

Clinton County Board of Health Meeting Minutes  
June 16, 2020  
5:30 PM via ZOOM

**Members Present:**

Brian Klostermann, MD - Chairperson  
Paulette Evan, RN- Vice Chairperson  
Robert Hyten III, DMD- Treasurer  
Terry Linton, SLP- Secretary  
Cynthia Kues, NP  
Kimberly Hugo- RN  
Stacy Albers- RN  
Deanna DuComb-MD  
Brad Knolhoff- Voting County Board Member  
Bob Netemeyer- Ex Officio

**The following were also in attendance:**

Sean Elfert, Clinton County Health Administrator  
Matt Wilson, Union Banner  
Jim Deien, citizen  
Marian Voss, Clinton County Health Dpt.  
Brain Hunt, Breese Journal  
Gary Reymond, Citizen

**Call to Order**

Dr. Brian Klostermann called the meeting to order at 5:30 PM.

**Hearing from the Public**

No one wished to address the board.

**Minutes May 13, 2020**

*A motion was made by Brad Knolhoff, seconded by Kim Hugo to approve the May 13, 2020 minutes. Motion carried unanimously.*

**Minutes May 19, 2020**

A motion was made by Paulette Evans, seconded by Stacy Albers to approve the May 19th minutes. Motion carried unanimously.

**Administrative and Financial Report**

Sean stated we finished the month of May with a surplus, but have experienced a deficit for the year to date, mainly because the grants have not been paid, but will be paid as the state enters their new fiscal year. We have had additional expenses with the pandemic which have included

mileage and overtime and the hiring of a contractual nurse to assist in the transition, as well as Sean's extra hours at Clinton County Health. The deficit for the year to date is \$31,000, which is not bad, and the overtime is warranted at this time. He expects the budget to rebound in the 2nd half of the year. Sean was invited to meet with the building committee, and things are moving along in a positive direction at this time. We will be hiring another full time nurse as it is needed, and this has been advertised with 4 resumes received. This position should be filled in the near future. This should not have a negative impact on the budget as this position is one that was once filled at the Health Department and this will help us spend down our grant monies for direct services.

Dr. Ducomb stated that with the new employee, overtime for existing staff will be reduced. Sean stated that this one new nurse should fulfill the needs of the County Board of Health at this time. Next week we will have two full time clerical people on board to assist with the grant reporting, which will free Sean to do other more appropriate activities, and thus scale back on his hours for better use of our funds.

A motion was made by Terry Linton, seconded by Paulette Evans to approve the administrator and financial report. Motion approved unanimously.

## **New Business**

### **Contact Tracing Grant**

We have received \$817,000 for contact tracing, which is the minimum amount granted to Health Departments. Originally we were asked to develop our infrastructure / staff to increase contact tracing activities. We wrote the grant to include EMA facility, to house our hired contact tracers. This is a one year grant, which would mean the contact tracers would leave, but we would still have the facility. We also included other contractual individuals, 2 trucks to haul equipment and supplies, and other things in our grant. On Monday morning's call with IDPH we were told there would be many more restrictions on the contents of the grant and it will need to be re-written with new guidelines followed. The contact tracing program was supposed to begin June 1st, but the grant isn't approved yet, so we are waiting to recruit staff for this grant. We do have excellent staff doing the contact tracing for our Health Department.

Bob Netemeyer asked how many trucks were included in the grant? Sean stated there were two. In terms of where the vehicles would be kept, he hasn't followed up on it because the grant will likely not allow it. Mr. Netemeyer stated Tim Schleper, EMA director, may have trucks we could use, but if we can get the trucks, we should.

Brad Knolhoff asked what happens if we don't use the money in its entirety. Sean stated this has not been made clear.

Sean stated if we can't use the money for the trucks, it will be allocated for something else. The original grant included 4 contact tracer staff, 8 LPNs but he doesn't know if this will be allowed. We are not allowed to use these funds to subsidize existing staff. It would need to be used for new hires. Sean will keep us updated on the status of the new grant regulations.

## Old Business

### Building Update

Brad Knolhoff reported the Building Committee has had 2 meetings since the last Board of Health meeting. May 28th was the first meeting, and at this meeting, they reviewed historical attributes of the building project and what we need to be aware of going forward. Current services and staff were reviewed as well as current programs at the Health Department. Proposed services were discussed which included Mental Health, Dental, Family Health, Nurse practitioner as possibilities. The survey to referring medical agencies was discussed as well as possible building sites and the timeline that we would like to follow. The recommendation was made to look for architects that are familiar with Health Care buildings to follow codes.

Thursday, June 11, 2020, was the building committee's 2nd meeting which was to meet with the staff at the Health Department to get their input. WIC staff, emergency preparedness, and public health groups were all interviewed to get feedback from current staff. The goal is to build a building that works for them. This information was all recorded so that we can give this information to the builders. The survey was also discussed- it hasn't gone out yet as Sean is going to review it with Dr. Klostermann to get it ready. Poettker Construction presented their services to the team which was valuable for the committee to understand the methods followed in construction. (This does not mean we are using their company, they just presented all the services they could offer as information for the Building Committee.) The committee will now need the board to decide the services we want to provide. Some services require additional space or equipment and infrastructure that would need to be reviewed for cost effectiveness and sustainability. If we want dental health, we will need to put those needs in the plan. Other services can be more easily incorporated. Also, we need to determine what cash we have available for the building project and where those funds will come from-- this will need to be discussed with the county board if they wish to help fund it-- but there are also other sources for funding, such as bonds or loans. Brad feels the County Board is supportive of the building. In closure, Brad reiterated the two next questions for the board is to decide on possible services and to set our budget so funds can be procured.

Bob Netemeyer asked if consideration was being made to consider future growth of the building to expand services in the future. Brad Knolhoff stated they are considering a basement, and there would be some ability to expand at any currently considered land site. The intent is to design the building so that an addition of approximately 3,000 sq. ft. could be constructed in the future if needed, even if we used the smallest site proposed. The county currently owns the current Health Department building and the County Board would have to decide its use when the new building is completed. The building could continue to be used for storage / rent or could be razed for additional parking. That is going to be a County board decision. They would need to look at the value of the building to the taxpayers, and make their decision accordingly.

Dr. Hyten stated regarding the basement, he feels we should have the basement for storage as

the City of Carlyle and the County are always requiring more storage space. Also maintaining and restructuring utilities is easier with a basement. The server system for computers would also do well in the basement. He also asked if negative pressure rooms were discussed and the team stated yes, they have been discussed. He feels this is a necessary item going forward.

Brad Knolhoff stated this was mentioned by Dr. Ducomb at the meeting. Paulette Evans stated the building will need to have an elevator. Brad Knolhoff stated he has investigated the need for an elevator and he has received several bids and the current elevator maintenance at the County Building is \$400-\$500 Per year. Dr. Ducomb stated that flexibility of space and practicality and maintenance / energy use must also be considered. Brad Knolhoff stated that through COVID, we have learned about other things that may be needed in the future, such as telehealth. The committee will meet again on Thursday, June 25, 2020, at the Bond County Health Department, so they can tour the facility at 1:00.

#### **Executive Session - Personnel Matters**

There was no executive session needed.

#### **Adjournment**

Dr. Ducomb asked before we adjourn, should we add a meeting for the month of July? Brad Knolhoff stated he felt we should do so to discuss the building needs, because the county will be budgeting very soon after that. We need to make some estimates about the building costs. Dr. Ducomb also stated we hope to break ground in the Spring, and so she made the motion that we should have a meeting on July 21st. Dr. Hyten seconded the motion, motion passed unanimously. Brad Knolhoff noted that Kim Hugo was voted to continue on the Board of Health at the County Board meeting last night. Dr. Hyten's term will expire June 30th. This was an oversight on Sean's part, so he will email Vicky Albers that Dr. Hyten's name needs to be put on their agenda. Vicki has the current list of Health Board members at the courthouse, and Sean will get that list from her. These dates of service could be included on our website. The County Board Chairman assigns Ex Officio members. Kim Hugo noted that with her job, extra meetings that are scheduled short-term can cause a problem for her. Brad Knolhoff noted that there is no problem as long as the missed meetings are not consecutive.

Terry Linton made a motion to adjourn the meeting, Cindy Kues seconded and the motion passed unanimously. The meeting was adjourned at 6:33 PM. The next meeting will be held on July 21st, 2020 and this will be an additional meeting to discuss building needs- it was not on our originally scheduled yearly meetings as we were not to meet in July.