

**Macon County Board of Health Meeting Minutes
Macon County Health Department
1221 East Condit Street, Decatur IL 62521
WIC Conference Room
July 24, 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 (late)
- Candace Clevenger, Treasurer - present
- Carolyn Wagner, Secretary - absent
- Jan Hack - absent
- Debbie Hill - present
- Dr. Bret Jerger – present - late
- Dr. Venkat Minnaganti – absent
- Cody Parks - present
- 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
- Karen Shiflett, Director WIC/FCM
- Teresa Smith, Director of Starting Point
- Brian Wood, Director of Environmental Health
- Kim Sabin-Pritchett, Dental Office Manager
- Marisa Hosier, Director of HPPR

Public in Attendance

- Linda & Mike Kehart
- Abeer Motan

Approval of Agenda Topics

- *Marsha Webb made the motion to approve the agenda as presented, properly seconded, voice vote: motion carried.*

Public Comment

- Linda & Mike Kehart made a public comment on Lyme Disease
- Abeer Motan made a public comment regarding the County.

Approval of June 20, 2023, BOH Meeting Minutes **Approval Board of Health CLOSED Meeting Minutes – June 20, 2023**

- *Cody Parks 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 – Lindsey Munsterman

- 58.33% into the fiscal year
- Health Fund Balance is at \$5.8 million
- Total revenue is at 2.72 million, which is 37.5% of budgeted revenue.
- Money Market is currently sitting at \$4.03 million.
- The Money Market interest since last month increase has been \$4,644.42.
- *Cody Parks made the motion to approve as presented, properly seconded, voice vote: motion carried.*

Approval of Department Expenditures – Lindsey Munsterman

- Expenditures are currently at \$3.4 million which is 37.3% of budgeted expenditures,
- *Candi Clevenger made the motion to approve, properly seconded, voice vote: motion carried.*

- Lindsey Munsterman announced that the most recent CFO resigned at the beginning of July, we are happy to announce we do have a new person starting in that position on Monday. Her name is Laura Zuber and has been working at the County for 19 years. She works with grants and with grant reporting.

Grant Applications for Review and Approval

- We have a recurring grant we are getting; it is the FY24 Emergency Senior Services: Illinois Department on Aging. It was previously a \$100,000 grant that covered two fiscal years, and now it is going to be a \$300,000 grant that will cover one year.

- Teresa Smith explained a few items that can be bought with this grant, like a lift chair, etc for SP clients.
- *Mark Scranton made the motion to accept the Grant as presented, properly seconded, voice vote: motion carried.*

Division Reports

- Lindsey Munsterman asked to be able to give a few updates.
- I shared that we do have a new accounting person starting here on Monday,
- She also congratulated Brian Wood on being promoted into the Director of Environmental and Amber Holthaus, who is not here tonight on being promoted into the Director of Nursing. We are excited to be filling some positions and trying to work towards filling all the other vacant positions.
- Lindsey Munsterman also proposed to get rid of the live streaming and the recording of open session meetings.

Employee Recognition

- Evan Trimby – 18 years, Amber Holthaus – 17 years, Melissa Williams - 11 years, Susan Urquhart – 6 years, Lindsey Miller – 4 years and Jill Leonard – 2 years. Congratulations and thanks to everyone.

New Business

Public Health Administrator update – Lindsey Munsterman

- Lindsey Munsterman responded that she is currently working on the FY 24 budget that will start on December 1, 2023. She plans to present the budget at the August BOH meeting.
- Mark Scranton responded we should probably have a Finance Committee meeting, before that.
- Lindsey Munsterman said she would present the Resolutions at the EHW meeting and the County Board meeting is the second week of August.
- Lindsey Munsterman talked about the completion of getting Clifton Larson and Allen which is the Salary Assessment.1

Macon County Board Resolution Approving increase in Appropriations in the FY 23 Health Fund Budget for the Purchase of New Dental Equipment including 4 Delivery Carts and 1 Chair.

- *Cody Parks made the motion to accept the resolution as presented, properly seconded, roll call taken motion carried.*

Macon County Board Resolution Approving increase in Appropriations in the FY 23 Health Fund Budget for the completion of a Salary Assessment

- *Cody Parks made the motion to accept the resolution as presented, properly seconded, roll call taken motion carried.*

Closed Session

- *Pursuant to Section 2.C.1 of the Open Meetings Act – The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body.*
- *Mark Scranton made the motion to go into closed session, properly seconded, voice vote: motion carried.*
- *Went into closed session at 6:07 PM.*

OPEN Session

- *Returned to open session at 6:20 PM.*
- *Roll Call taken.*
- *Candi Clevenger made a motion to approve moving Lauryn McArthur from Level 9 to Level 10, properly seconded, voice vote: motion carried.*
- *Mark Scranton responded we have action to take on a one-time bonus for our Public Health Administrator of \$5,000.00.*
- *Cody Parks made a motion to approve the one-time bonus for Public Health Administrator, properly seconded, voice vote: motion carried*

Adjournment

- *Mark Scranton made a motion to adjourn the meeting at 6:27 p.m., properly seconded, voice vote: motion carried.*

Respectfully Submitted,

Susan Hertel, Administrative Assistant

President: _____

Secretary: _____

Date: _____