

**Macon County Board of Health Meeting Minutes
Macon County Health Department
1221 East Condit Street, Decatur IL 62521
WIC Conference Room
May 16, 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 - absent
- Dr. Bret Jerger – present
- Dr. Venkat Minnaganti – present
- Cody Parks - absent
- Dr. Jeff Smith – present
- Marsha Webb - absent

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
- Rachel Deerwester, Director of Clinical Nursing
- Kim Sabin-Pritchett, Dental Office Manager

Public in Attendance

- Abeer Motan

Approval of Agenda Topics

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

Public Comment

- Abeer Motan discussed several things in three minutes.

Approval of April 18, 2023, BOH Meeting Minutes

Approval Board of Health CLOSED Meeting Minutes - April 18, 2023

- *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

- 41.66% into the fiscal year
- Health Fund Balance is at 7.59 million
- Total revenue is at 2.6 million, which is 36.2% of budgeted revenue
- Money Market is currently sitting at \$4,023,000
- The Money Market interest since last month increase has been \$9,238
- The total interest on the checking account since last month \$3,405
- *Jeff Entler made the motion to approve as presented, properly seconded, voice vote: motion carried.*

Approval of Department Expenditures – LaKeeya Funches

- Expenditures are currently at \$2.45 million which is 27.3% of budgeted expenditures
- *Candi Clevenger 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 61.25 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 44 of the hours in the coming weeks, LaKeeya says it is actually like 10 hours.

Grant Applications for Review and Approval

- No Grant report

Division Reports

- Carolyn Wagner asked Rachel Deerwester regarding her report, presenting a communicable disease, there is a category of rabies potential human exposure, so does that mean we have a human case.
- Rachel Deerwester explained they were confirmed to have received a preventative treatment due to bite exposure. She said it is not uncommon to receive positives in bats around here.
- Mark Scranton asked Kathy Wade if the digital reporting was straightened out. There was a discussion on where the electronic records stand and when the training will be. The training has been rescheduled for June 16, 2023. Mark also asked Kathy what the status is on Popeye's. Discussion followed since they are not returning emails.
- Carolyn Wagner asked Kathy about the big training coming up here at the Health Department, she asked if she needed any food or snacks, or if IDPH was going to take care of that. Kathy reported that Lindsey and LaKeeya worked on it and gave her a \$300 budget.
- Kim Sabin-Pritchett was asked in her report that there was a substantial up in patients, a discussion followed.
- Rachel Deerwester reported that the Covid vaccinations are down, and they have discontinued the monovalent, and have approved a Bivalent booster for those 65 and older. Discussion followed.
- Mark Scranton asked if anything has been done with the Lyme disease that the Kehart's talked about last month. Dr. Minnaganti, Dr. Jerger, Dr. Smith and the rest of the Board had the discussion regarding to become literate on Lyme disease and the Kehart's offered to pay for that tuition. Dr. Minnaganti asked for the name of the institute, and he would do some research on it. Dr. Jerger also asked to get that information and it will be discussed at a later date.

Employee Recognition

- Kathy Wade – 19 years, Tina McKee – 9 years, Brian Wood – 7 years, Rainey Crowner – 2 years, Carole Osborne – 2 years, and Laquitta Ford – 1 year. Congratulations and thanks to everyone.

Old Business

Discussion Regarding Salary Assessment

- Lindsey Munsterman stated that last month she presented a company called Economic Research Institute, they presented a quote of \$2489.00 a year. Since then, she has spoken to Champaign County Administrator, and they guided her with a different option. It is a company called CLA, which stands for Clifton Larson Allen. It is a consulting firm and the discussion followed with the benefits of actually having a person do the assessments. She reported that Champaign County had excellent results of the study. Lindsey has asked for a quote from the company on the cost.

Discussion and action regarding update to By-Laws related to Consent Agenda

- Mark Scranton responded that everyone had a copy of that in their packet. We have been having a discussion on this and he wished Mr. Mike Baggett was here tonight. Discussion followed on pros and cons of having this consent agenda, and Mark had some concerns regarding moving forward with this, because we would constantly be pulling apart the calendar just like tonight. A lengthy discussion followed.
- *Mark Scranton made the motion to table the Consent Agenda, properly seconded, voice vote: motion carried.*

Discussion and action regarding onsite deputies

- Mark Scranton responded that he knew Lindsey has some correspondence with the Sheriff's office, and Mark has personally talked with the Sheriff in detail. Discussion and details were shared. It was suggested that we look at the hours of operation and cut the hours back. Also, the Sheriff said it was a month-to-month agreement. The COVID grant runs out on June 30, 2023.
- Kathy Wade reported she had sent out the June calendar for the sheriffs to fill out, so we will see how that goes with the summer months.
- Lindsey Munsterman reported they asked the Supervisors what the clinic times were and when the most traffic would be. She suggested the hours be 8:30-11:30 and 1:30-4:30.
- Mark Scranton responded we needed to have a budgetary number by next month.

New Business

Public Health Administrator update – Lindsey Munsterman

- We have a full-time Care Coordinator starting on May 30, a full-time MIECHV Family Support Specialist starting May 18, and a full-time Emergency Preparedness Coordinator starting May 22, 2023.
- We have briefly discussed the radiological event training happening on May 31, 2023.
- We are working on a summer appreciation for staff event in mid-June.
- In the process of reviewing applications for the Assistant Public Health Administrator and will be completing interviews for that position in the coming weeks.

Macon County Board Resolution approving increase in appropriations in the FY23 Health Fund Budget for COVID-19 Vaccination Grant

- Lindsey Munsterman stated that this resolution is additional funding we have received from a COVID grant that will primarily pay for salary.
- Discussion on the grant and what the allowable expenses were in this grant.

Closed Session

- Mark Scranton asked for a motion to go into closed session.
- *Pursuant to Section 2.C.21 of the Open Meetings Act – The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body.*
- *Carolyn Wagner made the motion to go into closed session, properly seconded, voice vote: motion carried.*
- Went into closed session at 7:06 PM.

OPEN Session

- Returned to open session at 7:25 PM.
- Roll Call taken.
- Mark Scranton asked is there was any other business.

Adjournment

- *Carolyn Wagner 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: _____