

MINUTES – REGULAR MEETING
ROCK ISLAND COUNTY BOARD OF HEALTH

TIME: 5:30 p.m., March 8, 2018
PLACE: Conference Room, Rock Island County Health Department
2112 25th Avenue, Rock Island, Illinois 61201

MEMBERS

PRESENT: Mr. Leon Gibson, President
Ms. Kate Varlas Teel, Vice President
Mr. Ed Langdon, County Board Representative
Mr. Randy Jacobs
Mr. Doug Vroman, Secretary
Dr. Patricia Barron
Dr. Naurin Ahmad

MEMBERS

ABSENT: Mr. Andy West
Dr. Mark Bollaert
Dr. Jeff Maurus
Ms. Sue Beswick

STAFF

PRESENT: Ms. Nita Ludwig, Public Health Administrator
Mr. Gary Bryant, Chief Financial and Information Officer
Ms. Janet Hill, Chief Operating Officer
Ms. Shari Langley, Chief Nursing Officer
Ms. Megan Michels, Administrative Office Assistant

Board President, Leon Gibson called the meeting to order at 5:55 p.m.

MOTION The minutes for the March 2018 meeting were approved with a motion by Ms. Varlas Teel, second by Dr. Ahmad. Motion carried.

MOTION Mr. Bryant went over the financial reports for the period ending March 31, 2018 with revenues of \$483,512 and expenditures of \$359,527 for a net gain of \$123,985 for the month of March and a loss of \$184,012 for the year.

Mr. Bryant went over the balance sheet. The Health Department's balance sheet shows a cash balance of \$3,797, and investments of \$1,250,000 and \$7,391 from the state. Mr. Bryant shared there are 2 payroll periods in the month of April. There are vouchers that need to be paid totaling \$56,875. The Department's projected cash balance for the end of April is \$796,270.

Mr. Bryant went over the grants receivable and as of the end of March 2018 the amount has decreased to \$189,304.

MOTION The financial report was approved with a motion by Mr. Jacobs, second by Ms. Varlas Teel. Motion carried.

For Administrator Evaluation, 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee to determine its validity and for office space, 5 ILCS 120/2 (6), the setting of a price for sale or lease of property owned by the public body the Board went into a close session. A motion to go into closed session was made by Mr. Vroman, second by Ms. Varlas Teel. Roll call was taken. The Board closed the meeting.

MOTION The meeting was opened with a motion by Mr. Jacobs and second by Mr. Langdon. Motion carried and the meeting was opened at 6:45pm. No action was taken from the closed session.

Mr. Bryant spoke about a new Time and Attendance System for the Health Department. Mr. Bryant explained that we would use a biometric time clock at the Health Department location and the other locations would use web/phone app that is GPS tracked. Mr. Bryant pointed out that the upgrades and support are included in the annual cost. Mr. Bryant explained to the Board that the Health Department liked the NovaTime System better. NovaTime has a 5 year rate lock and the other 2 did not. Ms. Ludwig pointed out that Hope Creek and the Forest Preserve have NovaTime. A motion to purchase NovaTime was made by Mr. Jacobs, second by Mr. Vroman. Roll call vote was taken, 2 no and 5 yes. Motion carried.

MOTION A motion to approve the Service Delivery Report made by Mr. Langdon, second by Ms. Varlas Teel. Motion carried.

Ms. Ludwig shared that the Health Department is starting to get notice of funding awards for FY19, which will start July 1. Ms. Ludwig shared that her concern is with the refugee grant because the Health Department is not seeing the amount of refugees that is normally seen. Ms. Ludwig shared from July 1 until present that we have only seen 16 refugees. The Health Department is one of five sites in the State of Illinois, the other four are located in the Chicago area. Ms. Ludwig shared that with the decrease in refugee numbers, it could be something a concern for FY19.

Ms. Ludwig shared that the LPN in the Infectious Disease department had resigned. However, with the Health Department not knowing what is

going on with the refugee grant, we are not looking to fill the position right now.

Ms. Ludwig and Ms. Hill visited a milk bank near Chicago. The Health Department was asked to become a drop off site. The Milk Bank Bank would supply the freezer in our WIC location in the Moline office. The Health Department would collect the milk from the donor, log it, and place it in the freezer. Every couple of weeks the WIC staff would be ship it to the milk bank. Ice, shipping boxes and postage is all paid by the Milk Bank.

Ms. Ludwig shared that the 2017 Annual Report is now published and has been submitted to IDPH.

MOTION A motion to approve the Administrator's Report made by Mr. Jacobs, second by Dr. Barron. Motion carried.

Ms. Ludwig shared the monthly anniversaries.

MOTION Ms. Ludwig shared about the resignation of the School Health LINK supervisor. A motion to approve hiring a School Health LINK supervisor was made by Mr. Jacobs, second by Dr. Barron Motion Carried.

MOTION A motion to approve the Human Resource Report made by Dr. Barron, second by Mr. Vroman. Motion carried.

MOTION The claims were approved with a motion by Mr. Vroman, second by Dr. Barron. Motion carried.

The meeting was adjourned at 7:15pm.

Respectfully submitted,

Doug Vroman, Secretary, by
Megan Michels, Administrative Office Assistant

DV/mm