the vaccine if someone wants their child to receive it. We do have the capacity to store vaccine; however, she commented she would hate to get the vaccine and have it expire if we don't use it. T. Scerba commented on a group she is a member of that has been getting together and talking about this. They are looking into sharing the vaccine to avoid ending up with a huge surplus. T. Chapman reported we recently had an interesting Rabies call. A person traveling on vacation was bitten by a monkey. They didn't receive a vaccination in the country they were traveling in. Upon returning home, Rabies vaccine was recommended. The patient has since completed the series of vaccines. T. Chapman commented the next few pages in the Nursing Report are regarding COVID-19 vaccine doses administered, etc. including Fully Vaccinated and Boosters. M. Schroeder commented the Fourth Booster is for a very specific population. T. Scerba reported it is very specific what conditions qualify for a Fourth Booster, at this time, per the CDC guidelines. T. Hall commented with the Mass Vaccination Grants, there is still quite a bit of money left. With those monies, we are going to have a billboard in DeWitt County and also one in Piatt County on Highway 74 between Mansfield and Farmer City. These will be simple billboards mentioning Get Vaccinated.

Environmental Health – M. Schroeder started with the Food Program. He reported with the low COVID-19 case rates and discontinuation of some mandates, his staff has resumed normal routine inspections. He stated that the multiple facilities are currently in the plan review process or have recently been approved to operation. This includes: House of Brisket, Steeple House Coffee, 3RT – occupying the old Bergie's in Monticello and Scooter's Coffee. He reported recent amendments to 410 ILSC 625/3.3: Farmers' Markets went into effect. He highlighted notable changes. Water Program – He reported he recently received a FOIA submitted to us by the Law Office of Foltz and Rupiper for all private water wall applications approved by the agency between the dates of January 2019 – March 2022. The FOIA was completed and submitted on the 16th of March.

Emergency Preparedness/Response – M. Schroeder reported he will participate in the DeWitt County Mass Fatality Tabletop Exercise on April 22nd. Commented that a mass fatality event is defined as any event in which the number of deaths exceed morgue capacity for the county. In order to fulfill PHEP grant requirements, our agency will participate in the Champaign Regional Health Care Coalition exercise on April 13th. He commented we continue to provide agency owned PPE by request. BinaxNOW Antigen test kits have been distributed to local area schools as well as the DeWitt County Sheriff's Office. P. Lamkin asked if the Mass Fatality Exercise will deal with disease or school shooting. M. Schroeder commented that an exercise focusing on school shootings has been discussed but due to sensitivity of the content, it was decided best to not address. Instead, there will be a bus with students onboard colliding with a farm implement and that the fatalities will include the adults involved the collision. T. Scerba asked M. Schroeder how he is doing on PPE. M. Schroeder commented he is doing ok; however, he has experienced some difficulty getting isolation gowns and gloves. But we are working on replenishing our stock. T. Hall commented that we have turned to dental suppliers for PPE since we are getting a good rate on products from them. M. Schroeder commented that IDPH was contacted and we have been approved to purchase a new overhead garage door for the Monticello office. With the overhead door being replaced, we should have a more climate-controlled area to store the PPE. T. Scerba commented it is being suggested health care facilities have a 10-week supply PPE on

hand. M. Schroder said that IEMA continues to suggest inventory rates to maintain a "30 day burn rate" but with face coverings and other PPE, we are secure for at least 9 weeks or more. T. Hall commented we have children's masks on hand, as well.

Dental – T. Hall commented our numbers are down a little bit on the dental report because due to weather related issues, we took some Fridays off, and Friday is a day we provide dental services. As seen during the school visits, a lot of children, ages pre-K – 1st grade, have severe cavities/decay. Several have had no previous visits to the Dentist. Through the pandemic many did not see dental care as a necessity. She was pleased to report a better cooperation rate with the preschoolers this year.

Financial –

Accounts Payable- T. Hall reported Accounts Payable Report is everything we have paid for since the last meeting, January 21, 2022 through March 22, 2022. The balance is \$115,765.51. A motion was made by P. Lamkin to approve the Accounts Payable; second by M. Fred; motion carried.

Profit & Loss Report – P. Lamkin asked T. Hall what the MCO was. T. Hall explained it is the Medicaid portion of the dental clinic. A motion was made to approve the Profit and Loss Report by M. Tilley; second by M. Fred; motion carried.

Balance Sheet – The Balance Sheet displays money on hand, readily accessible. As of March 22, 2022, Total Liabilities and Equity equal \$3,222,207.59. A motion was made to approve the Balanced Sheet by P. Lamkin; second by T. Scerba; motion carried.

Income/Expense Reports- T. Hall commented she added a column on the Income Report as well as the Expense Report to indicate over/under budget. The COVID-19 Mass Vaccination grant is a pay 100% when the grant begins. They extended this grant and increased our amount. If we don't use the entire amount by the end of the year, we have to pay back what we don't use. Total amount of grant is \$315,800. As of 3/22/22 we have used 45% of the grant or \$143,148.43 leaving \$172,651.57 yet to spend. This money will be used to purchase a new overhead garage door in Piatt. T. Hall reported billboards will be coming out soon as previously mentioned to use these funds. T. Hall also mentioned the new grant listing of USAC/SOLIX. Normally these funds are sent straight to the phone or internet company which they did. Frontier decided they did not want to keep that money and they sent it back to us which is why we have reported it as income. We will be using these funds to pay our Frontier bills. These Income/Expense Reports are for your information only. They do not need to be approved.

Old Business –

Acting/Interim Administrator – T. Hall commented a different Interim Administrator would need to be appointed than who was decided upon at the last meeting. She stated she was previously asked and she does not feel qualified due to education background and length of supervisory experience. She feels someone else should be appointed who can fulfill the interim position until a new Administrator is hired. She had spoken with A. Blakely about the possible plan to appoint an interim Administrator from the office and then a third party from outside the office to hold the position until the new Administrator was hired. She stated that she had told A. Blakely that the three members of the leadership team have been working well together, communicating and working out any decisions. She commented that she and T. Chapman have talked and would prefer M. Schroeder take over this role as Interim Administrator. T. Scerba said she was aware of the conversation with A. Blakely and asked who else was. M. Fred said

that he had also been made aware through a brief message of all the same information that T. Hall had relayed. M. Tilley stated she had not been aware. M. Fred said he supports this recommendation of M. Schroeder. T. Scerba commented she also supports this recommendation and asked if this would need to be an action item and if M. Schroeder is agreeable. T. Hall stated that she had inadvertently left the asterisk off but that it would need to be an action item. M. Schroeder commented he appreciates the recommendation. He is happy to do it if people approve. He and T. Hall and T. Chapman have been working very well together, and he will make sure they continue to work together for the betterment of the agency. J. Sochor asked for questions. No questions were asked. M. Fred made a motion to appoint M. Schroeder in the Interim Administrator role; second by T. Scerba. Discussion then ensued that R. Spencer had not received the information on a change. J. Sochor said he also did not. T. Scerba stated that she had reached out to A. Blakely for results after the last motion and was told at that time. M. Fred stated that T. Hall had laid out all the information he had received from A. Blakely. J. Sochor asked for a motion. R. Spencer and M. Tilley were opposed to the appointment of M. Schroeder as Interim Administrator. M. Tilley stated that she didn't think they had enough information and that she wasn't sure it could be voted on as an action item since it did not have an asterisk to designate it as such. T. Hall stated that she understood she put the Board of Health in the position to vote again but that due also to fiscal policy it needed to be someone who could wasn't dealing with what she does. She asked for the Interim Administrator to be appointed tonight. M. Fred agreed that an Interim Administrator does need to be appointed for the good of the health department. J. Sochor commented we have a majority in favor of the motion, so we will go ahead and let the motion stand as approved. T. Scerba stated that in the past there have been items on the agenda that during the meeting determined did require a vote or did not require a vote. She stated she felt this was an inadvertent omission. J. Sochor agreed; motion passed.

New Business –

Salary Schedule – T. Hall commented a vote would need to take place, accepting this Salary Schedule. Normally, this is voted on in January; however, in light of everything going on, this needs to be voted on now. T. Scerba commented this is done routinely for Cost-of-Living Adjustment. This is typically used for placing new employees when hired. M. Tilley made a motion to approve the Salary Schedule; second by R. Spencer; motion carried.

Elect New Vice President– J. Sochor asked for any volunteers. M. Fred was nominated by T. Scerba. M. Fred said he would accept the nomination. He said he is willing to do the work and will do a great job. M. Fred was elected by unanimous acclamation.

Hiring of New Employees – T. Hall commented A. Blakely mentioned to her that at a previous meeting there was discussion of a freeze on hiring new employees until the new Administrator is hired. T. Hall commented Leadership has concerns about this. DeWitt County has a sanitarian leaving in May. A. Blakely has given approval for a replacement for this position in DeWitt County. M. Schroeder reported he is not having the best of luck with candidates. It seems as if no one wants to work in Public Health right now. Even though he has received a number of applications, some people are not eligible. There is a possibility of the other Health Inspector in Piatt County moving out of state. By the middle of June, we could be out two Environmental Health professionals. M. Fred commented across the board, the labor shortage right now is really tough. And that the longer you wait to hire the longer it takes due to the shortage. He feels that now that they have put M. Schroeder in as Interim Administrator, there is no

need for a freeze to continue. T. Hall commented that her understanding was that there was no freeze in place and a vote would be taken tonight. T. Scerba commented nothing was voted on, as far as the hiring freeze, it was only a discussion. She stated she felt the discussion was about new positions. She definitely feels like due to the size and scale of this organization that there is a need to maintain staffing at levels that were prior functioning. J. Harkins asked to speak and was given approval by J. Sochor. He asked M. Schroeder how long he did the job by himself before he hired staff. M. Schroeder reported off and on, for about a year. J. Harkins commented that since it was stated permit numbers have gone down Environmental Health technically didn't need more staff. M. Schroeder confirmed according to the last report we saw a decrease in new permits for sewage and water. We were however busy at the beginning of the year with people trying to beat inflation cost. T. Hall asked about if there is a change in the number of food inspections that have to be done? M. Schroeder commented with the implementation of the FDA food code we are required to do more follow up visits than in the past as opposed to just doing a phone call or photo. We have roughly 200 food establishments between the two counties and based on risk category may require more than one routine inspection, so it would be approximately 500 or more inspections in a year's time. J. Harkins commented that it was his understanding that complaints had slowed down and no school inspections had been done. M. Schroeder replied that school inspections have resumed, as well as Assisted Living Facility inspections. J. Harkins asked M. Schroeder how many inspections he could do in a year by himself? M. Schroeder replied that the most he had ever done in another county health department when he focused solely on food only was about 300-400 inspections. T. Hall commented that when M. Schroeder worked by himself in Environmental Health in previous years, he was not doing Emergency Preparedness, had taken the job over in addition when someone retired since then and that it has become a time-consuming job with the pandemic. M. Fred asked J. Harkins if he was wanting to know if it was the right sizing for that department? J. Harkins replied yes. M. Fred then stated that in his opinion the budget for payroll has already been approved for the budget and the positions that are in place, and that in his opinion it is not the right time to go back and decide that. J. Harkins stated that he was also saying that would M. Schroeder be able to manage the programs without hiring until a new Administrator was hired. J. Sochor stated that it may be difficult to wear several hats and that J. Harkins' point was taken. T. Scerba stated that there is no freeze in place. J. Sochor asked for comments if there should be a freeze implemented. M. Tilley stated that she felt like there shouldn't be at this time. M. Fred commented that he agreed with T. Scerba's earlier comment that no new positions should be created but if there are any positions they should be allowed to be filled. J. Harkins commented that he thought a new position had been created with the Coordinator of Communicable Disease. M. Schroeder replied that this was a position that was originally held by T. Chapman who took over for L. Carr when she retired in 2018. And that T. Chapman was doing WIC, FCM, Communicable Disease and Immunizations. So, the position was essentially existing and filled by L. Brown. J. Sochor stated that he felt they were at the point that they were not going to have a motion on a hiring freeze so they could move on. He asked for objections. No one objected.

Mahomet Valley Water Authority Reports – M. Schroeder commented he received a sizable FOIA for water well records for the dates of January 2019 – March 2022. He asked R. Spencer if he had any questions or comments on that. R. Spencer commented Mahomet Valley Water Authority wants to be notified when we approve a water well for a certain property, a courtesy from one organization to another. The reason for the FOIA is the Mahomet Valley Water Authority wants to know who the well drillers have been, who the players are so that they can contact the well drillers to tell them to call the

water board. M. Schroeder said they can still do the FOIA and it may be better for them to do that to get all the information they need. R. Spencer commented more communication, in general, is needed and everything will be fine. M. Schroeder commented he would be in touch with the Mahomet Valley Water Authority to find out if they want the actual records including applications like the FOIA requested or if they just need to know that we approved such and such well on such and such road. He will contact the person listed on the FOIA request.

Audit – FY2021 – T. Hall stated we received our audit back from the accountants recently. We had to do something different this year; we had to go to a single audit because of all the federal grants. T. Hall has a bit more information to upload to the State, she will finish that task tomorrow. The information has been sent on the Federal side. There were no deficiencies noted. A motion was made to approve the audit by P. Lamkin; second by M. Tilley; motion carried.

Other – None

Adjournment – Being that there was no other business to discuss; a motion was made by R. Spencer to adjourn at 8:32 p.m. The next meeting will be held at the Piatt Office at 7:00 p.m. on May 25, 2022.

Respectfully submitted,



Michael Schroeder, BS, LEHP
Public Health Administrator (Interim)

I hereby certify that the minutes above hereto accurately represent the actions taken by the DeWitt/Piatt Board of Health on the above occasion.