

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Shannon.

II. ROLL CALL

Present: Commissioners Birnbaum, Melone, Pritzker and Shannon.
Health Inspector, Serena Klinger was present.

III. APPROVAL OF MINUTES – January 23, 2018

Commissioner Pritzker moved, seconded by Commissioner Birnbaum to approve the minutes dated January 23, 2018, as presented. The motion was approved by a voice vote.

IV. CHANGES TO THE AGENDA – none

V. CITIZENS CONCERNS AND COMMENTS

Chairperson Shannon read the following statement.

Members of the general public may address the Board of Health with concerns or comments regarding issues relevant to the Board of Health's agenda or topics that the Board of Health has the authority pursuant to the Village Code to address. The Chairperson or his or her designee shall strictly restrain comments to matters that are relevant to the Board of Health's business and shall not permit repetitious comments or arguments. Members of the general public who wish to address the Board of Health must sign the request to speak prior to the commencement of the public hearing. The person submitting a petition, concern or other comment shall be allotted 5 minutes to present their points.

Mr. Juan Carlos Acevedo, Wheeling Park District was present to discuss the Wheeling Park District upcoming health fair on May 20. He referred to conversations the Park District had with community organizations including CAG (a community advisory group) led by Omni Youth Services. They are losing their funding this year. Their 4-year grant was cut short so they may not be able to provide services after June. They had plans for hosting a health fair and the Wheeling Park District has been trying to do more family-friendly health oriented programs. Mr. Acevedo mentioned that a health fair was one of the topics. The Park District was in communication with Omni Youth Services and they wanted to collaborate since they have the contact and organization resources. The Wheeling Park District has been working on a family health fair. Mr. Acevedo spoke with Serena and invited the Village of Wheeling's Board of Health to be involved in the project.

Mr. Acevedo provided a copy of the proposed flyer. They are waiting for the Board of Health's commitment/approval so they could start promoting participation to the different organizations. Their goal is to have about 30-40 organizations. They have 15 committed with others verbally committed. They are optimistic. It will be a family-oriented fair with family-friendly activities including bouncy houses, yoga or Zumba on stage and live music. They want to make it entertaining as well as educational. Their goal is to have every organization that participates to not only promote their organization but also engage in the fair by having a promotional giveaway or activity. They want every participant to enhance the event to make it feel like a fair. The Park District will start advertising once the Board of Health agrees to the sponsorship/endorsement. Mr. Acevedo hopes the blood drive information can be passed out to the public as well as having the Board of Health be present at a booth.

He wants the Board of Health to help convince organizations that they have worked with to also be at the event.

Mr. Acevedo provided a copy of the document they are asking participants to complete. The form is due by April 16th. The event will be held outdoors but the gym has also been reserved for inclement weather. The Park District has been in contact with the Chamber of Commerce and they are supporting the program.

Health Inspector Klinger suggested that the Board of Health have a booth to advertise the Board of Health. She agreed to assist in getting it ready. Mr. Acevedo confirmed the fair was going to be about 3-4 hours. He feels a Sunday event becomes a more family-friendly event.

In response to Commissioner Melone's question, Mr. Acevedo confirmed participants would not pre-register for the event. It will be free to the public. The Park District has not held a health fair in the recent past. Commissioner Birnbaum noted the Board of Health held health fairs in the Park District gym in the past. Health Inspector Klinger offered to look through the old files for contacts/information.

Commissioner Melone questioned the targeted amount of people they expect to determine for any giveaways. Mr. Acevedo stated they were asking for 150 for promotional giveaways. They expect 500-1,000 people to attend.

In response to Chairperson Shannon's question, Mr. Acevedo confirmed the Park District would provide a table and two chairs in an 8'x10' space. They do not have enough tents to provide to everyone. Health Inspector Klinger will look for a Village tent.

Commissioner Birnbaum felt the Board of Health's presence would be valuable to the Park District but also to the Board of Health. She felt it would be a great opportunity to promote the Board of Health's programs. Health Inspector Klinger offered to contact LifeSource to see if they would be interested in doing a blood drive at the event. Chairperson Shannon suggested passing out a flyer for the medication collection. She suggested asking Jimenez to donate fruit to pass out. She also suggested passing out advertisements for local businesses. Health Inspector Klinger offered to contact Jimenez to ask for a donation of fruit.

Commissioners Birnbaum and Pritzker are not available to participate at the health fair.

Chairperson Shannon suggested having a local store provide the bags to use for the giveaways. She also suggested passing out coupons for local stores.

Chairperson Shannon offered to look for a health education ordering catalog for items that could be purchased in bulk. She questioned the Board of Health's budget for the health fair. Health Inspector Klinger confirmed there wasn't a budget but offered to make a special request for funds. She offered to contact businesses to donate and mentioned she could make photocopies at Village Hall. Commissioner Melone suggested passing out magnets.

Mr. Acevedo suggested promoting Wheeling Walks with a push for the summer. He suggested offering a walk around the park as an activity at the fair. Chairperson Shannon suggested taking mini-walk groups as the Board of Health's activity. Commissioner Melone suggested including stations during the walk and having something stamped so the when the walker returned, they would get a giveaway.

Health Inspector Klinger asked if Chairperson Shannon could take blood pressure readings at the health fair. She suggested writing down the reading and then handing out a blood pressure pamphlet.

Commissioner Birnbaum thought it was a good opportunity to promote the medication collection and the Walgreens narcotic program. Health Inspector Klinger suggested passing out the sharp containers.

The Board of Health agreed and felt they had enough ideas for the Health Fair.

Commissioner Birnbaum moved, seconded by Commissioner Melone to confirm that the Board of Health will participate in the Wheeling Park District's Health Fair on May 20th from 1:00 – 4:00 p.m. The motion was approved by a voice vote.

Mr. Acevedo thanked the Board of Health. He referred to the Park District's disclaimer that is included on the form.

Commissioner Pritzker suggested having LifeSource do blood typing.

Chairperson Shannon suggested contacting someone for the PSA testing.

Commissioner Birnbaum passed out the Wheeling Park District's Summer Entertainment brochure.

Commissioner Melone noted that this meeting was the only time to discuss the Board of Health's involvement prior to the event. Health Inspector Klinger mentioned a special meeting could be scheduled to discuss the different ideas.

Commissioner Birnbaum expressed concern that only two Commissioners would be present at the fair. Health Inspector Klinger offered to assist if needed.

Commissioner Melone asked Health Inspector Klinger to find out if there was any money to be used toward the health fair.

It was decided that a separate workshop would be needed to discuss the Board of Health's plans for the health fair. Health Inspector Klinger will confirm if minutes will need to be taken at the workshop.

Health Inspector Klinger will sign and return the Park District's participation form.

Commissioner Birnbaum recommended scheduling the workshop after Health Inspector Klinger had time to make phone calls regarding the budget. She felt it would be helpful to have the information prior to the meeting.

Commissioner Melone felt giveaways were important. Chairperson Shannon suggested giving out pencils/pens. She also thought there were leftover hand sanitizers. Commissioner Birnbaum suggested contacting Northwest Community since they participated at the last health fair. Chairperson Shannon thought Advocate also assisted last time. Commissioner Melone thought the attendees would be running around the health fair and not have time to do any testing. Chairperson Shannon mentioned people had previously signed up in advance for the cholesterol testing. Health Inspector Klinger thought blood pressure testing would be easier. Commissioner Melone didn't think a waiver would be needed. Chairperson Shannon questioned if a waiver would be needed for any liability.

Commissioner Birnbaum remembered bone density and hearing tests at past health fairs.

Health Inspector Klinger announced there was a new Board of Health Commissioner who would be attending the next meeting. She also mentioned that he does diabetes screening and might be available to screen at the health fair. He is getting sworn in on Monday. Commissioner Melone questioned the accuracy and if a waiver would be needed. Health Inspector Klinger offered to speak with the new Commissioner.

Commissioner Melone felt a health fair was more informational than hands on. She assumed there will be a high attendance of kids at the health fair.

Chairperson Shannon thought obesity awareness could also be addressed.

Chairperson Shannon suggested looking at the Oriental Trading Company catalogue for giveaways since they were cheap. If the Village didn't have funds, Health Inspector Klinger mentioned the Commissioners could always donate money as an option if they were interested.

Commissioner Melone questioned the message the Board of Health wanted to send at the event. Commissioner Pritzker wanted to let the public know the Board of Health existed. Health Officer Serena Klinger felt it was a good time to promote the Board of Health.

Commissioner Birnbaum questioned if it could be an opportunity to survey people on the needs of the Village. She suggested using a clipboard and having the Commissioners ask people about the type of health services they wanted to see in the Village. She thought it would be better than giving a survey for the people to fill out. She questioned the type of questions the Board of Health would be interested in asking. She thought it was a good opportunity to survey the community.

Health Officer Klinger mentioned she receives a lot of phone calls regarding vaccinations at the Village. She offered to print out a survey.

Commissioner Birnbaum felt the health fair was a good opportunity to tell people about the services the Village offers. She agreed it would be helpful to have the sharp containers available to pass out.

Commissioner Birnbaum thought it would be great to have a magnet that had the sharp and pharmaceutical recycling dates.

Health Inspector Klinger will provide information to the Board of Health via e-mail. She reminded the Commissioners that they could reply to her but not to all.

Commissioner Birnbaum offered for the Park District to make a Wheeling Walks banner that could be used at the booth. The Park District prints banners in-house. Health Inspector Klinger asked if they could print a Wheeling Board of Health banner for the booth. Commissioner Birnbaum confirmed they could do a Wheeling Walks banner which could be part of the booth. Health Inspector Klinger offered to make a Board of Health paper banner. Chairperson Shannon thought there was already a Board of Health banner. Health Inspector Klinger will ask Bev Slaby if there is a banner already made and if not ask Public Works to make one. Chairperson Shannon suggested making signs to be used over the prescription medication signs.

Commissioner Melone suggested including a trivia or true/false activity for people that visited the booth. She suggested using the floating ducks in water game. Prizes could be given for correct

answers. She thought the questions could promote healthy living.

Health Inspector Klinger suggested scheduling a date for a workshop. She suggested doing the basic at the booth and then expanding next year if it went well. Chairperson Shannon liked the idea of including an activity. She suggested bingo or jeopardy using health questions.

Commissioner Birnbaum suggested setting a date instead of waiting.

Commissioner Melone moved, seconded by Commissioner Birnbaum to schedule a planning workshop for the health fair at 6:30 p.m. on April 10th. The motion was approved by a voice vote. The location will be determined at a later date.

VI. OLD BUSINESS

a) Blood Drives – Next date July 11, 2018

Health Inspector Klinger announced July 11, 2018 as the date of the next blood drive.

b) Past Blood Drive – March 7, 2018

30 unites were collected at the March 7th blood drive. There were 6 or 7 people who could not donate due to travel restrictions. 30 is about average.

c) Prescription Medication Collection – March 17, 2018

Commissioners Pritzker and Shannon worked the March 17th collection. They went through a lot of the large containers but it was slow compared to the other weekends.

Chairperson Shannon mentioned that more of the large containers were needed. There were enough small containers.

Health Inspector Klinger passed the schedule around to help fill in dates since Trinity was removed from the schedule. One person is needed for the April 21st collection since Commissioner Pritzker can no longer attend. Chairperson Shannon is also scheduled for the April 21st collection. Commissioner Melone offered to work the April 21st date along with Chairperson Shannon. Commissioner Pritzker is scheduled on May 19th along with Commissioner Birnbaum. Commissioner Birnbaum can no longer work May 19th so Commissioner Melone offered. Health Inspector Klinger mentioned no one was scheduled in June or July. Commissioner Birnbaum offered to work the June 16th collection. Health Officer Klinger will ask the new Commissioner if he can work the June 16th collection. Commissioner Pritzker offered to work the July 21st collection. Commissioner Birnbaum offered to work the August 18th collection. The schedule will be distributed at the May meeting.

Health Inspector Klinger invited everyone to the Google calendar. Not everyone accepted it so she will e-mail copies of the updated schedule.

Health Inspector Klinger announced the information regarding the Walgreens medication collection was available in three locations on the Village's website.

d) Wheeling Walks program

Commissioner Birnbaum is still walking with her core group. No other update.

VII. OLD BUSINESS

VIII. NEW BUSINESS

a) Goals and Objectives

Chairperson Shannon asked if the Commission wanted to table the discussion. Commissioner Pritzker suggested doing the health fair first. Commissioner Melone suggested the health fair could be a goal to complete in May. She also suggested a goal of continuing the monthly medication collection and participate in the blood drives.

b) Community needs assessment

Chairperson Shannon researched different community needs assessment tools. The first one is a detailed oriented assessment tool. She thought the Commission could look at the different tools and pick and choose to determine which parts they wanted to use. The second tool is a catalogue that gives a lot of resources and developers. The third tool is put out by the CDC and is strictly about health assessment and group evaluations. The last tool is from the National Network Libraries of Medicine which includes a lot of information.

Commissioner Melone suggested having two members of the Commission meet to review the information and provide a recommendation. Chairperson Shannon confirmed that the tools did not provide any tabulations, it was just the tool kit.

Commissioner Melone questioned if the tool kits came in different languages. Chairperson Shannon was unsure but thought it was usually available in English and Spanish.

Commissioner Pritzker questioned the purpose of the needs assessment. Commissioner Melone explained it would be for the voice of the community to see the needs and resources of health and wellness in the community. She also thought it could help shape any other future goals for the Board of Health with activities.

Commissioner Pritzker questioned if the people who needed the services would be the ones on a computer. Commissioner Melone thought it was the only way to communicate in addition to avenues like the health fair. Health Inspector Klinger explained the Village had an e-mail list to send out the survey monkey/assessment. Commissioner Melone felt participation would be limited but could be a way of introduction of the Board of Health.

Health Inspector Klinger suggested starting a Wheeling Board of Health Facebook page. The Board of Health agreed to make it a goal. Health Inspector Klinger will establish the page and Commissioner Melone will manage it.

Chairperson Shannon clarified the goal was to help promote the health and wellness of the community of Wheeling through the following objectives:

1. Participate in the Wheeling Park District Health Fair in May 2018.
2. Participate in monthly Medication Collections in 2018.
3. Participate in blood Drives (March, July, and November) in 2018.
4. Conduct a community needs assessment in 2018.
5. Continue to encourage the community to walk (Wheeling Walks).
6. Increase the membership of the Board of Health.
7. Establish a Wheeling Board of Health Facebook page.

Commissioner Birnbaum and Melone will meet to review the needs assessment tools and report back at the next Board of Health meeting.

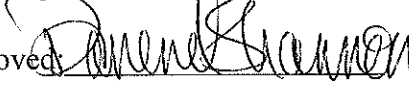
IX. VERBAL COMMUNICATION - none

X. ADJOURNMENT

A motion to adjourn the meeting was entered at 8:29 p.m. by Commissioner Birnbaum. Commissioner Pritzker seconded the motion. The motion received unanimous approval by the Board of Health.

Respectfully submitted,

Danene Shannon, Chairperson
Wheeling Board of Health

Approved:  Date: 07-24-2018