BOARD OF HEALTH COMMISSION

MEETING MINUTES

January 25, 2022 6:00 PM

Regular meeting in Room 201

Commissioner’s Present: Noel Chavez (Chair), Judy Carter, Kate Odom Jennifer Fritz, Abigail Silva, Suzanne Feeney, Christina Welter

Commissioners Excused: Susan Buchanan (Trustee Liaison),

Staff Present: Dr Theresa Chapple-McGruder Sara Semelka

**Call to order.** Dr. Chavez called the meeting to order at 6:01 pm.

**Agenda approval.** A quorum was received motion to approve agenda.

**Minutes approval.** November and December minutes were approved

**Public comment.** No public comments were submitted for this meeting.

**Old Business.**

**Staffing update.** Dr. Chapple McGruder advised that the Community Health Advisor position is still vacant. Duties added to the position will be lead programs, tobacco, and HIV initiatives. Farmer’s Market manager position is now vacant. The title will be changed to Farmer’s Market and Nutrition Coordinator to increase more awareness of health and environment. Terry Vavra was introduced by Dr Chapple as the new Emergency Preparedness Coordinator. Our Licensed health practioner position is still vacant since March of 2021, Human Resources has changed the salary and class for more awareness for candidates

**Open positions on the commission.** No discussion at this time

Dr. Chapple has reached out to the transportation commission for support of cyclist and walkers in the Village of Oak Park, still awaiting a response. Commissioner Carter is in favor of WALKOAKPARK.COM, an initiative to support residents particularly children of Oak Park who may walk or bike within the village.

**COVID-19 vaccinations.** No discussion at this meeting.

**Revised IPLAN.** No discussion at this meeting

**New Business.**

Dr. Chapple conducted a small orientation and introduction of the health’s department mission and vision. Dr. Chapple spoke of the three core functions of Public Health: assessment, policy development, and assurance. Dr. Chapple gave the present functions of the health department as a medium-level operating department; and gave options on how to increase the health department to a fully staffed operated health department at a large-operating level.

Dr. Chapple expounded on all the duties and functions of each division listed under the health department. Administration, Emergency Preparedness, Health Education, environmental services, and nursing.

Dr. Chapple spoke of the accomplishments in 2022 meeting and exceeding expectations with only 30% staffed in the health department post pandemic.

Ms. Semelka proposed ideas of the Health Ambassador and explained the roles of the position. Ms. Semelka wants to draw more attention to the farmer’s market division with increased awareness of health education. Non-covid related ideas such as sex education, health screenings, dental health, etc.

**2023 Draft Work Plan.** No discussion at this meeting.

**Adjourn.** Commissioner Carter moved to adjourn. All commissioners present voted in favor. Dr. Chavez adjourned the meeting at 7:52 pm.