



**Public Health**  
Prevent. Promote. Protect.

**Macon County**  
Health Department

## **Macon County Health Department Board of Health Meeting Minutes**

Tuesday, August 19th, 2025 – 5:30 p.m.  
Main Conference Room - Macon County Health Department  
1221 E. Condit St., Decatur, IL 62521



**Public Health**  
Prevent. Promote. Protect.

**Macon County**  
Health Department

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

### **Attendance**

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

### **Health Department Staff in Attendance**

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Accounting Director
- Scott Parks, Director of Human Resources
- Jerry Brown, Director of Environmental Health
- Brittany Barreras, Assistant Director of Environmental Health

### **Other Attendance:**

### **Consent Calendar**

- *Mark Scranton made a motion to approve the consent agenda, properly seconded. Voice vote: motion carried.*

### **Public Comment**

- No public comment

### **Employee Recognition**

- Mark congratulated and thanked Teresa Smith on 23 years of service, Jandi Powell-Samario on 4 years of service and Laura Zuber on 2 years of service.

### **Old Business**

- Mark mentioned that nobody has volunteered, and no names have been given as nominations for Treasurer at this time. Lindsey explained the responsibilities of the Treasurer. Discussion was made regarding how urgent this position needs filled. Lindsey suggested that if every board

member puts their eyes on the finances, we can table the treasurer for the time being. Treasurer tabled for next months meeting.

### **New Business**

- Scott Parks, Human Resources Director introduced himself, stating he has about 16 years of HR experience in a healthcare setting, and he was privileged to be here and happy to help MCHD excel. Scott also touched on the 8 vacant positions and our goal being to get them filled as soon as possible with the quality people that we need.
- Jerry Brown introduced Brittany Barreras as the new Assistant Director of Environmental Health. He stated that she's been with the department for just shy of 3 years and he's looking forward to the Environmental Health division coming together like it is. Brittany shared that she was previously in the Air Force as a Public Health Technician for 3 years before she left the Air Force to focus on family. Mark stated that Brittany has been doing a very wonderful job and was happy to have her promoted from within MCHD.
- Lindsey shared that there is a conflict with the September BOH meeting due to a finance committee meeting with the County, and suggested the BOH propose an alternate date for the meeting, otherwise, it would need to be cancelled. She suggested that the meeting be rescheduled since we're in the middle of budget season. Mark stated that he thought they had previously discussed having the BOH meeting on September 15<sup>th</sup>, same time as usual. It was agreed to have the BOH meeting on September 15<sup>th</sup>, 2025.
- Lindsey stated that we are simply restructuring the wording and moving things into the appropriate places. The significant changes are when we are doing lateral transfers/promotions, we've previously required a 3 month and 6 month evaluation. We feel just a 6 month evaluation for internal transfers/promotions is sufficient. So, we're just proposing that we take out the 3 month evaluation. We took out some language that was repetitive; but the meat of the policy is the same. Lindsey also stated that we provide raises on December 1<sup>st</sup> of each year, but the employee must be off probationary period to receive that raise. 6 months is the probationary period. If you're on probation during the time of the raise, you don't qualify for that raise in December. Mark asked if there was any discussion. *Cody motioned to approve the changes made to the Salary Management Policy, properly seconded by Jeff Entler; all in favor; motion carried.*
- Lindsey is requesting a couple of small changes to the current salary scale. One being the Home Visiting Supervisor; she has 4 staff members who she directly oversees and is also very involved in managing an over \$500,000 grant, she has a significant number of responsibilities in her position in comparison to a lot of our direct staff. Lindsey proposed that she be increased from the \$54,600 pay grade to the \$60,000 pay grade. Lindsey stated that we have some difficulty trying to figure out how to spend this grant, so the grant dollars will cover her salary and increases for the foreseeable future. Mark understood the increase but questioned if the increase moves her position from Level 6 to Level 7. Lindsey confirmed. Moving onto the second change; Lindsey stated that all RN's are not paid equally-an RN in the Clinical Nursing division is paid \$54,600 while certain RNs in the Maternal and Child Health division are paid \$49,600. Lindsey is proposing that all RN's be paid equally across the agency. She also suggested the RD's be paid at \$54,600. This is mostly because our WIC program has had vacant positions since 2018 or before. We cannot fill the RD position in the WIC division. Currently, we have 1.5 staff members when we should have 5. Lindsey stated she thinks part of the issue is that RD's just aren't abundant in the area and a lot of them are choosing to work in the clinical environment, so there are other factors coming into place, but she stated she has to become competitive with surrounding places who also hire RD's. The last position Lindsey suggested an increase for is an LEHP; which is a credentialed Environmental

Health Specialist. Jerry shared that an LEHP is a licensed environmental health practitioner who is especially trained to organize, implement and manage environmental health programs, trained to carry out education and enforcement activities for the promotion and protection of the public health and environment. Mark asked for any discussion/questions. Jeff asked if the changes that are being made include the people currently in these positions and how do we fund it? Lindsey explained that this year we have so many vacancies that we will have a surplus in personnel funds that it won't change our current budget, and an amendment wouldn't be needed. The LEHP change would only affect new people coming in because the LEHP's that we have on staff right now are in leadership positions, the RD change will only affect 2 people, one of which is a part time staff member and the RN change will only affect 3 people, so it's not a substantial financial impact right now and we would have additional funds to cover that before the beginning of the new fiscal year. Jeff questioned that our salaries need upgraded and those are putting people at parity with the marketplace. Lindsey explained that she thinks its comparable to other health departments. She also shared that health departments across the entire state are struggling with staffing. But she stated that she doesn't know what the complete answer is but wants to start moving in the right direction without jumping too high. She feels \$54,600 for these positions is pretty average. Cody stated that the change in salary looks better; Mark confirmed that it was a move in the right direction compared to the private sector that we can't compete with. Lindsey stated that if in the future, we need to continue to increase these salaries, it would require us to reevaluate the entire schedule because then we would have positions in a level of pay grade that is the same as their supervisors. She stated there's always a ripple effect and you don't want to increase it so those staff members are coming in at a higher rate than their supervisors. She feels that starting here will at least move us in the right direction. *Jeff motioned to approve the salary schedule as presented; Bret seconded. All in favor; motion carried.*

- Lindsey stated that usually in November, the County says we are going to close at noon on Christmas Eve and New Years Eve. Last year, we made a decision to close the Health Department all together because of the staff and number of clients that we see. Because of the way we schedule clients in our Dental and WIC clinics, we're often scheduling 3 and 4 months in advance. Lindsey proposed that the Health Department be closed on the eves like last year assuming that the County votes that the eves be half days anyway. Board discussed that it should be the same as it was last year. *Mark motioned to approve as presented, Cody seconded. All in favor; motion carried.*

### **Closed Session:**

No Closed Session

### **Adjournment**

The meeting adjourned at 5:57 p.m.

Respectfully Submitted,  
Amber Balfour  
MCHD Administrative Assistant

President: 

Secretary: 

Date: 9/15/25

