

EEHW COMMITTEE MEETING
August 22, 2019 5:30 P.M.

MEMBERS PRESENT

Tim Dudley, Chair
Matt Brown
Laura Zimmerman
Jim Gresham
Debra Kraft, Vice Chair
Helena Buckner (5:35 p.m.)

MEMBERS ABSENT

Linda Little

COUNTY PERSONNEL PRESENT

Bethany Stapel, Health Dept
Sheree Zalanka, Health Dept
Brandi Binkley, Health Dept
Nick Burge, Environmental Mgmt
Jennifer Gunter, P&Z
Kris Horton, Animal Control
Matt Reynolds, Animal Control
Lisa Wallace, Auditor's Office
Nathan Pierce, Historical
Carol Reed, Auditor
Tim Macken, Mental Health
Jeannie Durham, County Board Office

The meeting was called to order by Chair Dudley at the Macon County Office Building.

MINUTES

Ms. Kraft made a motion to approve the 7/25/19 meeting minutes, seconded by Mr. Brown and the motion carried 5-0.

CLAIMS

Ms. Kraft made a motion to approve the report of the claims as presented, seconded by Ms. Zimmerman and the motion carried 5-0

ZONING –

Macon County Board Resolution Regarding Case R-03-08-19, A Petition For Rezoning Submitted By Tyler Smock requesting to rezone approximately 4.06 acres from (R-4) Single Family Residential Zoning to (RE-5) Single Family Estate Zoning

Ms. Gunter explained that this is R-03-08-19, a petition filed by Tyler Smock requesting a rezoning of approximately 4.06 acres from (R-4) Single Family Residential zoning to (RE-5) Single Family Estate Zoning.

This property is commonly located at 7525 Fort Daniels Road in Mt. Zion Township. On August 7th a public Zoning Board of Appeals hearing was held and based on the finding of facts and staff recommended approval. The Zoning Board of Appeals voted 5-0 for approval of the rezoning.

Ms. Kraft made a motion to approve forwarding this on to the full board with recommendation to approve, seconded by Mr. Gresham and the motion carried 5-0

Macon County Board Resolution Regarding Case R-01-08-19, A Petition For Rezoning Submitted By Michael Smith requesting to rezone approximately .23 acres (A-1) Agricultural Zoning to (R-1) Single Family Residential Zoning

Ms. Gunter explained that this is R-01-08-19, a petition filed by Michael Smith requesting to rezone approximately .23 acres from (A-1) Agricultural zoning to (R-1) Single Family Residential Zoning.

This property is commonly located at 8791 Bethel Road in Pleasant View Township. On August 7th a public Zoning Board of Appeals hearing was held and based on the finding of facts and staff recommended approval. The Zoning Board of Appeals voted 5-0 for approval of the rezoning.

Ms. Kraft made a motion to approve forwarding this on to the full board with recommendation to approve, seconded by Mr. Gresham and the motion carried 5-0

SUBDIVISIONS –

Seeley Addition

Ms. Gunter explained that this is a 2 lot minor subdivision located in South Wheatland Township. The owner is Michael Seeley. This property is located at 2444 Hulett Drive and is zoned R-1 Single Family Residential. Lot 1 is 2.74 acres and Lot 2 is 9.63 Acres for a total of 12.86 acres. City of Decatur has approved the subdivision. Staff has reviewed all of the documents and recommends approval. She pointed out the location on the map and explained the owner’s intentions. Ms. Kraft asked if it is in the City. Ms. Gunter explained that it is not, but the City must approve because it is within 1 ½ miles of their jurisdiction.

Mr. Brown made a motion, seconded by Ms. Kraft to approve and the motion carried 5-0.

REPORTS

U of I Extension -No report

Regional Office of Education - No report

Veteran’s Assistance - no report

Planning & Zoning – No Report

Mental Health – *Budget Presentation*

Mr. Macken introduced himself as the Executive Director of the Macon County Mental Health Board for 2 years as of the 7th.

He explained that they are doing their annual request of an extension of their tax levy for the Mental Health tax.

He reviewed some of the year’s highlights.

They have a contract with the State of Illinois through HFS for Child and Family Connections. That is a program that evaluates developmentally delayed children between the ages of 0 and 3 and helps link them to needed support services. That program has grown. The number of kids served has gone up significantly in the last year and that will bring in an additional \$82,000 into the annual budget which is a good thing.

Actual administrative operating expenses are going down by about 6% this year. There are a couple of reasons for that. They will be explained later in this report. The department is running at approximately 8.69% of total expenses. He said they are really pleased with that. It is well below the typical in the state.

For the rest of the budget, there is a fund balance of unassigned of about 5 months worth of funds should anything dramatic happen with the tax levy or the funding. In one of those events, they would be able to operate for about 5 months. That is about mid-threshold of what the State of Illinois Comptroller recommends for local mental health finances, so they are pleased with that as well.

The triennial needs identification process was held in March. The process was changed to a survey to identify and prioritize unmet needs. The expectations were exceeded. There were well over 600 people that responded to the surveys. Typically, when the event was held, there would normally be about a couple of hundred people in attendance. The amount of involvement in identifying and prioritizing unmet needs tripled. They are in process of trying to finish up the document and get that published. Hopefully, it will be done by the end of September.

Along with the survey process, an internationally known speaker, Kevin Hines was invited in. He was spectacularly more than promised and afterward, he stayed and waited until everyone that wanted to meet him met him. That took well over an hour. That was a big success.

Approximately 60 different services are purchased from 23 different Macon County Providers with over 6,500 residents receiving behavioral health services that were supported in whole or part by the tax levy. At least 25,000 people were impacted by those services.

They continue to be the primary funding source for the Macon County Mental Health & Drug Court. It is a necessary thing and Mr. Macken said they want to continue to make sure that that continues.

Child and Family Connections went up in serving kids from the previous fiscal year when they served over 1,000 kids aged 0-3 to serving 1,200 this last year. It continues to grow.

Worth mentioning, Mr. Macken said he had been approached by Mr. Berter from Court Services. Given challenges he has had with budgets and resources, he asked if we would be willing to consider taking over the Juvenile Redeploy Grant that they have been operating for years. Mr. Macken said they applied, received it and are really glad that they can take care of that. It brings about \$319,000 into this county and provides some needed services. That has been a very successful program as far as keeping kids out of DOC. He said they wanted to see

that grow. In preparation for the next fiscal year, apparently it is a competitive bid situation, but they do not anticipate there being competition that will take it away. There is an opportunity to grow it. He said they are looking for ways to expand and improve the program. They are also looking for ways to get some money to Court Services. That particular program is not allowed to pay for Probation Officers which would be very helpful, but for some reason, AOIC who is in charge of it says the funds cannot be used for Probation Officers, but it can help support other things. So, they will be looking at that.

The specific request is that the EEHW recommend to the County Board Finance Committee, the approval of a tax levy extension the same as last year in the amount of \$2,662,063 for the Mental Health Fund. This would be at the levy rate of 1.5 mill. This is the same as the request has been for the past 4 years. That means that for the owner of \$120,000 home, it would be \$60 a year. It is not a significant amount of money, but is very needed and goes a long way in providing services in town.

Chair Dudley thanked Mr. Macken for taking on the Juvenile Redeploy Program. That is a great program and he appreciates them stepping up and doing it. Ms. Kraft commented that Mr. Berter is very thankful.

Ms. Kraft made a motion to approve forwarding the proposed budget request on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Ms. Zimmerman and the motion carried 6-0.

Environmental Management – Budget Presentation

Mr. Burge introduced himself as the Interim Director for the Macon County Environmental Management Department.

General Fund –

Disposal Fees show a slight increase. That was previously \$5,000 and has been moved up a bit to \$5,500. That line is specifically for Hauler's License fees. Any of the haulers that function in Macon County do have to have a license and the fee goes through the Environmental Office. There was a small increase there.

Miscellaneous Revenue was dropped a bit. This pertains mostly to rain barrel purchases which have gone down.

Tipping Fee / Host Fee line – increased by \$17,729. That is based on a projected 173,500 tons of refuse within 2019. According to 2nd quarter host fee paperwork, they are about on par with that showing about half so far. This number was arrived at by taking the 173,500 tons times 3% increase and that brought it to \$494,475 which was rounded to \$495,000.

Salaries – The Director's salary, which is where the Interim Director is currently being paid out of, has seen a little decrease. All of the salaries seen here, except extra help, are split between this fund and the Enforcement Grant. There is not a 2nd full time staff member in the department so the Assistant Director salary line has been zeroed out. The Administrative Assistant is Ms. Sumpter who works in Planning and Zoning. It has been worked out that she

can spend 25% of her time on jobs for the Environmental Management office. Portions of her salary are also being paid from the Reserve Fund and Enforcement Grant. Extra help is the part time staff and there is just a little bit of an increase there. The Group Health Insurance line is for half of the (interim) Director's.

Equipment maintenance was increased a little (\$500) based on the actual percentage used so far this year.

Several of the expenses, including telephone, travel, postage, printing, & training) are split between this budget and the Enforcement Grant.

The other expenditures was split into two lines and a line for contractual services was added. Previously, any time there is an on call worker or Workforce Investments or some other type of employment group is utilized, they are paid out of that fund.

Educational Expenses – reduced by \$1,000. If schools go on field trips, they might be reimbursed some of the costs if it has an environmental factor to it.

Promotional Expenses – reduced to \$4,000 from \$7,000. As many free and low cost options to promote events and programs, such as Facebook, Twitter & email blasts.

Municipal Grants – should remain the same

There is quite a change in the recycling programs within the last year or so with changes with the Green Fence and Chinese National Sword, it has become a lot more difficult for the Recycling Industry to find end markets for those materials and because of that, the recycling box program where there were 10 boxes throughout the county costs for getting those materials recycled and processed has gone up pretty significantly. So much so, that within the last 6 months or so, with the most recent one being about \$83 per ton compared to last year's average of \$55 per ton.

Mr. Burge informed the committee that Chairman Greenfield and he are working on a cost share program with the townships that are utilizing those boxes. A 3 year stair-step type program is being put to together to the extent that after three years, they would be paying half of the tipping fees and we would be paying half. That is still in development and has not been finalized, but it is something he said they are working on in an effort to help stave off some of those costs.

Ms. Kraft asked what the municipal grants are for. Mr. Burge explained that they are for the Spring Cleanup and Community Sustainability Grants. An increase is not expected there.

Chair Dudley asked which line had the Celebration cleanup in it. Mr. Burge said probably under recycling programs. Mr. Dudley asked if he had budgeted for it this year. Mr. Burge said it is part of the consideration in the increase but not specifically. Mr. Dudley commented that we had always done recycling at the celebration and it was cancelled this year. He said that his office window where he has worked for the City for the past 3 years, overlooks the carnival area

and most of the downtown where the main stage is. Before this year, he said he was always surprised to see how fairly clean the parking lots and streets were after the fact. But this year, it was a wreck. There were plastic bottles everywhere. There was stuff everywhere. The new parking lot at the Civic Center was littered with so much oily, sticky pop stuff that there are spots all over it. He said he did not know what can be done about it as a committee, but he would definitely like to recommend that that gets reinstated next year if there is a Celebration. It was a mess and 90% of it was plastic pop bottles. Mr. Brown asked how it had gotten cancelled. Chair Dudley said the Chairman of the Board nixed it. He has the authority to do that. He asked Mr. Burge to please include that in his budget. Mr. Burge said he would do so. Mr. Dudley said that when he saw all the garbage, he said something to Chris the Civic Center Manager and he said that he needed to talk to the people at the Celebration. Mr. Dudley said he called a friend that is on the Celebration Board and that is how he found out.

The office supplies line is being split between this budget and the Enforcement Grant
About 1/3 of the Vehicle Maintenance line is being moved to the Enforcement Grant

Equipment has been reduced by \$8,000 with no plans to purchase new equipment, but wanted to leave some just in case a need came up.

There is not a need to budget for new software, so the line is being zeroed out.

Reserves Fund

There is a small increase in the interest on checking

The Electronics Recycling line shows quite a difference in the actual vs budgeted amount. Currently whenever supplies are purchased for the electronics collections, that is something that the electronics recycler is responsible for. They are out of Indiana. Rather than ship the equipment, they have asked that we buy locally and then they reimburse. That does not include the \$10 fees charged for the TVs and monitors. That is transferred from the PayPal Account into the checking account and just has not been transferred into that. There is about \$10,080 in that account that will be moved over.

The Administrative Assistant salary is part of Ms. Sumpter's salary

The Extra Help line is a backup just in case it is needed

Solid Waste Sundry Contractors is what Ms. Rasmus had been paying consultants and contractors out of in reference to the proposal for the Recycling Center and Compost Facility. Nothing is being budgeted into that line because Mr. Burge said he is not certain of the results of that proposal at this point in time.

There is a little money budgeted in for Recycling Programs just in case things go off the rails with the recycling costs.

The Equipment line was previously budgeted for buying a significant amount of new equipment for that proposed facility which is why nothing is budgeted there at this point in time.

Enforcement Grant Fund

This is budgeted the same as last year. That grant puts us under a delegation agreement with the IEPA where we conduct inspections for them in Macon County. These could be open dump, open burning, as well as the Landfill and tire retail facilities in Macon County. That grant is at a 70% reimbursement rate. At the maximum, that \$46,265 is what they would be paying and we would need to spend about \$66,100 to get that full reimbursement. Ms. Kraft asked if we typically do. Mr. Burge said yes, we typically do, but previously Ms. Rasmus took half of her and Mr. Burge's salaries out of that, but without a 2nd full time staff member, Mr. Burge said he felt that it would be very difficult to reach that same threshold. Ms. Kraft asked if the County has to have a permanent full time director to qualify for the grant or does the fact that you are Interim Director disqualify us for the grant. Mr. Burge said as far as he is aware, they are not intending to take anything away from the County because we do not have a Director in place. He said he has been in contact with James Jennings who is the manager over that grant and he has not led Mr. Burge to believe that there would be any situation where that would be taken away unless we don't fulfill our duties under that grant.

Miscellaneous Revenue was reduced. He said there wasn't much there, but he's not sure what went into it.

Again, half of Mr. Burge's and a portion of Ms. Sumpter's salary comes out of here.

This grant requires quarterly RFPs that dictate expenses, so Mr. Burge said he has to do the best job he can in terms of estimating expenses for that particular part of the job. Anything that is related to enforcement work is expensed out to the grant. That is why there is only a small portion of Ms. Sumpter's salary in there. She more and above does several other clerical items for the department that are not related to this grant.

Phone, travel, postage, printing, training, office supplies and vehicle maintenance are split. Most of them are 50/50 with the exception of the vehicle maintenance. There are three vehicles. One of them will be solely dedicated in the upcoming fiscal year to enforcement work just to keep it easy in terms of tracking those expenses.

Equipment shows a small increase just because Mr. Burge is unsure of what the exact needs will be.

Ms. Kraft asked where it shows Mr. Burge's salary. She said she knows Mr. Burge's salary and the three funds are not adding up to that. Mr. Burge explained that salaries include a \$675 union mandated raise along with the Leap Day allowance. He said his salary was recently raised to \$49,000 annually. That is split between the general fund and the enforcement grant.

Mr. Brown made a motion to approve forwarding the proposed budget request on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Mr. Gresham and the motion carried 6-0.

Historical Museum - Budget Proposal

Mr. Pierce explained that their budget remains about the same every year. They are asking for the tax levy which is at maximum without going to the ballot. It is usually around \$28,000 to \$29,000 and everything else is supported out of the Historical Society funds.

Ms. Kraft made a motion to approve forwarding the proposed budget request on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Ms. Zimmerman and the motion carried 6-0.

Mr. Pierce reported that he had just put up a High Flyer Kite exhibit. High Flyer Kites was the largest kite manufacturer in the world at one time. It closed down here in 1981, but there may be connections, memories and interest if anyone has time to come out and see it.

Animal Control

Sgt. Reynolds handed out statistic reports for the past month and a year ago. For the most part, adoptions are up and euthanasia is down compared to last year.

Budget Proposal

Animal Shelter Foundation – 080-300 Fund

Line 5560 – there is a new Vet Tech position that the Foundation has agreed to fund salary only of \$31,230. The Shelter will be funding the health insurance and fringe benefits. That is a good thing in addition for what they do for the shelter. It allows the Shelter to not have to replace a full time kennel worker with this position. It adds their total donation to \$61,413.54. This new person is basically an assistant to the veterinarian. There is a job posting out and a person is being sought to fill the position.

Animal Control – 080-000

Revenue –

The City Contract has increased 1.6% compared to last year to \$611,956.

That increases the total revenue, compared to last year, by \$22,504

That makes the total projected revenue \$1,229,153

Expenses –

A new line item was created for Administrative Assistant. That adds \$27,148.35 to the budget.

Line 7114 - Dispatch Fees is a new line item. \$25,000 was added. Animal Control has a full time dispatcher that works Monday through Friday from 8 a.m. to 5 p.m. Anytime that calls come in after that, it goes through the Central Illinois Regional Dispatch Center (CIRDA) which is the police & county dispatch. They've added an approximately \$25 per call charge and this is for pretty much anybody when a call comes in and they dispatch it out, there is a fee assessed. That is something new that was not in effect last year. The \$25,000 is being projected based on the last two years calls for service multiplied by the \$25 per call.

The bottom number shows an operating budget of \$1,300,356.94.

Compared to last year's net surplus, there is an increase of \$4,484 over last year.

The net surplus being for this year, \$71,203.94.

Chair Dudley asked if the \$4,484 increase over last year could come out of the fund balance. Sgt Reynolds said they do have a reserve fund balance they could pull that out of.

Mr. Gresham made a motion to approve forwarding the proposed budget request on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Mr. Brown and the motion carried 6-0. Chair Dudley asked Sgt Reynolds to make a note for Finance that he would be paying the increase out of the fund balance.

Sgt. Reynolds announced that Kris Horton is leaving Animal Control. She has been with the county for about 22 years. She started in Court Security. For the past 13 years, she has been the Chief Warden for Animal Control mostly. She will be transferring back to Court Security. Members of the committee thanked Ms. Horton for her service at the Animal Control.

Health Department –

Ms. Binkley introduced the new Assistant Administrator for the Health Department, Bethany Stapel. She used to be an employee at the Health Department as a Health Educator about 5 years ago. She went to DeWitt / Piatt Bi-County Health Department which was like an Assistant Administrator role, so she brings a lot of experience. She loves this area and is really excited to come back.

Community Leaders, partners, media, etc are being reached out to introducing Ms. Binkley and Ms. Stapel. They are also offering tours of the building if any of the committee members would like to come by and see the building and all of the awesome things that are going on.

Budget Proposal

Ms. Zalanka explained that the final numbers for this budget show a revenue of \$6,582,000 and total expenses at \$6,589,000 with a net balance of -\$6,142.

Overhead Expenditures – These are looked at every year to see where cuts can be made or things can be done a little better. These decreased just over \$10,000 for FY20, but they are still at a 17% indirect overhead cost rate.

Staffing – Ms. Binkley explained that the budget reflects an increase in payroll based on salary information that was gathered from a 2014 & 2015 assessment. At that time, a 4 year plan was put together which has been supported and completed. Last year, this committee suggested that since the wages were still lower than comparable health departments and significantly lower than other local healthcare providers, that the salary discrepancy continue to be addressed. The figure reflects up to a 6% increase depending on evaluation and merit.

2019 data from a Sangamon County Assessment that was performed by the Health Department there still does show that Macon County's Health Department employees are still at the low to mid range. Current employees are getting a little closer to where they need to be. Base salaries are as well, but most positions are still at low to mid range, especially the RN positions. There is a nursing shortage and everybody is struggling to find nurses. Because we pay, in some cases, less than other Health Departments and significantly less than other healthcare providers of different kinds in our area, there is a struggle to fill those nursing positions. One of the

things being looked at in the upcoming years is making sure that they can find ways to be creative about how recruitment of nurses is being done because it is not all going to be about money. Some additional things to support recruiting and retaining nurses may have to be done in the future. The increase in minimum wage has to be considered. That is being complied with currently and will be through FY20, but consideration needs to be given to how that is going to be addressed along with the pay compression that is going to occur as those minimum wage amounts increase and the other positions are paid so closely, but are significantly higher when it comes to leveling credentials that are required.

Grants – Ms. Zalanka explained that in FY19, The Illinois Department of Public Health has bundled several of our core programs under the Comprehensive Health Protection Grant for SFY 20 and 21. These programs include: Communicable Disease, Immunizations, Lead, Perinatal Hepatitis B, Narcan, Food Protection, Safe Drinking Water, Body Art, Tanning, Emergency Preparedness and Vector Control. With this bundle, we have received an increase in grant funding for some of these programs. The most notable increase is for Lead Poisoning Prevention and Response. This funding is for the case management of children with a confirmed blood lead level at or greater than 5. An MCHD nurse conducts home visits to identify sources of lead paint and educate about prevention of lead dust in the home. Previously we received \$25,000 for this grant. In FY 19, the award amount was based on the number of children testing with high lead levels. The grant increased to \$162,300 for FY 19 and \$109,800 for FY 20.

In 2019, we began subcontracting with the Illinois Public Health Association on the HIV Prevention contract, this will continue into 2020.

We also brought back the car seat program; we are currently using dollars set aside in a restricted fund balance from previous fiscal years to purchase car seats. Parents/guardians in need of a car seat are asked to give a \$20 donation. If they don't have that, they still get the car seat. As everyone knows, the cost of a car seat is definitely more than \$20. We have also applied for a grant from IDOT and just got word that the award has been received. We currently have 11 trained car seat technicians and hold monthly car seat check events.

In 2019, the Family Case Management grant was split into two separate grants: Family Case Management and High Risk Infant Follow-up/Healthworks. In 2019, this brought a \$127,000 increase. For 2020, Family Case Management has increased an additional \$20,000.

For 2020, the assigned caseload for the Better Birth Outcomes program decreased from 139 to 120 resulting in a \$73,284 decrease in funding. The WIC program also received a caseload decrease from 2,287 to 2,083 resulting in a \$18,457 decrease in funding.

Ms. Kraft how much would be received through the DOT grant. Ms. Zalanka said it is \$7,000 something.

Information Technology Upgrades – This is a huge part of the budget for FY20 and the reason for the negative.

We are currently embarked on an almost total rebuild of our IT infrastructure including:

- A new 10G fiber backbone with multiple distribution facilities.
- All new switches
- Moving from the maconcouthyhealth.org domain for email to the shorter maconchd.org
- Migrating all employees to Office 365
 - With Office 365 all MCHD employees will have access to files anywhere internet is available. Mobile work and collaboration is much simpler. Instant messaging, sharing documents with team members, video chats and an internal social network are just the start of the new features available. This also means that all information is being stored in the cloud. This allows for minimal down time, in the case of a catastrophic event at MCHD.

These improvements mentioned were all budgeted in FY 2019.

A computer Refresh has also begun and will carry into FY 2020. The FY 19 budget includes the purchase of 20 computers.

A significant portion of our FY 20 budget is for new computers (\$60,500). New computers have been worked into grant budgets where possible, but the tax dollars will be needed to complete these upgrades.

The computers being replaced range from 5 to 8 years in age. Industry standard refresh cycle is 3 to 5 years.

We have held off on replacements for the last few years due to:

- Older models performing adequately with minor upgrades (~\$50 per machine)
- Incompatibility between state websites or software and Windows 10.

The previously upgraded models are no longer performing adequately as they continue to age. Also, with the upcoming end of support for Windows 7 (January 31, 2020), these models will need to be replaced with Windows 10 computers.

While this large expense requires us to take money from the health fund, it is not an annual expense that will require us to dip into the health fund every year. We are hopeful that we will run into fewer compatibility issues in the future and be able to develop a better plan to space out computer purchases.

Health Fund Balance – Ms. Binkley explained that the health fund balance was at 4.6 million as of July 31, 2019.

The FY 20 budget shows MCHD averaging \$549,000 in expenses per month. This indicates that an appropriate working operational fund balance should average between \$1.6 and \$2.2 million annually. Fluctuation naturally occurs due to property tax payment schedule.

Further, we are continually evaluating every program for efficiency and needed FTE's. Several lay-offs occurred in 2015 and some positions have not been filled through attrition. In early 2016, the health fund balance was down to 1.3 million due to the lack of a State budget. We believe that it is necessary to keep a larger health fund balance because of the ongoing uncertainty of funding from the state level. Additionally, it is important to keep a larger health fund balance in the event of a TB outbreak. We do not have a separate TB fund for these situations, as that fund was combined with our overall Health Fund. We need to continue to keep these funds on reserve in case of an outbreak or other situation that could negatively, significantly, and quickly affect our budget.

We continue to research electronic health records for our nursing clinic. It has been recommended by the independent auditors of Macon County to explore an electronic medical records system to automate service code billing, cash collections and scheduling within the clinical services division. We are also looking into digital options for the Environmental Health Division. Our current forms require written explanations of code violations and related actions taken and to address in the future. These forms can be difficult to read, depending on who fills them out. These forms can also be numerous (average of three (3) per inspection), which significantly adds to the amount of time it takes for an Environmental Health Specialist to review. Because of our updated process to increase and improve transparency, we are currently uploading written forms to our website manually. Digital pictures to accommodate the inspection forms would also reflect improved quality. Digital processes are also expected to decrease paper usage and related cost. If we had a digital process that completed all of this, it could decrease the staff time required and continue to improve our transparency and internal efficiency. We continue to work on plans for an expansion of our dental clinic. We are currently seeking additional funding to complete this project. To date we have received funding from the United Way, the Balance Foundation and Delta Dental of Illinois.

In FY 20, we will continue to look for ways to build awareness of all programs and services provided by the Macon County Health Department as well as increasing our base pay to better align with health departments of our size and county population and to better become an attractive employer.

Chair Dudley asked if they were requesting a raise in the levy. Ms. Zalanka said no. He asked if the Board of Health had approved the budget. Ms. Zalanka confirmed that they had done so. Committee members did not have any further questions.

Mr. Brown made a motion to approve forwarding the proposed budget request on to the Finance Committee Budget Hearing with recommendation to approve, seconded by Ms. Kraft and the motion carried 6-0.

CITIZEN'S REMARKS – None

OLD BUSINESS - None

NEW BUSINESS – None

Closed Session – None needed

NEXT MEETING Next regular meeting –9/26/19

ADJOURNMENT

Motion to adjourn made by Mr. Brown, seconded by Ms. Kraft, the motion carried 6-0 and Chair Dudley adjourned the meeting at 6:35 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office