

MONTGOMERY COUNTY BOARD OF HEALTH

Minutes

January 21, 2020

A regular quarterly meeting of the Montgomery County Board of Health was held on January 21, 2020, at 7:00 p.m. at the Montgomery County Health Department's satellite office, located at 317 West Union Avenue, Litchfield, Illinois. Present at the meeting were: Jerry Wesley, Phillip Johnson, M.D., Brenda Johnson, R.N., Lou Ellen Anderson, Rick Robbins, Sandra Johnson, Lynn Sellers, Kimber Deming, Jodi Perkins, and Hugh Satterlee.

Jerry Wesley called the meeting to order at 7:00 p.m.

Election of officers: Jerry Wesley asked for nominations for the Board of Health officer positions of President and Secretary. Brenda Johnson made a motion for Dr. Williams to continue in the position of Board of Health President. The motion was seconded by Dr. Johnson. All present voted "aye" and the motion passed. Brenda Johnson then made a motion for Dr. Whitworth to continue as Board of Health Secretary. Dr. Johnson seconded the motion. All present voted "aye" and the motion passed.

Jerry Wesley asked for a motion to approve the minutes of the October 15, 2019 Board of Health meeting. Brenda Johnson made a motion to approve the minutes. It was seconded Lou Ellen Anderson. All present voted "aye" and the motion passed.

The supervisors then gave their reports.

The Elder Services report was presented by Lynn Sellers. A copy of the report is attached.

Kimber Deming gave the Behavioral Health report. A copy of the report is attached.

Hugh Satterlee gave the Environmental Health report in Cyndy Howard's absence. A copy of the report is attached.

Hugh Satterlee gave the Public Health report in Becky Schweizer's absence. A copy of the report is attached.

Hugh Satterlee gave the Maternal Child Health report in Lori Beeler's absence. A copy of the report is attached.

Hugh Satterlee gave the Administrator's Report / Fiscal Report. A motion to approve the financial reports and the bills for October, November, and December was made by Dr. Johnson. Rick Robbins seconded the motion. All present voted "aye" and the motion passed.

Hugh went over information he had gathered on the prospective Nokomis satellite office. There is space for rent in a building in Nokomis. It would require some renovations to fit the Health Department's needs. After discussion by the Board, a motion to proceed with the Nokomis satellite office project was made by Rick Robbins. The motion was seconded by Dr. Johnson. All present voted "aye" and the motion passed.

Under "New Business / Open Discussion." Hugh stated that he will be putting together a recreational marijuana policy for Health Department employees.

Under "Personnel Discussion / Legal Status." Hugh informed the Board that there is currently one employee that is on probation due to being habitually late. The employee is aware that if they are one minute late during the three month probation period they will be dismissed. The issue had been addressed with the employee multiple times in the past. The employee had also recently violated the Health Department's Social Media Policy by having Facebook open on their computer.

No Executive Session was needed.

Jerry Wesley asked for a motion to adjourn the meeting. Brenda Johnson made a motion. It was seconded by Lou Ellen Anderson. All present voted "aye" and the meeting adjourned.

MCHD Services for the Elderly
CCU (Care Coordination Unit) Report

January 21st, 2020

- Medicare Part D Open Enrollment began on Oct. 15th and ended on Dec. 7th. We completed 543 enrollments, assisted with 91 BEAM applications, and assisted 2092 people with counseling, education and information during the 6 week period.
- Currently we are case managing 576 Community Care Program clients.
- One of our Care Coordinators resigned the end of August and we hired Haley Sawyer to fill that position. She has since completed her training with the Illinois Department on Aging and received her certification.
- We successfully applied for an APS (Adult Protective Services) grant offered by IDoA and received over \$13,000 to help purchase equipment & update technology, etc.
- APS – Since July we have investigated 26 reports of abuse, neglect or exploitation in Montgomery County and conducted 7 wellness checks (2 in Macoupin, 4 in Montgomery & 1 in Christian).

Thank you,

Lynn Sellers
CCU Program Director

**MENTAL HEALTH
BOARD MEETING
January 21, 2020**

2020 2nd Quarter Stats:

*93 New or return Mental Health clients

*31 New or return Substance Use clients

*29 Crisis contacts, 1 was hospitalized, and 22 followed up with services

* 1 referral for Psychosocial Rehabilitation Services, 8 currently

* 9 current clients for Drug Court

** Staff are still attending trainings as needed.

** Education in community provided to Library and Coffeen school.

** Grief group every Thursday-2 people attend regularly.

Respectfully submitted,

Kimber Deming, MA, LCPC
Behavioral Health Coordinator

Board of Health
January 14, 2020

Environmental Health Report
Cyndy Howard

Elizabeth Stewart has joined our staff as a new Associate Sanitarian and is currently training to conduct food inspections.

Food - St. Louis Public Health Department has completed an Audit of our Voluntary Standards. Standard 1 and Standard 3 both received a conforming audit outcome. We currently now meet Standard 1, Standard 2, and Standard 3. We have received grant funding this year to work on meeting an additional standard.

Permit renewals were due December 1. Late notices were issued to 14 facilities. All facilities submitted applications by the final date of December 31st and no additional actions were needed.

PUBLIC HEALTH BOARD REPORT

JANUARY 21, 2020

Communicable Disease/STD': 44

STD's: 22

TB test ---- Jail, office, LTC: 124

Drug Test: 3

Paternity/DNA testing: 7

Flu vaccine given: 427

Other Immunizations: 55

This quarter there were 8 cases of campylobacteriosis in this county. 2 cases in the Nokomis area were investigated by IDPH interns per IDPH request. No findings for any of the cases.

Hearing and vision completed all testing in the county with: Vision 96 children

Hearing 117 children

5 schools or Pre-Ks visited.

Diabetes support group will meet the last Wednesday of the month at 5:30pm in conference room at Montgomery County Health Department.

IBCCP: services this quarter: 181

Caseload: 800

Becky Schweizer

Public Health Nurse

Maternal Child Health January 2020

Board of Health Report

1. Caseload has averaged 73-77% in months October, November and December 2019.
2. Outreach efforts continue. A staff nurse attended the Litchfield Head Start open house in October and staff continues to distribute information to local physicians and businesses.
3. FCM staff completed 51 home assessments, 6 pregnancy tests, 33 genetic screenings and 49 leads last quarter. We currently have 5 open lead cases. Staff also administered 876 vaccines, including VFC flu. We now offer all ACIP, Advisory Committee on Immunization Practices, recommended vaccines for CHIP clients. This are clients whom are enrolled in the All Kids program.
4. Montgomery County WIC is one of two pilot sites, the other being Sangamon Co, that will initiate the new EBT system in Illinois. Our transition date is February 3, 2020. Staff will be trained the week of January 27-31, 2020. We are hoping that this transition will make our program more user friendly and increase caseload. Numerous purchases have been necessary in order to be in compliance with EBT usage.

Lori Beeler RN

Maternal Child Health Coordinator

MONTGOMERY COUNTY BOARD OF HEALTH

Minutes

April 21, 2020

A regular quarterly meeting of the Montgomery County Board of Health was held on April 21, 2020, at 7:00 p.m. as a virtual meeting, due to the COVID-19 situation. Present at the virtual meeting were: Walter Williams, M.D., Jerry Wesley, Phillip Johnson, M.D., Robert Mulch, M.D., Brenda Johnson, R.N., Lou Ellen Anderson, Rick Robbins, Patricia Whitworth, M.D., Taryn Markezich, Lauren Fuller, Sandra Johnson, Lynn Sellers, Kimber Deming, Becky Schweizer, Lori Beeler, Cyndy Howard, Jodi Perkins, and Hugh Satterlee.

Dr. Williams called the meeting to order at 7:00 p.m.

Jerry Wesley asked for a motion to approve the minutes of the January 21, 2020 Board of Health meeting. Jerry Wesley made a motion to approve the minutes. It was seconded Dr. Johnson. All present voted "aye" and the motion passed.

The supervisors then gave their reports.

The Elder Services report was presented by Lynn Sellers. A copy of the report is attached.

Kimber Deming gave the Behavioral Health report. A copy of the report is attached.

Cyndy Howard gave the Environmental Health report. A copy of the report is attached.

Becky Schweizer gave the Public Health report. A copy of the report is attached.

Lori Beeler gave the Maternal Child Health report. A copy of the report is attached.

A motion to approve the supervisors' reports was made by Brenda Johnson. Lauren Fuller seconded the motion. All present voted "aye" and the motion passed.

Hugh Satterlee gave the Administrator's Report / Fiscal Report. His report included a review of the check lists from January, February, and March and also the Balance Sheet.

A motion to approve the Administrator's Report was made by Dr. Mulch. Dr. Whitworth seconded the motion. All present voted "aye" and the motion passed.

An update on the Nokomis satellite office was given by Hugh Satterlee. He stated that the work to the building has been completed and that the building is ready. Clients are not being seen there yet. Approval has to be granted by the State of IL. The COVID-19 situation has had an impact on obtaining the approval.

Hugh had given the Board information on emergency generators. The different brands of generators and their prices were discussed. The Board agreed that an emergency generator should be purchased. A motion was made by Dr. Johnson for the Board to defer the decision as to which generator to purchase to Hugh. Dr. Mulch seconded the motion. All present voted "aye" and the motion passed.

Hugh gave an update on the COVID-19 situation. He reported that there are currently 41 positive cases in Montgomery County. He gave an update on outbreaks at two locations, Litchfield Oncology and Litchfield McDonald's.

Under "New Business / Open Discussion." Rick Robbins shared positive comments about several items, including the Health Department's mental health staff being very helpful with a debriefing and a crisis situation, the Health Department providing updates on a Google Sheet used for COVID-19 premise alerts for 911 and first responders, and the Health Department's handling of the COVID-19 situation.

No Personnel Discussion / Legal Status was needed.

No Executive Session was needed.

Dr. Williams asked for a motion to adjourn the meeting. Dr. Whitworth made a motion. It was seconded by Brenda Johnson. All present voted "aye" and the meeting adjourned.

MCHD Services for the Elderly CCU (Care Coordination Unit) Report

April 21st, 2020

- Currently we are case managing 573 Community Care Program clients.
- Due to COVID-19 as one of the 40 CCUs in the state we have been given \$17,000 to assist seniors during this time to purchase food, meals, personal supplies, cleaning supplies, etc. So far we have purchased some grocery items, cleaning supplies, Boost & Equal nutritional drinks, incontinent supplies, to name a few things. We have assisted Christian County Public Health with daily contact of the seniors residing at Rolling Meadows Senior Apartment Complex that was recently placed on quarantine. Many of the residents there are also our clients. We are now staying in contact with our 30 clients living in the Park Glen Apartment high rise that has recently been put on quarantine. Both apartment complexes are located in Taylorville.
- IDoA reviewers were here in March to conduct an on-site review. We have not received the final report, but were told that everything looked really good.
- AAAL (Area Agency on Aging for Lincolnland) conducted a desk audit of our Title III B & E grants (I & A, Family Caregiver I & A, Option Counseling) and there were no findings.
- We successfully applied for a CCU Technology grant offered by IDoA and received over \$24,995 to help purchase new equipment & update technology, etc.
- APS – Since July we have investigated 35 reports of abuse, neglect or exploitation in Montgomery County and conducted 10 wellness checks (4 in Macoupin, 4 in Montgomery & 2 in Christian). At past meetings you have asked about the percentage of substantiated cases and number of cases reported. In FY2019 we had a total of 35 cases reported, 9 were substantiated (nearly ¼ of the cases) and 26 were found unsubstantiated or declined assistance. So far, in FY2020 we have currently had 35 cases reported (with 2 ½ months to go), 7 cases have been substantiated, 19 have been found unsubstantiated and 9 are still being investigated.

Thank you,
Lynn Sellers
CCU Program Director

**MENTAL HEALTH
BOARD MEETING
April 21, 2020**

2020 3rd Quarter Stats:

- *86 New or return Mental Health clients
- *33 New or return Substance Use clients
- *19 Crisis contacts, 1 was hospitalized, and 16 followed up with services
- * 2 referrals for Psychosocial Rehabilitation Services, 8 currently
- * 8 current clients for Drug Court

- ** Staff are still attending trainings as needed.
- ** Education in community provided to Library and Coffeen school(until school closed.)
- ** Working from home has been going well for counselors and most clients. Psychiatric and initial evaluations are still seen in person at the Hillsboro office. Crisis is still 24 hours a day and can be seen in person, at the office, as well. Thanks to everyone who has made this all possible for our community
- ** Debriefing on April 9th at the Montgomery County Jail for 4 employees and 5 detainees went very well.

Respectfully submitted,

Kimber Deming, MA, LCPC
Behavioral Health Coordinator

Board of Health
April 21, 2020

Environmental Health Report
Cyndy Howard

Food - Mac's Diner opened in Witt.

Elizabeth has completed pre-inspection training and is conducting inspections independently. Food inspections have been stopped due to COVID-19. Elizabeth is currently working from home and training in septic and wells until food inspections can be safely resumed.

Septic - EH personnel attended a private sewage conference in January.

Tobacco - Elizabeth has trained and is conducting smoke-free compliance checks.

PUBLIC HEALTH BOARD

REPORT

APRIL 16, 2020

COMMUNICABLE DISEASE/STD's: 31

Chlamydia – 20

Gonorrhea – 3

TB TEST – JAIL, OFFICE, LTC: 277

DRUG TEST: 5 – MENTAL HEALTH CLIENTS

PATERNITY / DNA TESTING: 6

FLU SHOTS THRU 3/31/20: 15

IMMUNIZATIONS: 45

FEBRUARY 4: TB CLINIC FOR MONTGOMERY NURSING AND REHAB

FLU OUTBREAK IN FEB: STATE PRISON AND 1 LTC

MARCH WE BEGAN COVID TESTING AND TRACKING AND INVESTIGATION.

IBCCP CASELOAD FOR JAN-MARCH = 200

Maternal Child Health April 2020 Board of Health Report

1. WIC and FCM Disaster Plans have been completed and remain in effect until further notice. No face to face or home visits have been conducted since social distancing order was initiated.
2. Montgomery County is one, of two, pilot sites for the new IWIC EBT implementation system. Staff completed training in early March and transition started on March 16. State and system staff were unable to assist in person, as planned, but we have adjusted well so far. I would like to commend all staff members on this transition. Many glitches have been found and adjustments required, with only remote contact with system staff. USDA was scheduled to visit on March 24, but will be rescheduled.
3. Caseload has increased, from 73-75% in February to 80-83% in March. IWIC EBT initiation and remote interviews have assisted our programs in increase. We are conducting over the telephone appointments and clients are picking up their benefits curbside. EBT cards can be loaded online without client having to travel to office, once card has been initially assigned. Clients will continue to be seen every 2-6 months depending on age and vaccination schedule.
4. Immunizations are currently being delayed until social distancing order is lifted.
5. WIC informational handout, provided by DHS, has been posted on MCHD website, MCHD Facebook page, Journal-News and an announcement will soon be made on WSMI radio.
6. FCM bi-annual program audit was completed in February. One finding was reported, 708 physical assessment completion. A new policy was implemented and quarterly QA audits were initiated. WIC is currently doing a remote audit and we are awaiting the report.
7. We continue outreach efforts.

Thank you,

Lori Beeler RN

Maternal Child Health Coordinator

MONTGOMERY COUNTY BOARD OF HEALTH

Minutes

July 21, 2020

A regular quarterly meeting of the Montgomery County Board of Health was held on July 21, 2020, at 7:00 p.m. as a virtual meeting, due to the COVID-19 situation. Present at the virtual meeting were: Walter Williams, M.D., Jerry Wesley, Phillip Johnson, M.D., Robert Mulch, M.D., Brenda Johnson, R.N., Lou Ellen Anderson, Rick Robbins, Taryn Markezich, Lauren Fuller, Sandra Johnson, Lynn Sellers, Kimber Deming, Becky Schweizer, Lori Beeler, Cyndy Howard, Jodi Perkins, and Hugh Satterlee.

Dr. Williams called the meeting to order at 7:00 p.m.

Jerry Wesley asked for a motion to approve the minutes of the April 21, 2020 Board of Health meeting. Dr Mulch made a motion to approve the minutes. It was seconded Dr. Johnson. All present voted "aye" and the motion passed.

The supervisors then gave their reports.

The Elder Services report was presented by Lynn Sellers. A copy of the report is attached.

Kimber Deming gave the Behavioral Health report. A copy of the report is attached.

Cyndy Howard gave the Environmental Health report. A copy of the report is attached.

Becky Schweizer gave the Public Health report. A copy of the report is attached.

Lori Beeler gave the Maternal Child Health report. A copy of the report is attached.

Hugh Satterlee gave the Administrator's Report / Fiscal Report. His report included a review of the check lists from April, May, and June, and also the Balance Sheet. Hugh presented the County Fiscal Year 2021 budget.

A motion to approve the supervisors' reports, the Administrator's and Fiscal report, and the County Fiscal Year 2021 budget was made by Rick Robbins. Lou Ellen Anderson seconded the motion. All present voted "aye" and the motion passed.

Hugh gave an update on the COVID-19 situation. He reported that there are currently 124 positive cases in Montgomery County. He went over COVID-19 isolation and quarantine guidelines.

Nothing was discussed under "New Business / Open Discussion."

No Personnel Discussion / Legal Status was needed.

A motion to enter into executive session to discuss salaries was made by Dr. Mulch. It was seconded by Jerry Wesley. A roll call vote was taken, with all present voting yes. The Board then went into executive session.

Upon returning from executive session, a motion was made by Rick Robbins for a retroactive increase of \$300 per week for Hugh Satterlee for additional time spent on COVID-19 response. Dr. Mulch seconded the motion. All present voted "aye" and the motion passed.

Dr. Williams asked for a motion to adjourn the meeting. Rick Robbins made a motion. It was seconded by Dr. Johnson. All present voted "aye" and the meeting adjourned.

MCHD Services for the Elderly CCU (Care Coordination Unit) Report

July 21st, 2020

- Currently we are case managing 590 Community Care Program clients.
- Due to COVID-19 our Care Coordinators continue to work from home and conduct assessments over the phone. Staff has remained extremely busy during this time. COVID-19 funds have been used to provide shelf safe food items, Ensure & Boost, Incontinence supplies, etc. to our clients.
- We submitted our renewal grant applications for FY 2021 Title III B & E grants (I & A, Family Caregiver I & A, Option Counseling) to Aging Linc (Area Agency on Aging for Lincolnland) in June.
- APS – In FY2020 we investigated 38 reports of abuse, neglect or exploitation & 1 report of Self Neglect in Montgomery County (5 – deprivation, 15 – emotional, 23 – financial, 7 – passive neglect, 6 – physical and 2 – sexual). We have also conducted 16 wellness checks (6 in Macoupin, 7 in Montgomery & 3 in Christian). We are currently working 12 cases and have received 2 new reports in July FY2021.
- On July 15th IDoA has asked that APS providers resume face to face visits on Priority I & II APS reports. They are requiring us to follow specific safety guidelines when we go out in order to keep our staff and clients safe.

Thank you,
Lynn Sellers
CCU Program Director

**This is an attachment to the minutes
from the prior BOH meeting.**

**MENTAL HEALTH
BOARD MEETING
July 21, 2020**

2020 4th Quarter Stats:

*65 New or return Mental Health clients

*11 New or return Substance Use clients

*13 Crisis contacts, 1 was hospitalized, and 7 followed up with services

* 1 referral for Psychosocial Rehabilitation Services, 9 currently

*5 current clients for Drug Court

Please see attached for FY 2019 caseloads

** Staff are still attending trainings as needed. These are through zoom or internet trainings.

** Teams for MH have been working well. Staff see clients at the office when their team is at MCHD, then have phone sessions with clients when at home. Psychiatric and initial evaluations are still seen in person at the Hillsboro office. Crisis is still 24 hours a day and can be seen in person, at the office, as well.

Respectfully submitted,

Kimber Deming, MA, LCPC
Behavioral Health Coordinator

**This is an attachment to the minutes
from the prior BOH meeting.**

Board of Health
July 21, 2020

Environmental Health Report
Cyndy Howard

Elizabeth has been moved to a full-time position.

Food - Food Inspections resumed on June 1st with proper precautions. Facility employees as well as EH staff are required to wear face covering during inspection. Inspections will not be conducted in a facility if employees refuse to wear face coverings.

Tobias Public House has opened at the Hillsboro Country Club.

Vector - Mosquito testing began in June with traps located in Farmersville, Raymond, Litchfield, Nokomis and Taylor Springs. Mosquito activity has been low and no positive mosquitoes have been found. No human cases have been reported in Illinois.

**This is an attachment to the minutes
from the prior BOH meeting.**

PUBLIC HEALTH BOARD REPORT

JULY 21, 2020

Communicable Diseases/STD's

Chlamydia – 26

Gonorrhea – 2

Hepatitis C – 4

Cyclosporiasis – 3

Brucellosis -1

Histoplasmosis -1

Salomonella -2

TB Test – these have resumed at County Jail and LTC's – 47 test completed

Immunizations -16

IBCCP caseload for the year – 692

**This is an attachment to the minutes
from the prior BOH meeting.**

Continue to monitor and track all positive COVID-19 residents.

April – 24 county residents positive

May – 14 county residents positive

June – 3 county residents positive

*Becky Schunzer
Public Health Nurse*

**This is an attachment to the minutes
from the prior BOH meeting.**

Maternal Child Health July 2020 Board of Health Report

1. WIC and FCM Disaster Plans remain in effect until July 31, per IDPH recommendations. No face to face or home visits have been conducted since social distancing order was initiated.
2. WIC audit, conducted remotely, was completed on 3/16/20. We had three findings, first was civil rights information on website was not UTD, second is case load assignment was not met and third concerned BFPC case note entries. All have been addressed and response was accepted.
3. Caseload continues to increase, 87% in June. EBT transition is going smoothly and clients are happy with new benefits and new cards. Appointments continue to be conducted over the telephone and curbside service remains in practice
4. Immunizations are being administered again. Clients are being seen in our waiting room, one parent and child only, and COVID 19 precautions are being followed.
6. FCM continues to provide case management services to Healthworks clients. We have not been notified of the timeline when services will be transferred to IlliniCare.

Thank you,

Lori Beeler RN

Maternal Child Health Coordinator

**This is an attachment to the minutes
from the prior BOH meeting.**

MONTGOMERY COUNTY BOARD OF HEALTH

Minutes

October 16, 2020

A regular quarterly meeting of the Montgomery County Board of Health was held on October 16, 2020, at 7:00 p.m. as a virtual meeting, due to the COVID-19 situation. Present at the virtual meeting were: Walter Williams, M.D., Jerry Wesley, Phillip Johnson, M.D., Robert Mulch, M.D., Patricia Whitworth, M.D., Brenda Johnson, R.N., Lou Ellen Anderson, Taryn Markezich, Lauren Fuller, Sandra Johnson, Lynn Sellers, Kimber Deming, Becky Schweizer, Lori Beeler, Cyndy Howard, Jodi Perkins, and Hugh Satterlee.

Dr. Williams called the meeting to order at 7:00 p.m.

Dr. Williams asked for a motion to approve the minutes of the July 21, 2020 Board of Health meeting. Brenda Johnson made a motion to approve the minutes. It was seconded Jerry Wesley. All present voted "aye" and the motion passed.

The meeting was then opened up for public comment. Hearing no comments, the meeting moved on.

The supervisors gave their reports.

The Elder Services report was presented by Lynn Sellers. A copy of the report is attached.

Kimber Deming gave the Behavioral Health report. A copy of the report is attached.

Cyndy Howard gave the Environmental Health report. A copy of the report is attached.

Becky Schweizer gave the Public Health report. A copy of the report is attached.

Lori Beeler gave the Maternal Child Health report. A copy of the report is attached.

Jodi Perkins gave the Fiscal Report. Her report included a review of the check lists from July, August, and September, and also the Balance Sheet.

Hugh Satterlee gave the Administrator's Report. Hugh reported that the County has given the recycling drop off site property in Irving to the Health Department. The site, which is adjacent to Continuing Recovery Center's property, is no longer in use. Hugh asked the Board for their thoughts on selling it to CRC. Following a short discussion, Jerry Wesley made a motion to sell the site to the Continuing Recovering Center for \$1.00. Dr. Johnson seconded the motion. All present voted "aye" and the motion passed.

Hugh gave an update on the status of flu vaccinations.

Hugh presented tentative Board of Health meeting dates for 2021. A motion to approve the 2021 meeting dates was made by Sandra Johnson. It was seconded by Lauren Fuller. All present voted "aye" and the motion passed.

Hugh presented information to the Board on the two vehicles that had been approved for purchase by the State of Illinois in the COVID-19 Contact Tracing grant budget. One of the vehicles was a truck. The model Hugh had found to be the best fit and value was a 2020 Ram. A 2021 Chevy Traverse was the best choice for

the other vehicle. Victory Lane Ford has the State bid for the truck and Miles Chevrolet for the Traverse. Following a short discussion by the Board, a motion to approve the purchase of both vehicles, with a limit of \$30,000 for each, was made by Dr. Mulch. It was seconded by Jerry Wesley. All present voted "aye" and the motion passed.

Hugh then went over a few changes to the County budget that became necessary because the County's health insurance figures came in higher than they had anticipated. A motion to approve the County Fiscal Year 2021 Budget with the changes presented was made by Dr Whitworth. It was seconded by Lou Ellen Anderson. All present voted "aye" and the motion passed.

Hugh gave a COVID-19 update. He reported that the number of positives is up. He said that local law enforcement has been providing assistance with locating those who do not respond to Health Department calls. This is not meant to be a threat to anyone. They just ask the individuals to please contact the Health Department. The State of Illinois will begin sending a shipment of COVID-19 rapid test kits to local health departments. We will receive 480. We are waiting to hear from IDPH as to who will qualify to be tested with those.

A motion to approve the Administrator's report in its entirety was made by Dr. Mulch. It was seconded by Lauren Fuller. All present voted "aye" and the motion passed.

Under New Business / Open Discussion, Dr. Johnson spoke about the importance of the Health Department promoting messages during this time, including the messages of social distancing, especially during the upcoming holiday season, and of obtaining crucial health screenings. He then made a motion that the Health Department participate in ongoing advertising promoting routine cancer screenings and social distancing in homes. Dr. Mulch seconded the motion. All present voted "aye" and the motion passed.

Hugh reported that the Health Department was able to provide some assistance during the recent field fire. Tables, chairs, lights, generators, and bottled water were provided to the first responders. Five Health Department staff members assisted with transporting the items to the staging area and picking them up the following day.

Dr. Mulch brought up the fact that one of the duties of a board is evaluating its CEO, who, in the Board of Health's case, is Hugh. He said there is currently no formal evaluation process in place. He said that one needs to be set up and that the evaluation should be completed annually going forward. Following discussion by the Board, a committee of three Board of Health members, Dr. Mulch, Jerry Wesley, and Dr. Whitworth, was formed and tasked with outlining the evaluation process. Dr. Mulch will serve as chairman of the committee. The committee will give a progress report at the next meeting.

There was nothing to discuss under Executive Session / Legal Status.

A motion to adjourn was made by Dr. Whitworth. It was seconded by Brenda Johnson. All present voted "aye" and the motion passed.