

**Macon County Board of Health Meeting Minutes
Macon County Health Department
1221 East Condit Street, Decatur IL 62521
WIC Conference Room
March 21, 2023; 5:30pm**

President, Mark Scranton, called the meeting to order at 5:35 p.m.

Attendance

- Mark Scranton, President - present
- Jeff Entler, Vice President - present
- Candace Clevenger, Treasurer - present
- Carolyn Wagner, Secretary - present
- Jan Hack - absent
- Debbie Hill - absent
- Dr. Bret Jerger – present
- Dr. Venkat Minnaganti – absent
- Cody Parks - present
- Dr. Jeff Smith – late 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
- Rachel Deerwester, Director of Clinical Nursing Services
- 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
- Kim Sabin-Pritchett, Dental Office Manager

Public in Attendance

- Mike Baggett, Assistant State's Attorney
- Dan DeVore
- Douglas Warren, Lt. Governor, Division 27 Kiwanis,
Decatur Early Birds Club

Approval of Agenda Topics

- *Carolyn Wagner made the motion to approve the agenda topics as presented, properly seconded, voice vote: motion carried.*

Public Comment

- Dan DeVore – regarding septic system
- Doug Warren – regarding Kiwanis Lil' Free Libraries

Approval of February 21, 2023, BOH Meeting Minutes

Approval March 3, 2023, Personnel Committee BOH OPEN Meeting Minutes

Approval March 3, 2023, Personnel Committee BOH CLOSED Meeting Minutes

- LaKeeya Funches asked to have her name added to the minutes as she was present at the February 21, 2023, meeting, this was completed.
- *Carolyn Wagner 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

- 25% into the fiscal year
- Health Fund Balance is at 7.7 million
- Total revenue is at 1.8 million, which is 25.6% of budgeted amount
- Interest on the Money market is included in this report
- The Money Market interest to date is \$4,273.97
- *Marsha Webb made the motion to approve as presented, properly seconded, voice vote: motion carried.*

Approval of Department Expenditures – LaKeeya Funches

- Expenditures are currently at \$1.3 million which is 19.3% of budgeted expenditures
- Carolyn Wagner asked if we owned vehicles. We have 6. 4 Environmental and 2 Health Department.
- *Mark Scranton made the motion to approve, properly seconded, voice vote: motion carried.*

Grant Applications for Review and Approval

- Working on one grant that will be submitted tomorrow. An update will be given next month.

Division Reports

- Marsha Webb asked a question as she understood that EP Coordinator would not be under Environmental.
- Mark Scranton remarked that it had not been done, and that Kathy and Lindsey are working on an updated job description. Once that is completed, we can post it.
- Lindsey said she would send that out tomorrow.
- Carolyn Wagner asked the Nursing Director what hours we have child immunization clinics. Rachel responded the hours and that we accommodate working parents. Back to school hours are extended as needed.
- Carolyn Wagner asked a question regarding the MRC. Medical Reserve.
- Mark Scranton asked about Mental Health situation and discussion followed.

Employee Recognition

- Mariah Koehler – 5 years
- Jamie Smith – 5 years
- Terri Luckenbill – 2 years
- Kim Otis – 1 year

Old Business

Discussion Regarding Employee Retention Bonus Program

- Mark Scranton gave a report of what happened at the County Board meeting and where this bonus plan stands at this point.
- Lindsey Munsterman and LaKeeya Funches are working on a projected 5-year plan and will be incorporated into the budget in the fiscal year.
- Mark Scranton responded once they have been given the information, he doesn't expect any objections on this at the next County Board Meeting.

Discussion Regarding Dental Update as Discussed during 2-21-23 BOH meeting

- In the February 21st meeting Kim Sabin-Pritchett discussed maybe getting back into the hospitals.
- Dr. Bret Jerger said he was going to set up a meeting with Dr. Kim. Dr. Jerger said he would have an update for next month's meeting.

Discussion Regarding Salary Assessment Discussed during 2-21-23 BOH meeting

- Lindsey Munsterman asked if there were any companies for an official salary assessment that she should be looking into. Discussion followed. Lindsey Munsterman will give an update on that next month.

New Business

- Marsha Webb asked that we discuss Consent Calendar, but we cannot act on it because it is not on the agenda.
- Consent Calendar was explained by Marsha Webb and Mike Baggett.
- Discussion followed.
- Mike Baggett will update the By-Laws for action to be taken on next month and it will be put on the agenda.
- Mike Baggett responded to amend the by-laws; you must have a 2/3 vote.
- Mike Baggett asked if he should remove the approval of agenda topics entirely.

Interim Public Health Administrator update – Lindsey Munsterman

- Working on a COVID-19 vaccination grant, this is going continue vaccination efforts and assist with money pox, influenza, and other recommended vaccination efforts within the community.
- We did attend the job fair on March 14th. We did get some applications; people took some application but have not received any back at this point.
- Building Commission is work on the Admin Print room. This project should be completed shortly.
- We are also working with an online training company, it is called HSI. It is an online training that we could provide health equity training and things like that. This will allow staff more ongoing education and training opportunities.

Discussion Regarding Status of Accountant and EP vacancies

- Lindsey Munsterman said we had already discussed the EP vacancy, discussion followed.
- The accountant position we have extended an offer to an internal person, and she will be resuming that position effective on Monday.

Discussion and update regarding PHA applications submitted to date

- Mark Scranton gave an update on where we stand on the application submitted to date.
- Mark Scranton, we have it down to a very small group of individuals and try to get them scheduled for an interview. Mark would like to get this done in the next couple of weeks.
- Mark Scranton will set up a personnel committee meeting. The goal is to get the interviews done and come back to the entire board at the next month meeting with discussion and

recommendations and hopefully take action to hire a PHA if it is warranted based on final interviews. Mark said we would go over stuff more in detail in next month closed session.

Discussion and action regarding nominations and/or Appointments to Committees

- Mark Scranton said he has received some responses from Board Members.
- Mike Baggett said there are three committees, they are Finance, Personnel, and Nominating committees. The By-Laws is not a standing committee but an Ad-hoc. Mike also informed the Board that there can be as many members as you feel is appropriate on the finance and personnel committee, but the nominating committee is specified in the by-laws to only have three members.

Closed Session

- Nothing for a closed session tonight.

Mark Scranton asked if there was anything else anyone would like to bring up tonight.

- Lindsey Munsterman stated she would email all of Board of Health Members and request if there is anything you want added to the agenda. We do post the agenda 48 hours, so it must be posted by Friday afternoon.

Adjournment

- *BOH president, Mark Scranton, made a motion to adjourn the meeting at 7:26 p.m., properly seconded, voice vote: motion carried.*

Respectfully Submitted,

Susan Hertel, Administrative Assistant

President: _____

Secretary: _____

Date: _____