



Macon County Health Department Board of Health Meeting Minutes

Tuesday, December 19th, 2023 – 5:30 p.m.
WIC Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521



Mark Scranton called the meeting to order at 5:38 p.m.

Attendance

- Mark Scranton, President - present
- Jeff Entler, Vice President - present
- Candace Clevenger, Treasurer - absent
- Carolyn Wagner, Secretary – absent
- Jan Hack – absent
- Cody Parks – present
- Debbie Hill – absent
- Dr. Bret Jerger - present
- Dr. Venkat Minnaganti – present
- Dr. Jeff Smith – present
- Marsha Webb – present

Health Department Staff in Attendance

- Lindsey Munsterman, MSND, Public Health Administrator
- Brandon Stone, M.S., Ed.S, Asst. Public Health Administrator
- Laura Zuber, Accounting Director
- Teresa Smith, Starting Point Director
- Karen Shiflett, WIC/FCM Director
- Jerry Brown, Assistant Director of Environmental Health
- Kyleah Clark, Administrative Assistant

Consent Calendar

- Jeff Entler made the motion to approve the consent agenda, properly seconded. Voice vote: motion carried.

Public Comment

- Abeer Motan expressed concerns to the Board of Health regarding mutation in Macon County and police force involvement in the black market of human body parts. Abeer also stated that Seven Brew is poisoning Starbucks coffee.

Employee Recognition

- BOH President, Mark Scranton, congratulated Jennifer Hardin, Jenelle Hockaday, Sue Borowczyk, Tiffany Harris, Lindsey Munsterman, Courtney Dick, Luke Leach, and Cassie Mullins for their years of service at The Macon County Health Department.

Old Business

- N/A

New Business

- Lindsey Munsterman presented a resolution to the board requesting an increase in the FY24 budget to hire a full time Care Coordinator Aid in the Starting Point Division. Lindsey discussed that a Care Coordinator Aid is a requirement of our CCU contract to assist our case managers with monitoring, intake, income information and verification of documentation. Teresa Smith stated Medicaid application payments by IDOA since the policy became effective on July 1, 2023, show that we have been paid \$28,021.35 for completion of Medicaid applications since July 1, 2023. Teresa stated these are payments not received in prior fiscal years as the requirement was just added to the Care Coordinator job duties by IDOA on July 1, 2023. Teresa states we hope to support our request at least partially for the Care Coordinator Assistant position with these payments. *Cody made a motion to approve the resolution, properly seconded. Voice vote: motion carried.*
- Lindsey Munsterman presented a resolution to the board requesting an increase in the FY24 budget to hire a part time MIECHV Coordinated Intake Worker. Lindsey discussed that this position is budgeted into our FY23 MIECHV budget and will be primarily covered by grant funds. Lindsey stated we have a full time MIECHV Coordinated Intake Worker on staff currently and she needs assistance to complete the job responsibilities. Lindsey explained the general concept of this position to the board and what services they provide. *Mark made a motion to approve the resolution, properly seconded. Voice vote: motion carried.*
- Lindsey presented a policy change to the board regarding our current Time Clock Policy. Lindsey stated our current policy is no longer accurate as it references "Time Clock Plus", which is a system that is no longer utilized by the Health Department. Lindsey stated the proposed policy is in line with our current time clock system, EWS for MIP. Lindsey stated EWS for MIP is a time clock system that is integrated with the accounting software used by Macon County. *Mark made a motion to approve the new time clock policy, properly seconded. Voice vote: motion carried.*
- Lindsey presented a policy change to the board regarding our current flex time policy. Lindsey stated there are no significant changes, other than that it will be fully implemented. Lindsey states the flex policy has not been fully implemented for many years due to COVID but plans to ensure it is moving forward. *Mark made a motion to approve the new flex policy, properly seconded. Voice vote: motion carried.*
- Lindsey presented an ordinance to the board regarding the Illinois Paid Leave for all Workers Act for the Macon County Health Department. Lindsey states this was an ordinance created by Ed Flynn that must be passed before the end of the year to stay in compliance with State Law. Lindsey states this same ordinance was passed by the County Board within the past week, but Ed recommended it be passed through the Board of Health as well. *Mark made a motion to approve the ordinance, properly seconded. Voice vote: motion carried.*
- Mark thanked Lindsey, Brandon, and Laura for their service this year. Brandon and Lindsey specifically thanked the Board of Health for their support in completing a salary assessment earlier this year and subsequently increasing salaries for both new and current employees. Laura expressed gratitude to the Board of Health as well.

Closed Session, if appropriate

- No closed session.

Adjournment

- *Mark Scranton made the motion to adjourn, properly seconded. Voice vote: motion carried.*

The meeting adjourned at 6:13 p.m.

Respectfully Submitted,

Kyleah Clark

Administrative Assistant

President: _____

Secretary: _____

Date: _____