

Clinton County Board of Health Meeting Minutes
January 7, 2020
5:30 PM

Members

Dr. Deanna Ducomb
Sean Eiffert, Admin.
Paulette Evans
Rafael Hirn, County Board
Robert Hyten III
Dr. Brian Klostermann
Teresa Linton
Cindy Kues
Kim Hugo
Stacy Albers

County Board Members

Bob Netemeyer
Deb Wesselmann

Call to Order

The Clinton County Board of Health meeting was called to order by Dr. Klostermann at 5:30 in the Health Department meeting room on January 7, 2020.

Hearing from the Public

Mr. Bill Rickher spoke as an independent contractor on behalf of Korte / Luitjohan to offer a piece of property for the price of \$290,000 to include demolition of one of the current buildings (others would be up for discussion at an additional cost). The address is 510, 550, 570 and 590 Franklin in Carlyle to the south of the Case Halstead Library. Several questions were submitted regarding the cost and concerns of demolition, should additional building removal be required. No action was taken.

Dr. Frank Buckingham discussed a current phishing scam involving email scams for public board members. He cautioned against responding to any emails requesting financial information or asking board members to act at their request.

Minutes from 11-13-19

Minutes of the last meeting were reviewed. Dr. Hyten / Paulette Evans made a motion / seconded to approve the minutes of the November meeting. Motion passed. Dr. Ducomb noted the minutes were thorough.

Financial Report

Sean Eiffert presented the year end financial highlights. Fiscal year ended with a surplus of nearly \$205,000. Expenses were under budget by over \$80,000, which puts the Clinton County Board of Health in excellent financial condition.

The December financial report was also presented, with a surplus of over \$51,000 for the month.

Dr. Hyten inquired as to the expenditures of the 2019 fiscal year: when spending more than what is budgeted for any line item, should it need to be approved by the board?

Mr. Eiffert stated it is up to the board's guidelines.

Mr. Netemeyer stated that the County board handles this with an amendment to the budget. Going forward, we are allowed to request explanation for any discrepancies.

Emergency preparedness was defined and explained by Sean Eiffert at Dr. Hyten's request-- this is a plan to prepare for a state of emergency (this year it was to respond to an anthrax outbreak) and the staff is trained and conducts drills to prepare for these. Clarification was made of the use of certain budgets (preparedness grant for instance) in that these funds can be used for salaries, mileage, etc. We receive many grants which may be competitive / non competitive which are written and applied for by the Health Administrator. Some grants are based on population at a flat rate, others are based on geographical need based on data. If the board wishes to have approval of budget surpluses, we can adopt that as a part of the bylaws.

Mr. Netemeyer asked about the rent we receive from the ROE office in our building- this money goes to the County.

Stacy Albers asked why the immunization expenditure line item amount has gone down. (We budgeted about \$13,000 less this year). Marian explained that we do very few immunizations now as doctors now administer the immunizations. We do not purchase as many flu immunizations because we have too much left over, which incurs a loss. Murray Center also dropped us as a provider (500 doses), which cut down our need to purchase the flu shots.

Paulette Evans asked what is the LHPG grant-- this is our Local Health Protection Grant, and it is our largest grant. That budget went over by \$10,000 last year. Sean Eiffert was not able to tell us why this was so, as he wasn't here last year. We agreed that any line item year- to- date budget that is nearing its total amount will be reviewed by the treasurer and brought to the board's attention for review at each meeting.

Dr. Ducomb noted that in the future, for office equipment purchases, portability should be considered so that if we do move to a new building, it can be moved easily.

Stacy Albers / Cindy Kues made a motion and seconded to approve the financial report. Motion carried.

Administrative Report

Sean Eiffert reported that the State Department of Public Health has requested additional funds through the Local Health Protection Grant to offset the additional costs of the minimum wage increase. It will not change anything for us currently.

New Business

Strategic Plan

Sean Eiffert stated he feels we need to formulate a formal strategic plan, to set our goals for the year.

He feels with a clear direction to health department staff, we could increase our public promotion of programs.

Terry Linton asked if we could have a listing of staff, their responsibilities, and then allocate an appropriate budget for each to complete their jobs.

Marian states that staff feels very comfortable with asking Sean to approve / assist them with promotion of their services.

Marian stated it is expensive to put things in the paper, but it is free to put around town in public places and church bulletins.

Sean stated that in Bond County they allocate a Dr. through HSHS to get school physicals, and immunizations.

Marian stated it is difficult to go on site to do physicals because of the technology needed to look up patients.

Cindy Kues stated our facebook page has been updated by Sean and looks good.

We will put the plan for staff promotion of programs on next month's agenda.

Mr. Him stated we may have the land needed here for a new building if we demolished the neighboring church and demolished it. (It is currently owned by the county.)

Old Business

A. Administrative Contract

The question of Sean's contract was reviewed:

Dr. Hyten stated the compensation from Sept to Dec. 2019 was \$15,500, paid to Bond Co. Health Dpt. which then makes the disbursement to Sean and his fringe benefits. Travel expenses were approximately \$240 per month for these months, which was paid separately. Cheryl Lee's salary was approximately \$75,000 per year, which would be more expensive than the current compensation now given to Sean Eiffert. We are very happy with his services.

Cindy Kues expressed concern that there is no one here at all times, but Dr. Hyten stated that he is only a phone call away. Dr. Hyten feels that Sean would be well equipped to eventually train someone to take over the health administrator position.

Deb Wesselmann asked Marian how she felt things are going, and Marian stated she feels it is working very well, and she is happy with how Sean is working with her and the staff.

Paulette Evans asked who is the head RN-- Marian stated it is Kaitlyn Crain, and on the WIC side, it is Jennifer Steinkamp and Michelle Hawes.

Sean stated the standing orders received by the Board of Health must be signed by a Dr. and Dr. Klostermann signs these. Dr. Ducomb is also able to do this.

Paulette Evans asked if Marian could supply the board with an Employee organization chart for the Board of Health. She will provide us with that.

Dr. Ducomb asked how the Bond County Board feels about having Sean here, and he stated they will make the decision to continue at their January Board meeting. Sean stated that some of his tasks can be completed for both counties at the same time (such as conferences he needs to attend and interactions at the state level). This helps to ease his workload.

The staff of the Health Department provides reports which assists Sean in writing the necessary grants. Time sheets are completed daily.

Dr. Ducomb stated she would like to extend Sean's contract for one year.

Dr. Ducomb made a motion to extend Sean's contract for one calendar year (Jan31,2020-Jan 31, 2021) which was seconded by Mr. Him and was unanimously approved.

B. Bylaws

Dr. Hyten discussed our bylaws and stated concerns with the selection process for new board members. He does not feel we need to allocate board members by geographical region. Mr. Him stated we currently have a diverse board, and agrees with Dr. Hyten. Dr. Ducomb did check with other (older) Boards and they all stated they do not have a specific region located, but follow the same requirements that we do and it works well for them. Mr. Him brought up the need for committees within the board. Dr. Hyten stated we could include members to work with staff in the promotion and management of health programs and concerns. We could also utilize additional committee volunteers that have shown interest in participating on the board. We will address this in upcoming meetings in our strategic planning. Kim Hugo noted that there are mental health needs within the county.

No bylaw changes were recommended.

C. Other

No other concerns were noted.

Adjourn

Mr. Him / Dr. Hyten motioned and seconded to adjourn. Motion passed unanimously.