



BOND COUNTY BOARD OF HEALTH

Minutes of Meeting

June 24, 2024

Those physically in attendance:

Members:

M. McCullough, Board of Health President
C. Ackerman
T. Hall
K. Hamilton
J. Kirkham
E. Korte
R. Nehrt
A. Oestreich
P. Siefken

Others:

S. Eifert, Administrator
R. Dothager, Dental Services
B. Strieker, Compliance & Human Resources

Those in attendance via Zoom:

Others:

P. Feazel, Finance
B. Goodiel, Home Health/Hospice
J. Kemper, IT
M. Miller, Prairie Counseling

Members Absent:

D. Lippert
J. Rehkemper

Board of Health President M. McCullough called the meeting to order at 6:30 p.m. Members stood to recite the Pledge of Allegiance to the Flag.

Board member J. Kirkham was recognized for her 12 years of service on the Board. As her 4th three-year term will be ending June 30th, J. Kirkham has decided not to seek reappointment. During her tenure, J. Kirkham has served as Vice Chairperson as well as Chair of the Board's Personnel Committee. A plaque of appreciation was presented thanking J. Kirkham for her dedication and selfless leadership.

Hearing from the public

There were no community members in attendance.

J. Kemper, the Health Department's contracted Information Technology (IT) specialist, provided an overview of the department's computer network. Currently, the computer network system is connected through two servers, which are eight years old and are no longer effectively processing the IT needs of the full department. To update the hardware, J. Kemper indicated a bid of \$10,197 was obtained. Following discussion, J. Kirkham motioned to approve up to \$10,197 for the purchase of a new server pending the obtainment of two additional bids. Dr. Hall seconded the motion, and the motion was unanimously passed. Plans are to continue utilizing one of the current servers within the health department in a scaled back capacity.

Minutes of April 22, 2024

A copy of the minutes from the Board of Health's previous meeting held on April 22, 2024, were provided to members prior to the meeting. A motion was made by R. Nehrt to approve the minutes as provided. The motion was seconded by Dr. Hall and unanimously passed.

Administrator's Report

Bond County Health Department Administrator S. Eifert reported the Health Department will be taking part in the Public Health Workforce Interests and Need Survey. The national survey collects demographic data about the public health workforce and their perspectives on issues such as engagement and training needs. Beginning in September, the survey will be available for Bond County Health Department employees to complete. Results will be provided with national, state, and local level data points about strengths as well as gaps and to inform future investments in workforce development.

On June 12, an open house was held with approximately 100 people attending. Information was shared about services available with over 30 individuals taking part in a screening for colon cancer.

On July 17th & 18th, the Health Department will be holding their 6th annual Back to School Clinic. School and sports physicals, immunizations, and dental screenings will be available. Physicals are completed at no cost. Immunizations and dental screenings require insurance or payment for services.

S. Eifert, Bond County Health Department Administrator, provided an update on current legislation. He noted funding of \$5 million to the Local Health Protection Grant has not yet been finalized. The State budget is being reviewed to determine the specific allocation of funds.

Financial Report

With the Board not holding their regular meeting in May, financial information for April and May was presented. The cash balance for all four funds decreased in April by \$18,923. This amount rebounded in May with an overall increase of \$140,813 and bringing the current cash balance up to \$1,745,210.

A motion was made by J. Kirkham to accept the financial report as presented. With a second from R. Nehrt, the motion passed unanimously.

Old Business

None

New Business

A. Oestreich indicated the Finance Committee met two times since the April Board of Health meeting. Meetings were held on May 17 and June 10. During their meetings, A. Oestreich reported patient accounts for write off were reviewed. In addition, the Finance Committee reviewed the policy on Fiscal Procedures specifically in regard to Accounts Receivable and Bad Debts. The committee also discussed the process for reviewing monthly invoices paid. Following review of the Finance Committee's meeting discussions, A. Oestreich presented the following motions and second from the Committee:

- 1) On a monthly basis, the Finance Committee will review the list of invoices paid the prior month and bring their recommendation as a motion and second to the Board of Health meeting for acceptance to receive and file the invoices for audit.

With no further discussion, Board of Health members unanimously approved.

The list of invoices will be available for all Board of Health member review prior to the meeting on the confidential area of the Health Department's website.

- 2) April 2024 invoices were recommended to be received and filed. The motion and second from the Finance Committee were unanimously approved.
- 3) With a motion and second from the Finance Committee, the Board unanimously approved the May 2024 invoices to be received and filed.
- 4) Write offs from all departments covering the period of December 1, 2022, through February 28, 2023, in the amount of \$15,523.96 were presented for approval. The motion and second from the Finance Committee were unanimously approved.

Members were provided a redlined version of the recommended changes to the Accounts Receivable/Bad Debt Policy. Following discussion, a motion was made by Dr. T. Hall to approve the changes as presented. The motion was seconded by A. Oestreich and unanimously passed.

To comply with the Freedom of Information Act (FOIA), public entities are required to have a designated officer. S. Eifert indicated his recommendation that B. Strieker be appointed the Health Department's FOIA Officer. A motion was made by J. Kirkham to appoint B. Strieker as the FOIA Officer. With the motion seconded by Dr. Hall, the motion unanimously passed.

In addition to J. Kirkham, Dr. M. McCullough indicated three other Board members have terms expiring June 30. These included R. Nehrt, Dr. T. Hall, and A. Oestreich. All three have indicated their willingness to continue serving for an additional three-year term. Their names will be forwarded to the Bond County Board for consideration of reappointment. Dr. M. McCullough indicated he would be forming an Ad Hoc Committee consisting of potentially three current Board of Health members to identify and recommend a candidate to fill the one vacancy. Members volunteering to serve on the Ad Hoc Committee included Dr. T. Hall and R. Nehrt. Plans are to present the potential candidate to the full Board of Health at the August meeting.

Executive Session

J. Kirkham motioned that the Board of Health enter into Executive Session for the review of closed meeting minutes. The motion was seconded by R. Nehrt and unanimously passed. With the Board of Health entering an Executive Session at 7:40 p.m., staff members attending were excused from the meeting. S. Eifert and B. Strieker remained for the Executive Session.

At 7:45, Board of Health members returned from Executive Session. J. Kirkham motioned that minutes from the following meetings could be released: April 26, 2021; May 17, 2021; February 10, 2022; March 28, 2022; and March 27, 2023. Minutes from the September 25, 2023 Executive Session will remain closed. Dr. Hall seconded the motion and the motion passed unanimously.

Next Meeting

The next regularly scheduled Board of Health meeting will be held on Monday, August 26, at 6:30 p.m. There will be no meeting in July.

Adjourn

At 7:50 p.m., R. Nehrt made a motion to adjourn the meeting. The motion was seconded by C. Ackerman and passed unanimously.



T. Hall, D.O.
Secretary