

Adams County Board of Health

Minutes

August 27, 2020

The Adams County Board of Health held a special meeting via Zoom on August 27, 2020 at 7:00 PM.

The following members were present:

Richard Wright, DDS  
Ann Reich, RN, BSN  
Tom Miller, MD  
Glori Traeder, MSN, RN, FNP  
Harry Ruth, MD, MHA  
Jan Poulter, RN

Others present:

Jerrold Welch, Public Health Administrator

Cori Moore, Administrative Assistant

John Simon, Emergency Management Director

The meeting was called to order at 7:07 pm by Dr. Wright.

Motion by Jan Poulter, seconded by Ann Reich, to approve the agenda for August 27, 2020. Motion Carried.

**Education Benefit:** The Health Department is asking the Board to approve an education benefit for 2 employees. These employees did not solicit this education benefit, but instead these employees were asked if they would be interested. These specific skill sets will benefit the Health Department. We are looking at a governmental accounting degree and public relations degree. Both will cost approximately \$30,000 plus books and fees. Sue Hester with the County Board has developed an agreement and both the County Board Chairman and States Attorney have reviewed. Each employee would commit to a 5 year term at the completion of their degree. Payments are to be made by the employee and reimbursed by the Health Department. This will be a taxable benefit to the employee. If the employee leaves they would be required to pay back based on a scale. There is urgency to approval of this as registration dates are nearing. There is concern with the board about establishing precedent and future requests. Therefore, the motion was made Dr. Thomas Miller, seconded by Ann Reich to cover the cost of registration up to \$250.00 with further time to review and consider contract. Roll call vote was taken with 6 Yes, 0 No and 3 absent. Motion Passes.

**Tent:** The Department is seeking a budgetary adjustment from IDPH to purchase a climate controlled mobile structure. If approved this purchase will be made using funds from the Contact Tracing grant. The plan is to take down the MABAS tent and set up our own testing structure for testing and mass immunization when that time comes. Looking to the future this could also be used for flu clinics. The

tent will be stored at the county in the building they are in the process of constructing to house the stockpile of supplies. This structure should be able to be rapidly deployed and consists of 3 parts. The lead time is about 10 weeks so we would like to get this ordered soon. Estimate Cost is \$188,686. Motion to approve purchasing the tent for \$190,000 was made by Ann Reich, seconded by Dr. Thomas Miller. Roll Call Vote was taken with 6 Yes, 0 No and 3 Absent. Motion Passes.

**Broadcast Sign:** This sign will be used to communicate in the event of mass immunization. It can also be utilized at flu clinics and in times of public health emergencies. It will come with an AM broadcaster that can reach 25-57 square miles. We have used a radio broadcaster in the past a JWCC and H1N1 with success. EMA will take care of maintenance. This will be stored inside at the EMA storage building. Funds for this will be coming out of the contact tracing grant. Motion to approve \$54,444 for 2 signs, 1 with AM broadcaster was made by Dr. Thomas Miller and seconded by Ann Reich. Roll call vote was taken with 6 Yes, 0 No and 3 absent. Motion Passes.

**Utility Vehicle:** The department is requesting to purchase a UTV with a bed that could be utilize to haul tents, supplies and personnel around a test site. This vehicle would be stored and maintained at the EMA facility. There is some concern from the board about spending all this money and trying to be fiscally responsible and that some of these purchase will come with ongoing expenses. However, this is a onetime opportunity for the county with this grant money to stock the community to be a continued leader in Public Health. Estimated cost of this vehicle is approximately \$19,000. Motion to purchase the vehicle was made by Dr. Harry Ruth. Roll call vote was taken with 4 Yes Votes, 1 No Vote, 1 excused, and 3 absent. The motion passed.

After additional discussion, Motion was made by Jan Poulter, and seconded by Ann Reich to amend the motion to seek bids before purchase of vehicle. Roll Call Vote was take with 5 Yes Votes, 1 excused and 3 absent. Motion passed.

**Salary Adjustments:** Overtime payment for Jerrod was presented as requested by the board. Dr. Wright pointed out that the boards job when they hired Jerrod was to hire a quality person at the lowest cost to the tax payers and as we have seen over the last few months Jerrod has put his heart and soul into this. As the board present he is thrilled with how he has performed. The overtime and future salary adjustment is justified for what he has done and the time he has put into this. Motion to approve OT payout and salary adjustment for Jerrod as stated on spreadsheet presented was made by Glori Treader and seconded by Ann Reich. Roll call vote was take with 6 Yes, 0 No and 3 Absent.

**Budget Reclassification:** FY 2020 we need to reclassify the money that we have already expended into a new budget line. We also need to reclassify the budget line that COVID funds have been allocated to. Motion to approve movement of existing funds was made by Glori Treader and seconded by Ann Reich. Roll call vote was taken with 6 Yes, 0 No and 3 Absent.

**FY2020 Budget Adjustments:** We created a revenue and expense line for COVID reimbursable. We can pay everything out of the expense line except for payroll and fringe. We will need to increase salaries by \$115,000. However, the actual increase will be \$265,000 across several areas, but a decrease of \$150,000 in dental due to new dentists being paid directly by SIU and us reducing that out of the dental line. Insurance will need increased by \$25,000 and life insurance by \$600. Public health travel will be

increased by \$6,000 due to increased travel for COVID. Things not related or not fully related to COVID that will also need adjusted. Building maintenance will be increased by 20,000 due to some COVID expenses that won't be easily reclassified as well as significant repairs to the HVAC system. \$2,500 will be added to equipment maintenance due to generator repairs and \$1,000 to water due to higher than budgeted water bills. Finally, we'll add \$750,000 into COVID expenses as it's own budget line to independently track those expenses outside of the normal health fund budget lines. We will add \$1,100,000 approximately to the revenue side for this budget year to receive COVID funds. We've taken about 800K of those at present. Motion to accept the budget line adjustments as outlined in email to Bret as review with Jerrod was made by Glori Treader, seconded by Ann Reich. Roll call vote was taken with 6 Yes, 0 No and 3 Absent.

**FY2021 Budget:** Was tabled to next meeting

Motion to adjourn meeting at 9:50 was made by Ann Reich and seconded by Glori Treader.