Macon County Health Department
Board of Health Meeting Minutes

Tuesday, August 18th, 2026 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521

Meeting called to order at 5:42 p.m.

Attendance

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

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Chief Financial Officer
- Elizabeth Alvis, Director of Human Resources
- Theodore Reed, Administrative Assistant

Other Attendance:

- No other attendees

Consent Calendar

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

Public Comment

- Lindsey stated there is no public comment.

Employee Recognition

- Mark Scranton congratulated and thanked the following people for their years of service: Teresa Smith (24 years), Jandi Powell-Samario (5 years), Laura Zuber (3 years), Angel Hollis (1 year), Lyndsey Wolters (1 year), Alexander Harshman (1 year).

Old Business

- Mark stated no old business.

New Business

- Elizabeth Alvis presented her first Human Resources report, providing a workforce update for the month of July. She reported six open positions, 31 applications, three interviews, one new hire, and three separations, resulting in an approximate turnover rate of 4.3%. Elizabeth also reviewed recent staffing changes, including the promotion of Brooke Beavers to Assistant Director of Maternal and Child Health, Pamela Day's transfer into the Money Management Specialist position, the successful hiring of an Environmental Health Specialist, and the anticipated start of a new Care Coordinator in September. Despite those additions, several critical vacancies remain open. Elizabeth outlined recruitment efforts currently underway, including expanded use of LinkedIn, Chamber of Commerce partnerships, and outreach to local colleges and universities. She noted that recruitment has generally been successful for entry-level positions but remains difficult for specialized roles such as Registered Nurses, Family Support Specialists, and Care Coordinators due to workforce shortages and position-specific qualifications.
- A lengthy discussion followed regarding healthcare recruitment challenges, workforce trends, and employee retention. Elizabeth and Lindsey Munsterman discussed the ongoing difficulty filling the Registered Nurse position that supports the Better Birth Outcomes program, noting that only one qualified applicant had been identified during the most recent recruitment period. Board members asked questions regarding compensation, scheduling, recruitment strategies, and the potential impact of vacancies on program operations. Staff stated that the department remains compliant with grant requirements but emphasized the importance of filling the position to maintain service levels and maximize future funding opportunities. Discussion also included possible recruitment incentives, flexible scheduling options, and continued marketing efforts. Elizabeth concluded her report by noting that she remains focused on recruitment, policy updates, compliance initiatives, employee development, and strengthening human resources practices throughout the department.
- Lindsey Munsterman presented a proposed holiday bonus policy for calendar year 2026. She explained that the proposal mirrored the policy approved by the Board in the previous year but reflected a reduced bonus amount of $1,000 per eligible employee rather than the $1,200 bonus awarded in 2025. Lindsey stated that the reduction was recommended in order to preserve remaining State and Local Fiscal Recovery Funds designated for employee recruitment and retention initiatives. She explained that the funding source expires in November 2027 and that reducing the bonus amount would enable the department to continue utilizing those resources for future retention programs, tuition assistance opportunities, recruitment incentives, and nursing sign-on bonuses.
- Board members discussed the proposal in detail and asked questions regarding employee eligibility and distribution timing. Lindsey confirmed that all active employees, including part-time staff, would be eligible to receive the bonus under the same structure utilized in the previous year. Discussion followed regarding whether newly hired employees should receive the same amount as long-tenured staff and whether bonus amounts should vary based on employment status or hours worked. Board members expressed differing views on the topic, with some suggesting prorated amounts and others noting that different bonus levels can sometimes create morale concerns among employees. Lindsey reiterated that the intent of the bonus program is employee retention and that the department had applied the policy uniformly during the previous year.
- Additional discussion focused on the timing of bonus distribution. Several Board members suggested that employees may benefit from receiving the bonus earlier in December so that funds are available for holiday expenses. Lindsey explained that her original recommendation to provide the bonus through the December 24 payroll was based upon plans to announce the bonus during the department's holiday celebration, allowing the payment to serve as a positive surprise and recognition event for staff. Ultimately, Board members agreed that regardless of distribution timing, employees would likely view the bonus favorably and appreciate the Board's continued support of staff retention initiatives. *Mark Scranton made a motion to approve the Holiday Bonus, properly seconded by Cody Parks; motion carried unanimously.*
- Lindsey informed the Board that the regularly scheduled September Board of Health meeting conflicts with a Finance Committee meeting at which she and Jeff Entler will be presenting the proposed Fiscal Year 2027 budget. Because both individuals would be required to attend the Finance Committee

meeting, Lindsey requested that the Board consider adjusting the September meeting schedule. Board members discussed several possible alternatives and generally expressed support for moving the meeting to September 14, 2026, if member availability would permit. Staff agreed to contact Board members and determine whether sufficient attendance could be achieved on the proposed date before making a final recommendation.

- Lindsey presented a proposed budget amendment to recognize new funding being received through a partnership with Heritage and the Macon County Mental Health Board. She explained that the additional revenue would support the recently established Money Management Specialist position and represented only the portion of funding expected to be utilized before the end of the current fiscal year. Lindsey reported that the agreement will ultimately provide more than $83,000 in support but that approximately $28,926 was being added to the Fiscal Year 2026 budget at this time. Discussion included anticipated expenditures associated with salary, fringe benefits, contractual needs, office equipment, and other expenses required to support the position. *Cody Parks made a motion to approve the resolution regarding the increase in the FY2026 Budget, properly seconded by Mark Scranton; motion carried unanimously.*
- Prior to presenting the proposed FY2027 budget, Laura Zuber provided a financial update and reported that July tax revenue increased approximately 5.29 percent compared to the previous fiscal year. She also reviewed investment performance, noting that the department had received more than $132,000 in investment earnings during the current fiscal year and that investment accounts had continued to perform well following earlier market fluctuations. Laura and Lindsey Munsterman then presented the proposed FY2027 budget. Staff reviewed several notable changes from the previous fiscal year, including adjustments to equipment and supply expenditures, a projected 4 percent increase in tax revenue, and the loss of PREP and Hepatitis B funding due to state-level funding decisions. Staff indicated that the budget remained balanced and that other revenue sources would help offset those funding reductions.
- Additional discussion included departmental restructuring within Maternal and Child Health programs, a proposed 4 percent salary adjustment, and changes to the employer IMRF contribution rate. Lindsey also highlighted plans to address mental and behavioral health concerns identified through the IPLAN process, including the proposed addition of a Licensed Professional Counselor position to serve underserved and Medicaid populations. Board members discussed the proposed budget, staffing priorities, funding assumptions, and future revenue opportunities. Members commended staff for the organization and preparation of the budget and noted improvements to the budgeting process in recent years. *Mark Scranton made a motion to approve the Fiscal Year 2027 Budget, properly seconded by Dr. Venkat Minnaganti; motion carried unanimously.*

Closed Session:

- N/A

Open Session:

- N/A

Adjournment

The meeting adjourned at 6:36 p.m.

Respectfully Submitted,
Theodore Reed
MCHD Administrative Assistant

President: _____

Secretary: Deborah Pulliam

Date: 10/20/26