

# Board of Health Meeting

## AGENDA

June 03, 2024

The Effingham County Board of Health meets in regular session on the first Monday of odd numbered months unless it is a recognized holiday. All state and national holidays are observed.

**This meeting will be held in person at the Effingham County Health Department South building located at 104 East Blohm at 6:15 p.m. and virtually via Zoom. Board members can fully participate virtually; but we will need a quorum of Board of Health Members physically present to hold the meeting.**

### 1. Welcome, Introductions and Roll Call

Amy Guy, L.C.P.C.	Greg Campos, D.M.D.	Michael Williamson, PhD	Twila Orr, JD
Doug McCain	Jennifer Dust, MD	Robert Einhorn, MD	Vickie Bushur, APN
Grant Bushue	Karen Hille, RN	Tina Rozene, MD	

### 2. Recognition of those who wish to speak on agenda and non-agenda items

*This is an opportunity for guests / visitors to speak. To ensure all agenda items have sufficient time to be discussed, the time allotted for any audience member to speak may be limited and the time allotted for all audience members to speak may also be limited.*

### 3. Consent Agenda 1 (Minutes, Claims) Discussion / Possible Approval

*I am asking for Board approval of the following items.*

A. March 04, 2024 Board of Health Meeting Minutes (Page 4)

B. Paid Claims: Mar 15, Mar 31, Apr 15, Apr 30, May 15, May 31, 2024 (Page 6)

\_\_\_\_\_ moved to approve the consent agenda 1 items. \_\_\_\_\_ seconded the motion.

Roll call vote: Motion carried: \_\_\_\_\_. Motion failed: \_\_\_\_\_.

Amy Guy, L.C.P.C.	Greg Campos, D.M.D.	Michael Williamson, PhD	Twila Orr, JD
Doug McCain	Jennifer Dust, MD	Robert Einhorn, MD	Vickie Bushur, APN
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### 4. Consent Agenda 2 (Financial Statements, Reports) Discussion / Possible Acceptance

*I am asking for Board acceptance of the following items.*

A. CFY24 Financial Updates (Page 27)

B. Coordinator / Administrator Reports (Page 36)

\_\_\_\_\_ moved to accept the consent agenda 2 items. \_\_\_\_\_ seconded the motion.

Voice vote: Motion carried: \_\_\_\_\_. Motion failed: \_\_\_\_\_.

5.  Staff Retention Policy

Discussion / Possible Approval

*I am asking for the Board to approve renewal of the staff retention policy as outlined below.*

- To help retain staff, monetary incentives will be offered quarterly based upon paid hours during that quarter.
- This incentive will apply to full-time and part-time staff. New staff – even within the 90-day benefit eligibility period – will be eligible. PRN staff are not eligible. Any staff receiving a written warning during the quarter will not be eligible.
- After quarterly payroll reports are processed, hours will be verified for each employee currently employed. If an employee terminates prior to the end of the quarter or submits their resignation prior to retention incentive checks are processed, they will not be eligible for the incentive.
- Staff retention incentives will be paid out within three weeks from the end of the calendar quarter for the previous quarter.
- For SFY2025, the incentive amount would be \$0.50 per paid hour and charged to the Strengthening Illinois Public Health Administration (SIPA) grant.
- The continuation of staff retention incentives will be reviewed each state fiscal year and may change based upon current financial status, available grant funding, etc.

\_\_\_\_\_ moved to approve implementation of the proposed staff retention policy. \_\_\_\_\_ seconded the motion.

Roll call vote: Motion carried: \_\_\_\_\_. Motion failed: \_\_\_\_\_.

Amy Guy, L.C.P.C.	Greg Campos, D.M.D.	Michael Williamson, PhD	Twila Orr, JD
Doug McCain	Jennifer Dust, MD	Robert Einhorn, MD	Vickie Bushur, APN
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6.  ISBE PI Comp Adjustments

Discussion / Possible Approval

*The state included additional funding in the SFY23 Prevention Initiative grant with the specific directive to give increases to staff. That increase was carried over to SFY24. We did adjust PI staff partially based upon that; but we also anticipated using much of the increased amount for regular salary expenses. As the fiscal year went on, we had some unexpected staff turnover and Samantha Weidner needed to spend more time working on behalf of Clay’s PI program than anticipated (i.e. more of her time was billed to Clay’s grant and less to Effingham’s).*

*Therefore, we’re ending the grant year with a surplus amount in salaries that we need to spend. The state has indicated that one time salary adjustments for work done in SFY24 would be an acceptable way to expend those funds. We have developed a set of criteria for allocating funds.*

*I am asking for Board authorization to grant PI staff a one-time salary adjustment based upon criteria and available SFY24 grant funds. The adjustment would be a lump sum amount and not an hourly rate increase.*

\_\_\_\_\_ moved to authorize the Administrator to grant PI staff a one-time, lump-sum salary adjustment based upon specific criteria and available SFY24 grant funds. \_\_\_\_\_ seconded the motion.

Roll call vote: Motion carried: \_\_\_\_\_. Motion failed: \_\_\_\_\_.

Amy Guy, L.C.P.C.	Greg Campos, D.M.D.	Michael Williamson, PhD	Twila Orr, JD
Doug McCain	Jennifer Dust, MD	Robert Einhorn, MD	Vickie Bushur, APN
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7. Brief orientation on Board of Health statutes

If there is interest (please let me know), I will briefly go over statutes related to health departments, Boards of Health, and etc.

If you are interested in learning about a specific topic or anything, please let me know.

8. Next Scheduled Board of Health Meeting: July 01, 2024.

I anticipate that we'll start with program orientations at the July meeting. If you have a specific area or program / service of interest, please let me know.

9.  Adjournment

\_\_\_\_\_ moved that the board adjourn. \_\_\_\_\_ seconded the motion.

*Voice vote.*