

Stephenson County Board of Health  
Regular Meeting  
Thursday, November 16, 2023, 5:30 PM  
Nutrition Ed Room  
Stephenson County Health Department  
10 W. Linden Street Freeport, IL 61032

Present: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson (phone), Shevawn Svehla (phone), Kathy Brenner (phone) and Michelle Folgate

Absent: Scott Helms, Lynn Miller, Dr. Clarence Parks and Dr. Robert Geller

Others Present: Kerry Whipple and Alicia McShane

Welcome and introductions

Dr. Chad Reedy called the meeting to order at 5:43PM. Kerry Whipple completed a roll call. Members attending were Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. Kerry Whipple and Alicia McShane were also in attendance.

Adoption of agenda

Dr. Chad Reedy asked for a motion to adapt the agenda, as presented. Michelle Folgate motioned. Second by Lisa Flynn. Kerry Whipple called for a roll call vote on the agenda. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the agenda carried unanimously.

Approval of minutes of September 28, 2023 Meeting

Dr. Chad Reedy asked for a motion to approve the minutes from the September 28, 2023, meeting, as presented. Lisa Flynn motioned. Second by Michelle Folgate. Kerry Whipple called for a roll call vote on the approval of September 28, 2023 minutes. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the September 28, 2023 minutes carried unanimously.

Public Comment

None

Financial Committee

Alicia McShane presented the September and October Financial Reports to the Board. The month of September had 1.76 months of operating capital. Total revenue was 10% under budget for the month while total expenses were 2% under budget. YTD loss of \$282,851.

For the Month of October total income was 12% Under budget while total expense was 3% under budget. YTD loss of \$320,039. Operating capital was 1.54 months.

Income for October

- Environmental health
  - 51% under budget (varies due to food permits due end of year)
  - Well and septic remain 28% under budget.
  - Down to 3 full-time employees instead of 3.5.

- Clinical fees
  - Increasing with less employees and now show 4% over budget.
  - Blood draws 7% Over budget
  - Immunizations 58% over budget
- Grant income - 10% Under budget
- Total income - 12% under budget
- Expenses for October
- Total Salaries - 5% under budget – more turnover with 4 open positions currently
- Insurance - 5% under budget
- Total supplies – 8% under budget
- Total contractual services are 17% over budget due to contracts –covid manager.
- Travel - 26% under budget
- Total expense - 3% under budget

Cashflow has been steady the last couple of months. Managers have been working on spending more evenly throughout the year instead of waiting for year end.

Dr. Chad Reedy asked for a motion to accept the Finance reports for September and October 2023, as presented. Michelle Folgate motioned. Second by Lisa Flynn. Kerry Whipple called for a roll call vote on the approval of the September and October Finance reports. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the September and October Finance reports carried unanimously.

#### President's Report

Dr. Chad Reedy thanked everyone for attending and wish everyone a Happy Thanksgiving.

#### Administrator's Report

##### Program Updates

Kerry Whipple included updates from each Department in the packet. She reviewed the IDPH profile, Lead reports, and CD reports.

##### 2024 Meeting Dates

Kerry Whipple notified the Board that she reviewed future meetings dates again and agreed to the 4<sup>th</sup> Thursday every other month. January 25, 2024, March 28, 2024, May 23, 2024, July 25, 2024, September 26, 2024 and November 21, 2024.

Dr. Chad Reedy asked for a motion to accept the meeting dates for 2024, as presented. Michelle Folgate motioned. Second by Lisa Flynn. Kerry Whipple called for a roll call vote on the approval of the 2024 meeting dates. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the 2024 meeting dates carried unanimously.

## Grant Awards

Kerry Whipple included a work plan for the Freeport Alternative school in the packet to explain the Enhancing Post-Covid Recovery Efforts for School Based health Needs grant. In addition, Craig entered into an agreement for the UIC Vaccine Hesitancy Study grant. Two employees will work 5 hours per week to work with focus grants to understand why people choose not to get vaccines. This grant is for \$20,000 and ends September 2024. Lisa Flynn asked if it is for all vaccines for just COVID. Kerry thinks it's just for COVID but is not sure. Kerry also noted that a Spanish speaking staff is one of the two staff members assisting. Lisa Flynn stated that she knows people who received COVID after getting the vaccines so that could be a reason why people would be hesitant.

## Lease for Stewart Center

Kerry included the lease for the Stewart Center in the packet. She removed a section of the agreement that stated a government entity would have to pay all lawsuits. Lisa Flynn asked who else other than EH will be at that location. Kerry stated additional storage and other Health Department employees since we are full at Linden location.

Dr. Chad Reedy asked for a motion to accept the Stewart Center Lease agreement, as presented. Lisa Flynn motioned. Second by Michelle Folgate. Kerry Whipple called for a roll call vote on the approval of the Stewart Center Lease agreement. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the Stewart Center Lease agreement carried unanimously.

## COVID Policy

Kerry asked the Board for approval on the COVID policy provided. The Health Department's CD nurse and Clinical Director felt that something needed to be in place with the uptick in COVID cases. Lisa Flynn doesn't think people will be honest and asked if we have a policy for other illnesses. Christina Hendrickson asked if this is for the clinic or nonclinical employees. Kerry stated that the CDC still recommends 7 days off but the dates need to be reviewed. She believes a policy must be in place since we provide healthcare services. Dr. Chad Reedy asked if the State or other healthcare providers have a policy. Michelle Folgate said FHN does not require testing from their employees. She would like more research and is not comfortable approving at this time. Kerry agreed to table until further investigation. Dr. Chad Reedy asked if we can require employees to use sick time.

## Personnel Policies

Kerry let the Board know that personnel policies must be updated and the management team is actively working on them now. She asked the Board if they would prefer to wait until all sections are reviewed or approve one at a time. Dr. Chad Reedy asked what type of policies are we updating, and Kerry responded with mostly all. Dr. Chad Reedy suggested we bring sections back to the Board for approval.

## 1<sup>st</sup> Amendment Audits/FOIA requests

Kerry Whipple noted that 1<sup>st</sup> amendment audits are happening in counties around us and we received video of it. Links of examples included the auditors entering departments and waiting to see how they deal with it. We are in the process of training staff on how to handle. Signs will be placed on offices to say private office/employee only. Because FHN is housed here, we are looking to see if we have protection under them.

All department heads received an emailed FOIA request asking for job descriptions, Director's calendar, employee complaints, etc. Kerry incorrectly responded that they had to complete a form and Kerry was then told they sent these requests to her to see how we would respond. She spent 3 days compiling data for this request. Lisa Flynn stated that she was sorry she had to respond to this. Michelle Folgate asked if she reached out to other departments. Kerry noted that Carl Larson gave guidance on how to answer.

### Highland Community College contract

Kerry Whipple included a copy of the Highland contract in the packet. This will allow medical students to observe our nursing staff. Highland will cover all liability. Carl Larson reviewed and asked if the Health Department can do this, but Kerry has not heard from him since. Dr. Chad Reedy said we can approve, and Carl Larson can give guidance after.

Dr. Chad Reedy asked for a motion to accept the Highland Community College contract. Lisa Flynn motioned. Second by Michelle Folgate. Kerry Whipple called for a roll call vote on the approval of the Highland Community College contract. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve the Highland Community College contract carried unanimously.

### Old Business

None

### New Business

Kerry Whipple announced that the County decided not to hire a replacement maintenance person. Questions were asked if we need a licensed contractor. Dr. Chad Reedy told Kerry to ask Carl what provisions we must have.

### Adjournment

Meeting adjourned at 6:16 PM. Dr. Chad Reedy asked for a motion to adjourn the meeting, Lisa Flynn motioned then Michelle Folgate second. Kerry Whipple called for a roll call vote on the approval to adjourn the meeting. Members voting aye: Dr. Chad Reedy, Lisa Flynn, Christina Hendrickson, Shevawn Svehla, Kathy Brenner and Michelle Folgate. No Nay. Motion to approve adjourn the meeting carried unanimously.

Future meeting dates: January 25, 2024, March 28, 2024, May 23, 2024, July 25, 2024, September 26, 2024 and November 21, 2024.