

**Macon County Board of Health Meeting Minutes
Macon County Health Department
1221 East Condit Street, Decatur IL 62521
WIC Conference Room
April 18, 2023; 5:30pm**

President, Mark Scranton, called the meeting to order at 5:33 p.m.

Attendance

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

Health Department Staff in Attendance

- Lindsey Munsterman, MSND, Interim Public Health Administrator
- Susan Hertel, Administrative Assistant
- Evan Trimby, IT Support Specialist
- Luke Leach, IT Support Specialist Assistant
- LaKeeya Funches, CFO
- Karen Shiflett, Director WIC/FCM
- Teresa Smith, Director of Starting Point
- Kathy Wade, Director of Environmental Health & Emergency Preparedness
- Marisa Hosier, Director of Health Promotion and Public Relations - Virtual
- Kim Sabin-Pritchett, Dental Office Manager

Public in Attendance

- Mike Baggett, Assistant State's Attorney
- Linda & Mike Kehart

Approval of Agenda Topics

Public Comment

- Linda & Mike Kehart talked about Lyme disease.
- Not much is being done in Macon County in terms of educating physicians and others about Lyme Disease.
- They would like to offer MCHD the tuition for a physician in Macon County to become a Lyme literate Doctor.
- It is a three-day training in Philadelphia.
- Mark Scranton thanked them for making the offer and Lindsey will work on pursuing that.

Approval of March 21, 2023, BOH Meeting Minutes

Approval Board of Health Special Meeting – Personnel Committee-OPEN Minutes April 5, 2023

Approval Board of Health Special Meeting – Personnel Committee-CLOSED Minutes April 5, 2023

- *Mark Scranton made the motion to approve the minutes as presented, properly seconded, voice vote: motion carried.*

Board Education: Communicable Disease Updates

- Nothing to report.

Presentation and Acceptance of Financial Report – LaKeeya Funches

- 33% into the fiscal year
- Health Fund Balance is at 7.69 million
- Total revenue is at 2.15 million, which is 30.3% of budgeted revenue
- Interest on the Money market is included in this report
- Money Market is currently sitting at \$4,014.00
- The Money Market interest since last month increase has been \$10,200.00
- *Carolyn Wagner made the motion to approve as presented, properly seconded, voice vote: motion carried.*

Approval of Department Expenditures – LaKeeya Funches

- Expenditures are currently at \$1.7 million which is 20.6% of budgeted expenditures
- *Marsha Webb made the motion to approve, properly seconded, voice vote: motion carried.*

Review of CFO Board of Health Flex Time Report

- Carolyn Wagner asked why one of the employees in the WIC department has 60.5 hours of flex.

- LaKeeya Funches explained that is significantly lower than that because the time has not been used yet. She is set to use many of the hours in the coming weeks, LaKeeya says it is actually like 39 hours.

Grant Applications for Review and Approval

- No Grant report

Division Reports

- Carolyn Wagner asked Kathy Wade if she has secured any additional staff.
- Kathy Wade reported she has a new Environmental Health Specialist, Emilie Swinford.
- Carolyn Wagner asked Kathy if the percentage of closed facilities is wrong, she thinks it should be way lower. Kathy corrected it.

Employee Recognition

- Sally Williams – 26 years

Old Business

Discussion Regarding Employee Retention Bonus Program

- Mark Scranton gave a report that Mark Scranton, Lindsey Munsterman, LaKeeya Funches, Marsha Webb and Carolyn Wagner all went to the County Board meeting last week to support the MCHD.
- There were a few questions, the issue was with the way the resolution was worded, they discussed it, and it passed.
- Mark Scranton said that was good news for everyone.
- Auditor's office wanted to send out bonuses on 6/1/2023, it will be a separate check.
- Mark Scranton asked they be sent out as soon as possible.

Discussion Regarding Dental Update related to Hospital Sedation

- Dr. Jerger is not here, so Mark asked Kim to chime in on this discussion.
- Dr. Kim has agreed to observe Dr. Jerger in the hospital setting, we will then go from there.

Discussion Regarding Salary Assessment

- Lindsey Munsterman stated that there is a pamphlet in your packet on Illinois Primary Healthcare Association. She could not get anyone to return her call.

- Lindsey looked at other options and found a program through Economic Research Institute called a salary assessor. Information on this in your packet.
- The representative told Lindsey other Health Departments use this salary assessor.
- The service would cost \$2,489.00 a year to have access to their database.
- The Board Members would like to know what Health Departments are using this.

New Business

Interim Public Health Administrator update – Lindsey Munsterman

- Working on getting positions filled as soon as possible. Kathy just hired an Environmental Health Specialist. We are in the process of hiring an Emergency Preparedness Coordinator. That individual has a Bachelor of Science in Homeland Security with a minor in Disaster Management.
- In the process of hiring a MIECHV Family Support Specialist.
- We will host a health and safety table at the Farm Progress Show in August.
- We are looking into Pepper spray training and a stop bleeding training.
- In the process of implementing the HIS training platform.

Discussion regarding update to By-Laws related to Consent Agenda

- Mr. Baggett has given a review, which is in the packet, and we can vote on it at the next Board of Health meeting in May.
- Lindsey stated she also emailed the Board members as well.

Discussion and action regarding Decatur Kiwanis Little Free Library at MCHD

- They are looking at three locations currently. They are tentatively looking at implementing is on July 1, 2023.
- They will put a real cook sticker on each book with the Kiwanis logo on it. This is for them to get track of their books and make sure no one is putting other books there.

Discussion and action regarding onsite deputies

- The deputies are scheduled until the end of May. They are being paid out of a COVID grant and that will end at the end of June 2023.
- The deputies are paid \$52.50 per hour, and they are here 140 to 160 hours on a month average.
- Mark Scranton responded he would like to maintain some level of law enforcement.
- Mark Scranton asked Lindsey Munsterman to maybe do some investigation of how we can cut down the hours and ask Leadership what times they think we should have the most traffic.

- Mark Scranton asked that we come up with a plan before the time expires on the deputies.

Discussion regarding By-Laws related to BOH member attendance

- By-Laws state that we require BOH members to attend most meetings.
- Mike Baggett stated it is written in the By-Laws that each March the nominating committee shall review the participation of each board member and provide the results of that review to the Board.
- Then the Board will review those findings and if there is a member of the board lack on conscientious, then the President of the BOH will communicate to the County Board Chair along with a replacement recommendation identified the by board through the nominating committee.
- Mike Baggett stated the BOH does not have the ability or authority to remove a board member for lack of participation. The appointment power to this board rests exclusively with the County Board.

Discussion regarding potential Board vacancies

- Mark Scranton reported there will be a few terms that are coming up, not necessarily vacancies that the County Board Chairman will review and issue which ones will.
- Mark Scranton responded if there will be a vacancy then we need to submit names to the County Chair.

Discussion regarding a fiscal review for MCHD

- Mark Scranton stated it was brought to his attention that this is something that should be done.
- The yearly county audit report has not come back yet.
- Lindsey Munsterman stated we have an administrative review coming up on June 6 for DHS.

Discussion regarding importance of following policy for submitting invoices and receipts in a timely manner

- Mark Scranton stated it came to his attention and he discussed with Lindsey some concerns and issues with some staff members that were not turning in information in a timely manner.
- Mark Scranton stated he wants to make sure that the CFO is getting information she needs to gets things submitted in a timely manner.

Discussion regarding status of complaint related to sewer installation and inspection

- No further updates from where we were at the last meeting. No further communication with our agency regarding the public comments.
- Mike Baggett explained that it appears to be a contractual issue between the installer of the septic system and the homeowner, there might be some issues between the seller and the buyer.
- Mike Baggett does not believe there is any legal exposure by the Health Department for the issuance of that permit. He does not believe there is Tort against the Health Department. No legal exposure to the Health Department.

Closed Session

- *Pursuant to Section 2.C.1 of the Open Meetings Act - regarding the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body.*
- *Pursuant to Section 2.C.3 regarding the Appointment of a Public Official.*
- *Carolyn Wagner made the motion to go into closed session, seconded properly, voice vote: motion carried.*
- Went into closed session at 6:59 PM.

OPEN Session **First Action**

- *Mark Scranton announced we were back in open session at 7:45 PM. Roll call was taken.*
- *Health Department present Mike Baggett, Lindsey Munsterman and Susan Hertel.*
- Mark Scranton stated we will now take action in open session on the employment, compensation, discipline, performance, or dismissal of specific employee public body action.
- Mike Baggett stated the first motion before the Board is if the board members will move to allow Ms. Munsterman to promote Kim Sabin-Pritchett into level nine, in spite of the policy prohibition on the education attainment, salary to be determined by the administrator based on her discretion within the range given in level nine.
- *Mark Scranton made the motion, seconded properly, voice vote: motion carried.*

Second Action

- A motion by a board member to appoint Lindsey Munsterman as the Public Health Administrator for the Macon County Health Department.
- *Mark Scranton made the motion, seconded properly, voice vote: motion carried.*

Third Action

- The motion by a board member to set the salary of the Public Health Administrator at \$110,000.00 per annum.
- *Carolyn Wagner made the motion, seconded properly, voice vote: motion carried.*

Adjournment

- *BOH president, Mark Scranton, made a motion to adjourn the meeting at 7:55 p.m., properly seconded, voice vote: motion carried.*

Respectfully Submitted,

Susan Hertel, Administrative Assistant

President: _____

Secretary: _____

Date: _____