Macon County Health Department
Board of Health Meeting Minutes

Public Health
Prevent. Promote. Protect.
Macon County Health Department

Wednesday, April 21st, 2026 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521

Meeting called to order at 5:32 p.m.

Attendance

- Mark Scranton, President – present
- Jeff Entler, Vice President – absent
- Jan Hack – present
- Cody Parks – present
- Debbie Hill – present
- Dr. Bret Jerger – present
- Dr. Venkat Minnaganti – absent
- Dr. Jeff Smith – present
- Deborah Pulliam – present
- Jennifer Mahannah – absent

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Chief Financial Officer
- Scott Parks, Director of Human Resources
- Tiffany Reed, Administrative Assistant
- Emily O'Connell, Director of HPPR

Other Attendance:

- N/A

Consent Calendar

- *Cody Parks made a motion to approve the consent agenda, properly seconded by Dr. Bret Jerger. Voice vote: all in favor; motion carried.*

Public Comment

- Mark stated there is no public comment.

Employee Recognition

- Mark congratulated and thanked the following people for their years of service: Alma Taylor (1 year)

Old Business

- Lindsey stated no old business.

New Business

- Lindsey started off by giving Emily O'Connell a chance to introduce herself and give an update on a project that she has been working on. She introduced herself as the Director of Health Promotion and Public Relation (HPPR), and that she was there to give an update on the "Cycle Care Program". She said that the program was an initiative to provide much needed menstrual products to the community. She said that when women and girls do not have access to these products, it becomes a public health issue. Emily said that they miss work or school, and that overall, their wellbeing suffers from it. She said that her and Amber Holthaus (Director of CNS) had first applied for funds for the program in February of 2025 and were awarded money in April of 2025. She said the program launched on June 11th, 2025, and that since then, we have distributed over 1,700 bags to girls and women throughout the community. She said that we have partnered with more than 30 organizations and schools to distribute these products to those who need them. Emily said that our main distribution sight was here at the Health Department, so that if anyone needs anything, they can just come in and grab a bag. She said that there are three options to choose from: a pad bag with 10 pads, a tampon bag with 10 tampons, or a mixed bag with 5 pads and 5 tampons. She said that the program has grown quickly and that we would quickly run out of funds, so they applied for a bridge grant and were awarded $2,000 and then over the weekend (April 17th-19th) they were awarded an additional $7,500. She said these funds allowed us to obtain more products, better signage, and better displays to make it easier for people to know where to get the products. She said that their current goal was to distribute an additional 2,500 bags, if not more. She said that one of the stipulations for the grant was that we had to add 15 additional organizations to our list of ones that we partner with to distribute these products. She showed us what one of the bags looks like, the pad bag, and explained what each bag came with: the products and instructions on how to use the products. She said that the pad bags are the most popular as a lot of women and girls don't know how to use a tampon, so they started adding instructions in the bags to make the individuals more comfortable and confident when using either product. She said that we have been able to reach tons of schools to help supply their teachers and students with feminine products. Cody brought up how he appreciated that we were supplying these products to the schools, bringing up an example from how moms and teenagers at Meridian often complained about the lack of products readily available to the young girls. Emily mentioned that it is a law that schools must supply feminine products but was unsure if there is a specific amount that needs to be readily available. She stated that, as most could probably remember about high school, that most students really connect with one teacher and typically go to them for everything. So, having the chance to provide these teachers with products they can give to the students who come to them in need is a game changer. Dr. Jeff Smith suggested getting in communication with the hospitals to see if they would be willing to donate their excess supplies as they often just throw away things to make room for new products. Mark added that we would just have to be careful as there may be some sort of liability issue pertaining to expiration dates that we would have to keep in mind. Lindsey stated that if any of the board members had any additional questions or suggestions, to email Emily or Amber directly as they would be the best point of contact for that program. Emily said that they were just at the "That's What She Said" convention, which is where they were awarded the $7,500, and Mark stated he had been in the audience that evening and claimed it was an impressive turnout. Emily said the hosts award a total of $25,000 to different organizations who are also doing similar things for the community. Laura wanted to let the board know roughly how much each bag cost us to make so that it was more transparent about where all these funds were going. She said that the tampon bag cost about $3 and that the other bags go up to about $3.80, meaning each bag cost between three and four dollars to make. Mark asked how we determine demand, and Emily said that last year, we received $4,200 through the same grant organization and that we just recently ran out of funds this past February. So, from June 11th, 2025, until this recent February was how long that $4,200 last us. Mark commented that our need to maintain what we currently provide would be around $9,000 a year.
- Lindsey said that she had some very brief updates to bring to the board. She said that her and Laura are working on DHS and IDHC Grants that are due on May 1st at the latest. She said that the grants we are currently working on are Home Visiting, BBO, WIC, Farmer's Market, and Peer and Team Prep. She said that those grants alone contribute to 1.9 million dollars toward our funding, making it a good chunk of our funding.
- Lindsey's next update is pertaining to the Oral Health Grant that she's been working on. She said that she will be meeting with Dr. Kim, MCHD's resident dentist, to finalize details about the grant and gather

any of the data that is needed with the application. She asked the board, Dr. Jerger especially, if they knew anywhere that she could locate statistics about Macon County's dental statistics, i.e. the increase in pediatric cavities, or the number of dental procedures done regularly in the area. Dr. Jerger said that there wasn't much in terms of local statistics, but that there definitely was stuff nationally for those kinds of stats. He said that there may be a section for Illinois as a whole, but that she would have a hard time finding any information that was just Macon County specifically. Dr. Jerger asked if Lindsey had reached out to the State Dental Society to see if they had those kinds of numbers for her. Lindsey said that she had not and asked Dr. Jerger if he had a contact in the SDS that she could reach out to, which he said he would get her his point of contact information so that she could see if they had anything that would help her. Lindsey said that, in doing research for the grant, she found out that Macon County isn't listed as "underserved" in the world on dentistry. She said that Dewitt County was listed, but that we weren't, which surprised her as well as the board members. Her and Dr. Jerger agreed that they wanted to see the dated that supported that claim as they were baffled to ear that Macon County wasn't considered "underserved" in dental. Lindsey suggested that it may just be outdated information given she recently talked to Dale Coley, who owns the pharmacy here in town, and that he was sharing some struggles he was having because Macon County was also not designated as "underserved" medically. She said that he presented the issue somewhere, and after review, Macon County was redesignated as "medically underserved" as it should be. Lindsey suggested that maybe the dental listing is just something that is outdated and needs to be brought to light so that the current data can be reviewed and we can be labeled as "underserved" in the dental world. She said that once she gets everything sorted and the application for grant submitted, should we receive the grant, it would be $300,000 that would be allocated to us $100,000 at a time and that we would be able to put it towards anything related to dental. She said that the application was due May 8th and that we wouldn't hear anything about it until August.

- Lindsey's next update was to inform the board that the Health Department had had a major domain issue, in which our entire domain had been down for about 48 hours (our outbound phone calls, outbound emails, website, that sort of thing). She said that eventually we resolved the issue and implemented a fool-proof plan so that issues like that will never happen again. She said that what had happened was that the previous IT guy, no fault to him, had had all of the rights and information in his name. And, when he left, all of it just sort of went with him. She said that he had been trying to assist from offsite from afar, but it just wasn't working out. She said that this had happened at the end of March. She said that Alexander, our new IT Specialist, had really put in a lot of work over those 48 hours despite how stressful it was for the entire building. She said she is really proud of how he never gave up and just kept "trial and error"-ing until the issue was resolved. She said that we now have multiple people who have access to that account to prevent this kind of thing from happening again. She stated that what had actually happened was that the credit card attached to the account had expired, a very simple issue. But, because no one could get into the account for almost 48 hours to update it, we were without our domain.
- Lindsey's next update was about the food fees we had recently voted on a few months ago which have been in place for the current year. She said that since then, we have been in conversation with the Park District which has sort of turned into an inter-governmental agreement with the entire county of Macon. The conversations have been about what we could give to the Park District, and what they could give to us in return. She said that it was all still in conversation, but that it is looking like if you are an employee with Macon County, you could get 25% off things like Splash Cove, or the Devon, or the other activities that the Park District hosts. But, in return, we would waive their food fees. The plan is for each office of government department to offer up something to contribute towards the "exchange," but that ours specifically would be to waive their food fees. Mark asked roughly what the Park District's out-of-pocket expenses were in pertaining to the food fees, and Lindsey said around $1,600 in total. Cody mentioned that it seemed like a fantastic deal for us given the amount of discount that would be offered to the county employees. Lindsey said that it definitely feels like an actual trade between us and the Park District. Mark wanted to make sure that it was clarified that the other government offices were also offering up "sacrifices" in order to contribute to the exchange, and Lindsey confirmed that each office was deliberating and finalizing what it was that they could offer in return, but that all we had to worry about was what the Health Department was offering, which was waiving the food fees. Mark also wanted to make sure that we weren't broaching onto any kind of "conflict of interest" in doing this kind of exchange given that there was finances involved that would normally be coming into the Health

Department. Cody suggested that to get around any kind of potential issue would be to have the Park District "pay" their fees and then have us turn around and pay them back the exact same amount as a sort of "membership" fee to maintain the discounts. Mark said that all around, it was definitely a great offer presented by the Park District. Lindsey said that the discounts would include everything Park District, the zoo, Rotary Park, the golf courses, everything that falls under the umbrella of the Park District. Lindsey said that based on previous conversations, she's pretty confident that it will go through and be implemented.

- Scott started his report for the month of March by stating that March was a busy month. He said that, as of April 1st, the current open positions we have are the following: Competent Professional Authority/Nutritionist (which he said that we have found a dietician and she will be starting May 4th), full-time Public Health Registered Nurse, full-time Starting Point Care Coordinator (which we are interviewing for), full-time Family Support Specialist (also interviewing for), and a full-time Environmental Health Specialist. He said that we had two new hires in the month of March, which were a full-time Maternal and Child Health Clerical Support and a full-time Environmental Health Specialist. He said the Environmental Health Specialist began employment on March 23rd and in two days submitted her notice of resignation because her husband was being transferred to Georgia. He said that we also received a letter of resignation from one of our full-time Family Support Specialists, which is a role we are seeking to fill. Scott stated that our only two separations from employment were the Environmental Health Specialist and the Family Support Specialist. He said that had five contingent offers in the month of March: FT Maternal and Child Health Clerical Support (accepted), PT Public Health RN (accepted), FT Environmental Health Specialist (accept then resigned), FT IT Support Specialist Assistant (accepted), and PT Registered Dietician (accepted). He said that we had no internal transfers during the month of March. Scott said that our turnover rate did increase a bit in March, now sitting at 2.63%. But, given we are still under 5% and in single digits, it is still a good number to be sitting at. Scott stated that he had requested an analysis from the auditor's office to show what our Gender Identification percentage currently was and what our Nationality Identification percentage was. He found that 17.72% of our current workforce is male, leaving the other 82.27% female. He said that for the nationality breakdown, EEOC runs 7 nationality identification criteria, and that we are represented in four of the categories with 88.6% of our current workforce being white, 8.86% being black, 1.26% being Asian, and 1.26% being two or more races. He said that being represented in four of the categories would mark as technically diverse, however, looking at the numbers makes it apparent that we lean very heavily in one direction and he would like to start taking steps towards leveling the numbers out. He said he started trying to think of ways to remedy this and found that Richland has a program called EnRich where a lot of the minority students that attend Richland go to. He said that Courtney Carson is the director of the EnRich program. Scott said that he would reach out to him and see if there was a way we could encourage some of the minority students in the program to apply for our open positions to increase our diversity and to work directly with people who are on their way to getting their degree(s). Mark asked Scott if we have been receiving any minorities apply for the positions that we have open. Scott said that we have somewhat had a response to our open positions by people in the minority groups, and that it's not really the response to the open positions that's the biggest issue, it's the fact that most of our open positions require degrees to be considered, which is why he thinks working directly with EnRich students will benefit us and the students. Scott said that he and Lindsey had had the opportunity to go down to the county building and attend a health insurance options summary that was provided by the auditor's office. He said that all of the information he's about to give is proposed and has not been finalized yet, but that he wanted to share with the board so that they were informed on what was happening. He said that beginning July 1st, employees will now have three health options instead of just one. He said our current plan, which is Blue Cross Blue Shield, will remain in place, but has seen a 14% increase in cost. He said that the auditor's office negotiates to get the increase costs as low as possible, and seeing as a few other agencies saw their cost increase anywhere from 40-60%, our 14% isn't as detrimental as it could've been. He said that the two new plans being offered, the BCBS PPO Network Plan which has a wider networking and coverage with a 27% renewal but brings Springfield Clinic back into network and covers the popular GLP1; the second plan is the BCBS Illinois Blue Options Network, which allows the network of the Select Network and the PPO Network to come together and has a lower in-network max out-of-pocket fee, an increase office and ER co-pay amounts which is sort of the pay back for a lower employee payroll deduction amount, it also brings Springfield Clinic back into network, but weight loss drugs are not covered, there is also a higher co-pay for specialty drugs. He said that we would be able to provide a formula to employees so that they could have a general idea on what their medications might cost with that plan. He said that we have a broker coming in early June to meet with employees to explain things and answer questions about the different plans and what might work best for each individual. Scott gave props to the auditor's office for listening to all of the employee feedback and actively seeking out ways to improve the experience for the employees seeking out insurance through us.

- Laura started off her report by saying that we were 33.33% of the way through the fiscal year already, and that the Health Department has reported $1.62 million in revenue, which is about 21% of our budget, and $2.02 million in expenditures, which is about 27% of the budget. She said that that puts us at a deficit of $398,768 in comparison to the budget surplus of $43,379. She went on to say that our total assets were at around $7.77 million, and that cash and investments contributed to most of that number. Laura did say that our liabilities stayed low at around $347,000. She was able to provide the ending balance was at around $7.42 million, which shows the deficit but still holds enough to support ongoing operations. She did say that our taxes have not come in yet, which is why our revenue is currently lower than our expenses, which is common for this type of year. Next, she said that we had some negative news about our investments. She said that we took a hit this month in the IMET investment, which was in the negative for $12,896.93. She said she reached out to seek answers as she was confused as to how we had taken such a hit. She stated that the answer she received was that our core fund, which is completely liquid but intended for long-term investment, reflects a debit due to the asset value, which means it's due to market changes more than anything else. Dr. Smith asked if it was based on the stock market or something else, and Laura responded stating that the decrease was due to the IMET Market specifically as they have their own market. Laura said that her and Lindsey intend to have a more in-depth conversation with John Jackson about this to make sure that if this was going to happen, maybe we should put our money in a more secure and safe location, like our IPRIME account. Laura said that she was told that this should eventually fix itself, we just have to keep an eye on it. Dr. Smith asked if Laura knew how much we paid for management through IMET, and Laura said that that's a question for John Jackson as he is the one who handles all of those expenses. Laura said that there was about five other accounts that have a portion of the IMET, and that the $12,000 was just our portion of the funds that were debited, the other accounts were also affected. Lindsey pointed out that, even with the debit, our IMET investment is still up $25,000 for the fiscal year.
- Lindsey said that the attendance roster for the board members for the fiscal year of 2025 and the 2026 to date were in their packets. She said that, per the by-laws, the board is to review the attendance rosters and decide if any action needs to be taken. Mark was appreciative of the documents, and stated that he strongly suggested everyone look them over as he really wants to see all of the board members as active as they can be in terms of showing up for the meetings. He also said to keep an eye out for anyone who would be beneficial in terms of providing insight on the board.
- Lindsey said that we received additional funding to support our tobacco free program in the sum of $20,941. She said that this funding will go towards covering more of the expense accounts for the program. *Mark Scranton made a motion to approve the grant, Cody Parks seconded; all vote unanimous, motion carried.*
- Laura presented the grant that was previously discussed for the Cycle Care program, which totaled up to $9,500 since previously brough to the board. She said that we will be applying it towards supplies and marketing, making it an in and out grant. *Cody Parks made a motion to approve, seconded by Dr. Bret Jerger; all vote unanimous, motion carried.*

Closed Session:

- N/A

Open Session:

- N/A

Adjournment

The meeting adjourned at 6:27 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President: ____________________

Secretary: Deborah Pulliam

Date: 5-19-2026