

Menard County Health Department
C/O Sangamon County Department of Public Health

AGENDA

Board of Health Meeting

November 27, 2018

6:15 p.m.

Menard County Courthouse

2nd Floor

- I. Call to Order – 6:23 p.m. Dave Bagot, President
 1. Members present: Dave Bagot, President, Dr. Hartman, Dr. Newton, J.D. Stewart, Brianne Satorius, Jim Stone, Director of Public Health and Gail O'Neill, Assistant Director of Public Health. A quorum was achieved. Mr. Stone introduced Gail O'Neill who will likely be the Acting Director until a Director is hired.

- II. Approval of Minutes from August 28, 2018. Dr. Newton made a motion to approve, seconded by Dr. Hartman. Minutes approved.

- III. Director's Report – James D. Stone, M.A., C.P.H.A.
 1. **Update of Programs:** All grants have been approved except the Local Health Protection and Preparedness grants. These are due to be returned later this month; IDPH had a delay in sending them out.
 2. **Food Inspection Reports:** 22 inspections were done in the last two months, 1 re-inspection, 1 complaint and 4 reviews for new establishments. There are 78 food establishments in Menard County: 29 low risk, 32 medium risk and 17 high risk.

During September, 8 free classes were offered to explain the new food code process and inspection forms. In 2019, inspections will be conducted as give and take focusing on new code requirements. One in particular is the call in sick process. Managers are required to follow up with employees who call in sick or do not show up and document their symptoms. This information is important in the event of a food borne illness outbreak.
 3. **Private Sewage:** 4 applications have been approved with 3 inspections
 4. **Potable Water:** 2 well applications were submitted and approved, 1 well sealed and 4 pumper trucks inspected

5. **Clinic:** WIC - October there were 16 repeat appointments, 2 new and 2 transfers from Sangamon back to Menard. November saw 10 repeat appointments, 2 new and 2 transfers from Sangamon back to Menard. 44 of the 52 caseload received services.

Immunizations: Appointments are currently taking up just half a day on Tuesdays and Thursdays. January we will change the schedule to Tuesdays from 12:30 – 3:30 p.m. and Thursdays from 9:30 a.m. – 1:00 p.m.

Ms. Satorius asked if when client from Menard County call to make appointments they could be offered their appointment in the Menard Clinic? She has heard that clients call in and are given the next appointment and it is at Sangamon. Mr. Stone said we would work with the reception staff to see how to best accommodate that request.

6. **IPLAN Rankings:** Mr. Stone reviewed the IPLAN Community Needs Assessment Process. Ms. O’Neill reminded the group of the Citizens’ Survey which was conducted last January. The Board’s work now is to rank the top 9 issues identified by the Citizens of Menard County from highest to lowest priority. A score sheet for ranking was distributed for completion by each Board member. Ms. O’Neill will total the scores and report back for a discussion of priorities at a future meeting.

IV. Old Business

1. **FY 19 Contract:** The contract is in the signature process.
2. **Contact Information:** Mr. Stone will initiate an email including Ms. O’Neill, sharing her contact information. Members should “respond to all” so that everyone gets current information.

V. New Business

1. **2019 Meeting Schedule:** Mr. Stone distributed a schedule and asked that members check the dates with their schedules. The Board has to meet 4 times a year and can meet more often if it is warranted. The meetings are at 6:15 p.m. on the second County Board night of the month.
2. **Election of Officers:** After a brief discussion, President Dave Bagot presented a slate of officers. All current officers would remain for the next year if approved. It was acknowledged that changes in Dianne Markley’s life have made it difficult for her to attend meetings lately. She is being left on the slate with Brianne Satorius agreeing to fill in for her if needed.
Slate of Officers: Dave Bagot – President, Jeff Fore, Vice President, Dianne Markley, Secretary and J.D. Stewart, Treasurer
Dr. Hartman made a motion to elect the slate of officers as presented. Dr. Newton seconded the motion which was unanimously approved.
3. **Next Meeting – February 26, 2019**

VI. Adjournment

Dr. Hartman moved that the meeting be adjourned at 6:48 p.m. and was seconded by Dr. Newton. The motion passed.

Respectfully submitted: Gail M. O'Neill, Assistant Director of Public Health