

Macon County Board of Health Meeting

**Macon County Health Department WIC Conference Room
1221 E Condit Street, Decatur IL 62521
August 16, 2022, at 5:30pm**

Mark Scranton, Board of Health President, called the meeting to order at 5:36 pm. Good evening, everybody. I would like to call the meeting of the Health Department Board, Tuesday, August 16, 2022, to order. Before we have roll call, which we will do but, I'd like everyone to go around the room and introduce themselves. We have a new Board member Dr. Smith who has joined us tonight, so everyone introduce themselves, going around the room. Both Board members, staff members, and others in the room went around and introduced themselves.

Mark Scranton said, okay, Susan, go ahead and do roll call if you would. Roll call taken.

Roll Call

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 – present
Dr. Venkat Minnaganti – absent
Cody Parks – present
Dr. Jeff Smith - present
Dr. Jerry Snyder – absent

Health Department Staff in Attendance

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator
Sheree Zalanka, Chief Financial Officer
Susan Hertel, Administrative Assistant
Evan Trimby, IT Support Specialist
Luke Leach, IT Support Specialist Assistant
Rachel Deerwester, Director of Clinical Nursing Services
Marisa Hosier, Director of Health Promotion and Public Relations
Karen Shiflett, Director WIC/FCM
Teresa Smith, Director of Starting Point
Kathy Wade, Director of Environmental Health and Emergency Preparedness

Public in Attendance

Mike Baggett, Assistant State's Attorney

Tammy Wilcox, County Administrator

Mark Scranton asked if everyone would please rise and recite the Pledge of Allegiance. Pledge of Allegiance followed.

Approval of Agenda Topics

Mark Scranton stated okay, do we have a motion to approve the agenda topics. Jeff Entler made the motion seconded by Dr. Bret Jerger, roll call taken, all votes yes, motion carried.

Public Comment

None

Approval of Previous Meeting Minutes

Mark Scranton stated okay in your packet we have previous meeting minutes, will give you a chance to review those. Then we will take a motion to approve those minutes as presented or if there are any changes.

Brandi Binkley responded Mark, just as a reminder, the Closed minutes that are at the bottom, if we can do those now, too, if the Board feels comfortable.

Mark Scranton responded we want to do that separately, though, right?

Brandi Binkley replied we can, yes. I just wanted to make sure you knew those were there.

Mark Scranton replied okay. Okay, does anybody got any questions on the minutes from last month's meeting?

Brandi Binkley responded are you just doing the July 19, 2022, minutes right now, Mark?

Mark Scranton responded yes. If not, I'll have a motion to approve those. Jeff Entler made the motion to approve, seconded by Cody Parks, roll call taken, all votes yes, motion carried.

Mark Scranton continued and then the motion to approve the July 13, 2022, Finance Committee minutes. Jeff Entler made the motion, seconded by Mark Scranton, roll call taken, all votes yes, motion carried.

Mark Scranton continued okay, and then the approval of the Finance Committee minutes from August 1, 2022. Jeff Entler made the motion to approve, seconded by Carolyn Wagner, roll call taken, all votes yes, motion carried.

Mark Scranton continued okay that covers that, and then Brandi had asked if I would push up the approval of the closed session meeting minutes from July 19, 2022 meeting. Mike, do you have any comments you want to make on that?

Mike Baggett responded I do not thank you.

Mark Scranton responded okay, so I have requested a motion to approve the closed meeting minutes for July 19th. Dr. Bret Jerger made the motion, seconded by Cody Parks, roll call taken, all votes yes, motion carried.

Mark Scranton responded that is $\frac{3}{4}$ th of our meeting right there.

Brandi Binkley responded there you go.

Mark Scranton responded literally, a whole lot of paper there.

Old Business

Mark Scranton responded okay, so, review of old business. I did have a request from a couple of Board members to bring up an item from last month, and we'll go through everything else first, and we can visit that.

Discussion and Action for BOH Appointments

Mark Scranton responded to an old business Discussion and Action for the Board of Health appointment that has been completed. Based on that, the forms we submitted to the County Chairman of County Board, and that's why Dr. Smith is now with us tonight.

Review of Board of Health By-Laws

Mark Scranton responded Review of the By-Laws, I don't know if we had anything to update on that at all or not.

Mike Baggett responded we do not at this time. Mike continued I believe we're still waiting for me to complete a review. Additionally, before I think we have anything ready to submit to the Board, we would want to include at least some members of the Board in determining what needs to be changed, if anything, beyond what I might recommend.

Mark Scranton responded okay, well we have a By-Law committee so that they need to meet and review it. Mark continued, I mean, any Board member could look through the By-Laws if they have got questions or they would like to see changed.

Brandi Binkley responded I haven't gotten any yet, just so you know, haven't gotten any feedback. Do you want to know who is on that Committee?

Mark Scranton responded yes if you would for the sake of the room.

Brandi Binkley responded it's changed a few times recently, Dr. Minnaganti, Dr. Jerger and then I believe..

Susan Hertel responded Dr. Snyder.

Brandi Binkley said, yes, that's what I thought.

Mike Baggett responded Dr. Snyder, you said?

Brandi Binkley responded yes.

Mark Scranton responded okay.

Update about HZ Ops – Popeye's

Mark Scranton responded all right uh, update on Popeyes. Kathy, do you got anything on that at all?

Kathy Wade responded I do.

Mark Scranton responded okay, awesome.

Kathy Wade responded so last it was, I believe, the 19th, I sent an email to Popeyes, the two gentleman that were here asking for clarification regarding the equipment they're going to use, what's currently in there, if they're going to get brand new equipment. Never heard back from them. Ten days later, I emailed again and, you know, hey, I'm just circling back to touch base with you guys. That was on the 29th, and they did say that a lot of the littler equipment will be new. However, the walk-in, the freezer, once they finish the remodel, they will then check to see if that will be working. I kind of think that's backwards, before you do the remodel, let's make sure all of the big equipment is working, but that's how they want to do it. Kathy continued, I also want to tell you that as of July 25th, one of the Popeyes in Springfield, their license was suspended by their Health Department. Basically, identical to why we have suspended their licenses here. In some emails with what both Nick Freeman and Mr. Ali told Sangamon County, it's basically identical to what they've told you guys and that they are going to make that store the training hub for Central Illinois for the Midwest. So, they're in the process of getting that one. They have been reopened. They have done a lot of stuff. But a lot of what they've told you guys is what they have also told Sangamon County Health Department. Kathy said I did drive by this morning, and I do try and check it out just to see how things are going. All of the big bushes and the landscaping has been torn out. The window that was broken has been replaced. The door is still plywood. I did see that they had power in the lobby. And one thing that was concerning, at 7:30 this morning, the back door was open. So, I don't know if, what was going on. I don't know if they're doing that because of their maintenance workers. I really don't know at that point. But that's what I noticed this morning.

Mark Scranton responded what are your thoughts on this? Because I had looked at some of the, I did a little bit of research on it on my own and looked at some reports from some of the other counties where they have operations at, um, that I don't want to dismiss their efforts, but at the same time, what's your opinion about the reality of them actually doing what they say they're going to do? Should we just say, we think you guys are wasting your time here, and just leave it at that? Or do you want to give them an opportunity to show that they're going to do what they're going to do? Because they already started backpedaling from the very beginning, because when they came in here and convinced this Board to give them the opportunity, they painted a pretty big picture with a very broad

brush that they were going in there and making a substantial investment and replacing all the equipment and doing a lot of things. And now right out of the gate, we're saying, well, we're not going to do this, we're not going to do that. We looked at it again. Mark continued, they shouldn't have come to the meeting, in my opinion, and made the statements that they were going to do certain things if they weren't prepared to stand behind it. Now, part of maybe supply chain issues. They said we'd like to buy this new, but we can't get it for 18 months. I mean, I'm looking at stuff in my business that's six months to a year out. It's not unusual. You talk to a lot of companies nowadays. What's your thoughts on that?

Kathy Wade responded so, going off of past experience with them, I think that, I think there's going to be a lot of work ahead of us for my team. You guys have already given them the approval to go. At this point, I don't feel that they've done anything that warrants us to backtrack, because they really haven't proved or disproved anything at this point. If I can, I'd like to read you a little bit of what Sangamon County did, just so you know that this was their 9th reinspection. So, they had staff out there eight previous times before they actually ...

Mark Scranton responded over what time period?

Kathy Wade responded I don't know; the 9th reinspection of 2022 is what it says. So, they've been out there nine times for reinspection's this year alone.

Mark Scranton responded that's like one a month.

Cody Parks responded how many before COVID?

Kathy Wade responded I am sorry.

Cody Parks responded how many before COVID, it seems like a lot of places are having problems after COVID with all the restrictions.

Kathy Wade responded I'd love to be able to show you this, I am having, this is how Sangamon County does theirs. So, it does show you, like, the number of routine inspections. That gold color is all re-inspections, and I think the peachy color, which is only two on this or routine inspection, everything else has been re-inspections and I don't know, without really looking at it...

Debbie Hill responded was it the same on the 10th or?

Kathy Wade responded yeah, they are all pretty much identical.

Brandi Binkley responded the one here was closed before COVID was ever here, at least for the local one.

Kathy Wade responded and I will tell you that from what I did, the research that I gave you guys for the month that they did come to talk to you guys, that was accumulation over a couple of years. That

was prior to COVID too, and they were still having the same problems before COVID. I think what COVID is doing now is that we've got a lot of short staff, so you're just not getting the staff to be able to work it. Kathy continued I think the food portion of it, from what we're hearing, that's kind of equaling out now, it's not as bad as it used to be. The equipment is definitely still on hold. It could take nine to twelve to 18 months on some stuff but the biggest issue right now is the staff. You just can't get the staff to work.

Cody Parks responded I think at this point, they just have to prove what they said, if they said they was going to do something, and Mark Scranton interjected saying yeah, they convinced us, and Cody Parks continued they haven't even started at it, they just started last week doing anything there, and they were there this morning working so I mean.

Kathy Wade responded they've been there for a couple previous to that because I met with them last month up there.

Cody Parks responded so, I would say, I'm saying as far as actually starting, they started last week trying to push and stuff. I would say here's what you said, here's what you said here in the meeting, here's what you're going to do. Cody continued they can do the whole remodel at the very last remodel. Things all fixed up. They don't have to open if they don't do what they said.

Debbie Hill responded the refrigeration is what bothers me.

Kathy Wade responded it's a big concern for me.

Mark Scranton responded how long has that been shut down?

Debbie Hill responded, and they said they were getting all new refrigeration.

Mark Scranton responded 2019?

Kathy Wade responded 18 or 19. I don't remember what year it was.

Mark Scranton responded it was closed for a while and then they reopened, and it wasn't open very long and closed again. We're talking at least three years that equipment has been sitting there.

Kathy Wade responded yes.

Debbie Hill responded has it been that long?

Mark Scranton responded oh, yeah, at least because they closed long before COVID.

Kathy Wade responded yeah, they were done prior to COVID.

Mark Scranton responded they closed down in 19 and that was the second time they closed down because they had only been back open for not a very long period of time.

Debbie Hill responded but when you got chicken and it's hot and cold.

Mark Scranton responded the power has been shut off in the building. Mark said, well, Kathy, I would appreciate if you could give us an update on that again next month and kind of keep us apprised because I think the Board would like to support any business that is making a genuine effort. But what they told us they were going to do and some of the things we've already kind of backed off on kind of changing it's disheartening to hear that they're having such a poor record in the neighboring county, because that's one thing that came in for those of you that are new to the Board, they came in and painted a pretty big picture of their operation. They've got 400 restaurants collectively that this corporation owns and operates under, it's not all just Popeye's. They got Taco Bell, other ones, too. I don't remember what all they had, but they got a pretty extensive base of operations. And like any big company, you're always going to have issues. But a, they came in here was the vice president, wasn't it, of operations, another gentleman came in and they basically sold us on the idea that they were going to revamp that store top to bottom, replace all the equipment, going to become a training center, reinvest back in the community and stuff. So, they came in and told a good story. I just hope they make that effort to bring it to fruition.

Dr. Bret Jerger responded can the board send them a letter at this point? You came in, you promised this. We've been watching it, and at this point, we don't see that happening. We just wanted to see what the plan was and just have it come from the Board to them. Is that something we cannot do?

Cody Parks responded they haven't even started the inside yet. To give them a letter right now...once they start the remodel, that's what I mean. They literally haven't done that and decided to fix it. There was a broken window and one door, and that was from the community, someone broke it in. They did fix that, and the lights have been on, on that place for three years. The lights never shut off. They're on every night, inside and outside.

Carolyn Wagner responded yeah, could we request that they visit us again, like, in two months and give us a progress report? Mark Scranton said, I think that.. While Carolyn Wagner continued, then we can put it on the record.

Kathy Wade responded do you mean from the Board or from me?

Mark Scranton responded I would say you could send them a letter and say the Board requests you to come in and provide an update at 90 days and then put them on the calendar, for, let see, we are August, September.

Debbie Hill responded because they said it was going to take 9 months, right?

Mark Scranton responded yeah I know for their progress to keep us updated. October? December?

Carolyn Wagner responded that is October-ish, right? We would like you to come down and we want the man from Bolingbrook.

Cody Parks responded every 60 days they should give us an update.

Carolyn Wagner responded that is the man that it is in charge.

Mark Scranton responded it is their interest to keep us updated, while Carolyn Wagner said it surely is, and Mark Scranton continued to stay in good communication with us and so...

Kathy Wade responded do you want me to email them? Brandi Binkley said yes and copy me on that.

Mark Scranton responded Brandi will you copy me on that too as well, when you guys send that. But, I mean, I'm good if we give them 60, 90 days down the road. I'd like to get them in front of us before the end of the year again at some point. So based on everybody's availability, I think that would be beneficial. Kathy Wade said okay. Mark Scranton continued, that way, that way Kathy does not have to deal with it on her own, and they can hear from the Board whether they're encouraged by their progress or not. Now that's kind of...

Cody Parks responded I was kind of impressed, I did talk to the landscaper that was there working, and while he was there working, I don't know if he was dealing with the guy from Bolingbrook, but there was one of the managers there gave him the job and prepaid him before he started the job, actually wrote him a check and it was a sizable amount and said, here, you're prepaid, do the work. So that was...

Mark Scranton responded that's good.

Cody Parks responded that was roughly a \$15,000 job.

Mark Scranton responded anytime you get a project started, it takes a little bit to get things off the ground, so...

Debbie Hill responded why are they working outside and not inside?

Kathy Wade responded a lot of it was so built up that, I mean, the one portion by Pershing, you couldn't even see this Popeye's behind it..

Cody Parks also said it was so grown over and Mark Scranton said you couldn't even see the building from the road..

Cody Parks responded also did say that the manager had reached out to him three times for two months and he didn't respond because when he seen the out-of-town number and the out-of-town request to get one deal because usually you don't get paid. And the third time they requested, they said, hey, nobody else is responding. He responded to three customers or three contractors in Decatur, and no one got back with them. Besides this one guy, he got the job and got prepaid. Cody said, so that's a good sign. So, like I said, he did make that step. I mean, it does look good there now, at least it don't look like a jungle, you know so...

Mark Scranton responded okay, alright thanks, Kathy. Thank you.

Update on Resolutions Presented at the July BOH Meeting

Mark Scranton responded okay, update on resolutions presented at the July meeting.

Brandi Binkley responded that's a quick update. All of the resolutions passed that we discussed last month. So that included the postage, the electronic medical records, and also the digital environmental health. It's gone through all the steps and we're getting everything signed now. And to follow up about the electronic medical records that Mike was going to ensure that the language on everything matched up and was good to go. He did help with all of that and we got that through the full County Board. So, I just wanted you all to know the good news. That's it.

Mark Scranton responded okay, last thing under old business to revisit again, I had a couple of people reach out and ask if we would bring up discussion about a mask, mask optional for meetings. So open that back up whoever wanted to bring up, talk about it, decide if it's something we want to take action on tonight or not.

Mike Baggett responded I'm sorry, Mr. President, I don't actually see that on tonight's agenda.

Mark Scranton responded okay.

Mike Baggett responded of course, that doesn't prevent you from discussing it, but I think it would prevent you from taking any action.

Mark Scranton responded okay, well, that's what I was asking for, was discussion. So, I appreciate the note on that. So, if anybody's got anything they want to convey, now is the time to do it. And if we choose to do so, we can put it on the agenda for next month's meeting.

Jeff Entler responded well; I did not approach Mark about the masks. So, I, I had, we talk on a regular basis, but I'll just broach the subject. I'm just kind of curious if that is a possibility to be mask optional, like what we're seeing at the federal and the state level, but for certain areas, the masks are a, the mask usage is being minimized, and we're in a, and I know we've heard a lot of your discussions about why they're needed here, but might that be possible for this meeting to be, to be mask optional. People that want to wear masks, wear them, no questions asked...

Mark Scranton responded to the CDC guidelines, even now, just this week even.

Debbie Hill asked do you have to wear them at the county building? Jeff?

Jeff Entler responded no, no, not at all.

Dr. Jeff Smith responded they're not wearing them at the hospital, in administrative or...

Debbie Hill responded, you don't?

Dr. Jeff Smith responded nobody if you're in a clinical patient area, they're worn. But on the hospital administrative area, nobody wears a mask. And um, I don't wear them in my office. My own personal philosophy and investigation into it is that unless we're all wearing N95, it's a charade, but that's my, my thought. There's no good data on anything but N95's, even then, they're not completely safe.

Jeff Entler responded you need two N95's to a, to get higher in the curve, is that?

Mark Scranton responded you can't breathe.

Dr. Jeff Smith responded I don't know when we were operating on patients with COVID during the bad times, it was really hard to breathe. We're in an N95 in the surgical suite, and if I had to do a procedure that was longer than an hour, it was tough. I was almost tempted to just take a break and go out and breathe some fresh air before I went back in, because breathing through them is difficult. But you know they are, they're science to say that they're a little safer than I mean, her mask versus your mask versus there is no scientific data that suggests that one is better or another. In fact, some of the data that I read suggests that cloth masks are worse than no masks.

Mark Scranton responded I can tell you I work where N95 masks for over 30 years because of my business. I ran a lot of dust, some of it which is considered to be hazardous. And there's nothing worse than trying to have a mask on, working in a 100 degree heat. But you got to do it because you got all this airborne dust and you got to try to block it out. And even when you do that, you take your mask off and you got this big ring around your face. I mean, you really get down to it. If you really want to eliminate any kind of intake of anything at all, regardless of whether the dust or whatever. The only thing I do, everybody at work wears a positive pressure, either mask or hoods, because you got to push the stuff away from your face because people understand air flows. But you're creating a negative air environment when you put any kind of mask on even N95, because it's not form fitting. I mean, go around the room. Mark continued I've got facial hair on, an N95 mask will not fit me as good as, like, Dr. Jerger, for example, who's clean shaven. Mark said I was on the fire department for 14 years, I can tell you if you did testing with SCDA's because OSHA guidelines mandate it, and you do ampule test with things to check and see if you got a positive fit even on a positive air supply respirator, even, so I mean, you're never going to eliminate it completely. But yeah, like I said, there's some masks that are more effective than others. But I can tell you we had a case of N95 mask in a shop and within a week they were gone and we couldn't even find. So, it made it really, really tough because that was the normal part of our business. So, we really struggled as a business to even have the basic tools that we needed to work safely on a daily basis.

Debbie Hill responded maybe we can vote on it?

Mark Scranton responded we'd have to put, like Mike said, we'd have to put it on the agenda to be able to vote on it.

Carolyn Wagner responded I would like to just add that I was researching, trying to look into the OSHA that you brought that concern up with regards to their requirements. From best I could see, they put this out in July of 21 and I could not find anything that was updated. But I did find from a law review article regarding OSHA law, that they talked about what to do with administrative people who were not actually seeing patients, and that clinic such as this would be deemed different than, say, ambulatory care who's seeing urgent, sick people coming in. This is more a well clinic versus a sick clinic. Carolyn added, and the fact that this room is, as you said, occasionally used for overflow with immunizations. And I'm not an attorney, and I'm not an attorney, certainly in this type of law, but just using rational thinking. This is after hours. It is closed. There are no patients here. We are all being screened with our temperature before we come in here. We are all being asked to stay away if we are ill or have been ill. We are sitting apart, not exactly six feet, but we're sitting apart. Carolyn said, personally, I don't, from what I've read, believe we would be in violation of OSHA, and we are not employees, so your Board members are not employees. So, to me, I don't think that OSHA necessarily covers us in that setting. So that's just my input from having spent some time surfing the web and looking at it. Anything different that you've been told?

Brandi Binkley responded I know that we kind of just lightly brushed on it last month, and it's not just OSHA. So, I'm still sticking to the point of I would really like to get an opinion from Mike Baggett, maybe a review. Brandi said, and I don't know, Mike, if you had a chance to do that at all if you haven't necessarily been specifically asked to do it, but I do think that would be helpful maybe for me and the entire Board to move the whole building forward, because my top priority in this building has been to keep everybody safe. And so, that's not just safe as far as COVID, but safe as far as in not presenting extra liability or risk to the Health Department or County. So, when there were things like, OSHA when it talked about, if you even let someone symptomatic come in your building, then you have to have this other huge plan. Then that applied to people who weren't necessarily employees. So, Brandi said, I think it might be helpful for all of us if Mike could kind of research what all we're subject to because of being a health care facility and be able to give us an opinion on what could be changed with masking and when. And then maybe you would feel more like you have what you need to make that vote, if you choose to do it. Because I do feel very strongly that I don't think we should be presenting liability. I think we've strived very hard since the beginning of the pandemic and even before it hit here to keep everyone as safe as possible and limit that risk and liability in all the different ways. So, I just want to make sure that we're continuing to do that, not just for board, but for my staff, too, because we all don't want to wear masks forever, right? It's not a forever thing, but when can we make those adjustments? So, I think that'd be helpful, Mike, if that's something you could help with.

Carolyn Wagner responded that's the problem, because nobody's going out on the limb and making those judgments. So, I think we, I think the plan that you have of asking Mike to review the websites that I spoke about because I think it's going to have to be a conservative, educated opinion.

Mike Baggett responded okay, well, if I can clarify my brief here, Brandi, you may have gotten a little bit further into the weeds than I originally understood the question. So, I just want to clarify what the

desire of the Board is in terms of seeking an opinion on potential change. I understood that at the beginning, whether there was any liability from a regulatory, or a, an exposure to litigation liability. Mike Baggett continued, if the Board of Health were to lift the mask mandate during these Board of Health meetings, is it broader than that? Are we talking about lifting the mandate in the building during regular workdays amongst patients and administrative areas of the department? Or are we just looking at the people in this room for the purposes of this meeting, not having to wear a mask when they're in the building?

Brandi Binkley responded so I would like to request that it'd be for the building overall and for staff because of the fact that if our staff know the Board doesn't have to wear a mask and they're in the building, then obviously I'm going to get questions about, I mean, people have been really great with being compliant, following the rules, stuff like that, but people are going to ask questions. If the Board doesn't have to wear a mask, do they have to wear a mask? And I think the more prepared I can be to know when and where we can make those changes. The more comfortable I will feel too. Because I don't want to have an employee with human resources or litigation issue because their coworker got close to them and wasn't wearing a mask and then they made them sick or something like that because that could be a problem for all of us. So, I would like to respectfully request that we have that for the overall building. And I think, did you want to say something, Rachel?

Rachel Deerwester responded yeah.

Brandi Binkley responded she is our Director of Clinical Nursing, just so you know.

Rachel Deerwester responded I've been sitting on all of the IDPH and CDC calls with the recent updates that they've made. So, food for thought. The executive order that involves masking actually is up for renewal/possibly ending on August the 20th. So, in a few days. CDC has also stated that along with their updated guidance for general population, K-12, they are looking at updating Healthcare guidance as well. We anticipate that that's going to come out around that time. So, it might be worth re-, coming back to this when that Healthcare guidance is updated because if that healthcare guidance is updated and the masking is eliminated, that's the category we have followed this entire time. So that might give you a little bit more, just something else to go on for an opinion and for making a decision.

Mike Baggett responded and when is that expected to come out?

Rachel Deerwester responded I'm not entirely sure, but as soon as I find out, I can certainly give the word to let you know. I expect it to be around that August 20th, but CDC versus an Illinois State statute, so you know what I mean? I don't know, I'm not sure, but I expect it to be soon, probably prior to your next Board meeting.

Mark Scranton responded well, the CDC just came out just in the last, what, week or so...to changes in guidelines..

Rachel Deerwester replied yes, those are the meetings I've been in. Mark Scranton interjected about quarantine, and all of this all the sudden it's like..

Carolyn Wagner responded as far as an enforcement arm, OSHA is really, am I correct, the one that we need to be concerned about?

Brandi Binkley responded I think also CMS, I mean, those are at least a couple off the top of my head, I know that there are certain rules that if you bill a CMS that you're required to follow. OSHA has been a huge one just because they did put all of that information on all these requirements and a plan you had to follow. It was very, very extensive. So that was a big one. Brandi said, and then, like Rachel said, we have really been following the healthcare guidance specifically just because we are a very diverse building where we don't just do clinical, and we don't just have one area and people don't kind of stay put in just one area. So, we kind of, we more stay on the side of being stricter with the healthcare guidance as to not present unnecessary liability or issues. So that's why I would feel a lot more comfortable making some of those changes with having some legal input.

Cody Parks responded do you guys wear yours all day, during the day in your office?

Brandi Binkley responded so, if you're in your own office by yourself, you can have your mask off. If you're in any of the common areas, you have to have a mask on. If you're going to be in an open area, like, we've got areas where clerical people sit and they are distanced, but they're in that open area, so they have to have their masks on. Going to the bathroom, you have to have your mask on. We've limited in-person meetings, but when we have them, we distance, and we have our masks on. When we attend meetings, we wear our masks. So if that kind of helps give you an idea.

Debbie Hill responded the inspectors wear masks.

Brandi Binkley responded the inspectors wear masks, home visitors who are going into people's homes, sometimes senior citizens homes, that may be immunocompromised, they're wearing them anytime we would get within that 6ft of a client or patient. So dental or doing a vaccination or just giving somebody their money with the money management program, any of that kind of stuff, they'd have their mask on as to not, again, prevent that extra risk either way. And that's another thing we've looked at as we've talked about making changes in the building for staff, is there may end up being different rules for if someone's in a clinical setting or in somebody's home or something, versus if you're just in administration having a group meeting or something like that. So, Brandi continued, I think again, though, if you're not doing it all consistently across the board, you just want to be careful because you may end up having some employee complaints or concerns. And I just want to make sure we're kind of crossing every T to protect the health department as much as possible in every way.

Dr. Bret Jerger so one thing you talked about, just for everyone's information, you said it could end up being two different levels, like you're saying, but how or when was the last time this room was truly used for clinical patients?

Rachel Deerwester replied last week.

Dr. Bret Jerger responded and you were saying, I think before maybe once every two or three weeks that this room gets used for clinical.

Rachel Deerwester responded it just depends on how busy we are and what our flow is. It's actually going to be getting used more because we are going to be getting our student nursing back so we'll be able to expand our clinic opportunities, and student nurses will be able to socially distance and vaccinate in this room. So, Rachel explained, here in a couple of weeks, it would be getting used a lot more frequently than it has been throughout the summer.

Mark Scranton responded but you guys are getting everything cleaned on a daily basis, right?

Rachel Deerwester responded oh, yes, we definitely clean and disinfect between every patient.

Dr. Brett Jerger responded so the room's cleaned, right? Just like it would be in my office or anyone else's office.

Brandi Binkley responded the Building Commission handles that.

Mark Scranton responded okay. Anybody or anything else on this? Okay. All right. Thanks for everybody's input on that. Okay, before we do New Business getting into the budget, Brandi had asked me to let the Division Report Presentation be done for HR. So do that right now.

Division Presentation – Human Resources

Brandi Binkley responded Bethany is going to present to you for this.

Bethany Stapel started so Good Evening, so for those of you that don't know, I'm Bethany and I'm the Assistant Public Health Administrator here at the Health Department. Just a little background, I do have a master's degree in Public Health, and I have over ten years of public health experience while also having a Public Health Administrator certification. So, some of my responsibilities in this role are assisting in backing up Brandi and all of the other directors throughout the building, so that's anything from personnel, fiscal, administration, public relations, human resources, employee relations, and so forth. So, it's a constant task to stay up to date on employee files as employees come on board and leave along with ensuring staff stay compliant with all the trainings. We continually try to update our processes to make them as effective and as accurate as possible, like implementing our MIP software that allows us to include some of our HR functions for tracking purposes. So typically, we fluctuate at about 80 to 90 employees, and our building is staffed from 7:00 AM to 4:30 PM plus, depending on

what's going on, and we've got some nights and weekends thrown in there. We also do have an on-call system, so our team receive calls from whether it's the hospital, IDPH, doctor's offices, that kind of thing, at all hours and even sometimes in the middle of the night, depending on what the situation might be. So, there's lots of behind the scenes that myself and the team work together on, whether that's job postings or hiring, post job offer screenings, contingent offers, final offers, onboarding new employees, reviewing job descriptions at least annually, employee performance evaluations, and all of those sorts of things. So, the employee performance evaluations that was brought up at a recent meeting, and so Mark had asked me if I would explain that process a little bit to all of you. So, I'll take the opportunity to shed a little light on that process, but without taking up too much of your time but it is also outlined in the personnel manual if you ever want to reference it there as well.

Bethany Stapel continued alright, so these are merit-based performance evaluations, and staff can receive up to a certain amount. I think Carolyn had asked about that, and so we talked about that a little bit at the last meeting. But staff that haven't been here at least a year, they would only be eligible for that prorated rate. And this was developed years ago, so then new employees wouldn't come in making more than someone who's been here longer. So, Bethany continued, like I said, those job descriptions are reviewed by the Division Directors and Assistant Directors each year, along with HR in that process. The performance evaluations are given to the staff to complete their portion, and then it's returned to the Director and the Assistant Director for them to complete their portion. The evaluations are then reviewed and completed together by the Director, the Assistant Director, and the employee. During the evaluation, we establish SMART goals for the coming year that would be specific, measurable, attainable, relevant, timely, inclusive, and equitable goals. Bethany went on, and from my experience, this process does seem pretty similar across other local health departments. And as you know, most of our staff, they do understand the process goes through many boards and approvals. So once the County Board budget would be approved, then they would sign the form that is used by the county auditor's office if they were awarded that raise. Bethany explained that a lot of paperwork completed in a short period of time to get everyone everything that they need. That evaluation process with the employee is done simultaneously with the budgeted potential raise votes. However, yes, we can only go up to whatever the board would approve. So along with the evaluations, as I said at the Finance Committee meeting, I do continually try to gather salary information of other local health departments and other comparable organizations. We want to try to invest in our workforce if and when we can to keep them all here because turnover is high. Bethany said, and while training is incredibly important, it does take a considerable amount of time for someone to train a new employee. And Bethany said, I also serve as kind of a liaison between the employees through all the divisions and possibly their supervisors in the county office to report any employee accidents, non-employee accidents, any IMRF short-term disability, benefit or insurance information, and I work with any employees and help coordinate things if they're on any type of family medical leave or anything like that. So, Bethany said, I couldn't do it, though, without all the Directors and Admin team that helps make all of that come together and possible. So, I think that kind of briefly sums it up. A lot of it's

probably pretty straightforward for some of you that are familiar with all that. Do you have any questions?

Carolyn Wagner responded; do you have any assistance in the HR department that work with you?

Bethany Stapel responded yes, I work very closely with all of that Admin team, but they also have Board of Health Management or buying or helping with the supplies or purchasing, all of that. So, there's not like one that's necessarily specifically devoted to only HR functions. Everybody wears like, lots of hats here that- lots of things going on and covering many things.

Mark Scranton responded okay, thanks, Bethany, I appreciate it. Bethany responded thank you. Mark Scranton continued, real quickly, before getting the next item on the agenda, I was remiss earlier because I did this once so I kind of forgot to do it again for the sake of the rest of the Board, that was not here for the Finance Committee Meeting, Tammy Wilcox sitting down here at the end of the table, she's our new Macon County Administrator, and she had asked about coming to the meeting, and I said she's more than welcome to come and sit in and learn a little bit about what we're doing and how we do it. So, thanks again, Tammy, for coming tonight and kind of shadow what we're doing.

Tammy Wilcox responded it helps me. I need to..

Mark Scranton responded yes, absolutely. She's got a lot of responsibility. She's a great asset to the County now. Great addition.

New Business

Discussion and Approval of the FY 2023 Proposed Budget

Mark Scranton responded okay, moving on, we will get into discussing the proposed budget, just to preface this before we get into this, and let Sheree and Brandi do their thing on this. So, the Finance Committee, which consists of myself, Jeff and Candi, we've had multiple meetings with the administrative staff and CFO going over things pertaining to the budget, where we've been, where we're at, and where we're headed. And so, I think they've put together a good budget based on our last meeting we had a couple of weeks ago with some recommendations that we made and some changes we made, and both on the budget itself overall, and also on where we're at with evaluations on how to make adjustments on pay grades. Traditionally, Mark explained the Board has always done a flat percentage across the board. There was a lot of conversation back and forth about how to do that going forward. Mark continued, and what we arrived at was a multi-tiered level for raise increases. And when those are done, that basically gives Brandi the authority, as she does evaluations, and the rest of her team do evaluations on staff. It gives a cap for them to get people raised up to a certain level. So, we kind of took a different approach to this to kind of bring up the lower-level people up more, more so because a lot of these positions, as you look at the pay grades, when we get done going through the budget part of this, you'll see that a lot of people are making about what they make for what they do with Walmart and McDonald's, Mark said. So as a struggle for

staff to try to maintain staff, it's important, I think, Mark went on, that we get these people that are in some of these lower paying positions the ability to know that they're being invested in and try to keep them and remain to be a vital part of the organization. So, Mark said, I just wanted to kind of let you know what work that the Finance Committee has done in the background on this, because we spent quite a bit of time on it in meetings and outside of meetings as well. Mark said, and I think we've got ourselves in a good place. I'm sure Sheree's done a great job going back and revising the budget, and it's got us in a good place number-wise. And with that being said, I'll let you (Sheree) have the floor.

Sheree Zalanka stated okay, so there's a couple of documents in your packet. The first one starts out with a heading, total FY23 proposed budget December 1, 2022, through November 30, 2023. So that's our FY23 budget that begins December 1. So, Sheree said, this document will give you line item totals by each revenue account and expense account, broken down by direct and indirect expenses throughout the entire Health Department. And then the next set of documents that you see with the heading Macon County FY2023 Budget Process. These are the forms provided to us by the County Auditor's office and they are broken down by the department. So Sheree said just to kind of summarize what all is in this budget, like Mark mentioned, the raises, we took the recommendation of the Finance Committee where levels one through eight can receive up to a 5% raise and that is our clerical up to professional level staff. Professional level staff would include our nurses, case managers, those types of employees. Sheree explained, then levels nine through eleven, which is supervisory staff can receive up to 2.5% raise and then level twelve and thirteen can receive up to 1.5% raise. So those are the raise caps included in the budget. Also, Sheree said, let's see, there's lots of different directions I can go. So, this budget shows an average monthly expenditure of around \$602,000. So, we always kind of look at that so we can calculate what our fund balance should be. So, we would have a balance in the bank so we could continue to operate if something happens, such as the state stopped paying or something like that. So, four months of that would be \$2.4 million. Our health fund balance right now is at \$7.5 million. So that is like, you want to think of that as like our savings account more or less. Sheree continued, so, every year if we have a surplus or a deficit, it either rolls up into the fund balance or gets taken from the fund balance. Indirect overhead administrative costs are 20% of the budget and personnel and fringe is 78%. Sheree went on, okay so bottom line, this budget brings us down to negative \$112,000. As I've mentioned in several of the meetings already, we never want our bottom line to be negative. It almost never ends up negative. We, it's very rare that we would spend as much as we have in the budget. As you know, our staffing fluctuates a lot. We have a lot of people coming and going throughout the year. So, the budget includes every position fully staffed the entire year. Except Sheree said, I did go through and a few of the positions that are vacant right now I knocked down to only 23 pay periods instead of 26 to kind of give us a little bit more of a realistic picture, although honestly, it'll probably be more than that then. So, then, we're at negative \$112,000 then we also have a couple of grants that we have applied for that we will likely be receiving additional funding, HIV project which will be part of the Comprehensive Health Protection Grant so that would be an additional \$15,000 in revenue. And we have applied for a Delta Dental Grant which would be an

additional \$86,000 in revenue. So, if we receive those it would bring our projected bottom line down to only negative \$11,000. Sheree said, looking at the budget overall, I always kind of try to see where we are seeing a major change from last year and what I'm projecting next year. The major issue in this budget for that is security expense. We are paying sheriff deputies right now, time and a half to be in the building all the time. So that is a significant expense. And Sheree said, Mark and Jeff have been in communication with the County Sheriff trying to work on that a little bit and Brandi also. So hopefully that expense won't have to be as high as it is in the end but that's what I have in there for now. Sheree said, other than that, I'm not going to go through it line by line unless someone has specific questions.

Dr. Jeff Smith responded I have a question, why time and a half? Why not just regular time?

Mark Scranton responded because on hire back, they have to do that per their union contract agreement. The Decatur Police and Macon County Sheriff both have that on their higher back-working doing work outside of their normal scope of their job. So, we're literally hiring them back. They're not working on behalf of the sheriff's office in an active role during the time that they're doing it. So that's why we're paying extra money out for that.

Mike Baggett responded additionally, Mr. President, you have a situation with sheriff's deputies where they're employed by the same employer. So, under the Federal Labor Standards Act, any time that they work over their 40 hours would be time and a half because they're all Macon County employees.

Mark Scranton responded just so you know, we've looked at some different options. I talked to Sheriff Root about it. We had thought we had a good idea until I talked to him, and he literally shot it down. We were talking about hiring potentially retirees or some other people that have law enforcement background, but he said they have no police powers as given by state statutes. So, Mark went on, if they got in a situation where they had to take some kind of action, they would have to bring in outside help. So, they cannot carry even though they could be a licensed concealed carry holder, they can't actively carry a firearm, as a retired law enforcement in this particular scenario, they don't have any police power as far as making arrests or anything like that. Mark explained he said you're basically paying for a really, really expensive security guard if that's the direction that you want to go. Those are some restrictions that are put in place and that's why we have to really go this other direction but we're talking to them about there's a way it can be formatted and maybe we can maybe do something to reduce the cost either in hours that they work or the structure of how it's done. Mark said because he said you could have a senior deputy apply for this position and you're going to pay a higher level based on what his salary is at the time versus somebody that's relatively new because they put these out and guys basically bid on based on their availability or their interest or whatever, so. Mark explained but this is something, I mean, they have to do. I think they do the same thing, like the Civic Center, for example, and I don't know about the transit authority or not.

Mike Baggett responded they do.

Mark Scranton replied they have similar type.

Mike Baggett responded I mean; you're dealing with both unions consideration because we're contracting with the department and with the sheriff's office. More of a memorandum of understanding as opposed to a contract per se. But you're still contracting with the department and the department has followed their union contract, which gives them obligation, which imposes on them obligations to let it forbid based on seniority, which is exactly what Mark was describing.

Mark Scranton responded so, we're working on that. Hopefully we can make that a little bit better. But it is a absolutely necessary expense that we have here to make sure everybody's protected. Mark continued that's one of the first things, when I got on the Board and took a tour with Brandi, I said, what we do about getting the locks put on the door and electronic locks to secure the building? I'm a big believer in being very proactive. There's too many, way too many active shooter situations coming up there. Disgruntled people and staff is dealing with some people that are not necessarily in the best part of their lives in certain situations when they come in here needing services, they may not be happy. I know Kathy has had issues in the past with some disgruntled businesspeople that have not been really receptive to their staff. They've had to get some assistance from law enforcement. So, we want to make sure we are taking care of people here and that's a paramount issue for me, said Mark. And we've gotten it done. We're making progress. So that's great. Mark said, okay, so anybody else have any questions on the budget? I will just let you know that, like I said, we met and went through this. We had a meeting prior to this meeting now and the three of us all voted in favor of supporting this budget as it was presented to the Board tonight for consideration. So, I would just let you know that we've done our due diligence and we feel good about where we're at, at this point, with the budget as it has been presented. Mark asked, anybody got any questions for Brandi or Sheree at all?

Brandi Binkley responded I would say, just so I can say it here to all of you, since you weren't all in the Finance Committee meeting. I do feel strongly about not giving a tier system. I do think that our supervisory staff, at least levels nine to eleven, should be eligible to receive the same percentage of raise as level one through eight. Those staff, as it was explained to me that it was a lower percentage presented because they already make more, but they make more because some of them have been here a very long time. And then, of course, in a supervisory role, as many of you know, you're managing people, you're on call more than other staff are, you have a higher level of responsibility. And so, Brandi shared, I do have concerns about making them eligible to get a lower percentage of rates simply because they already make more. I think that could possibly negatively impact morale and productivity. And I also, we've already seen it in the budget numbers that it is causing pay compression, which, if you've been on the board for a while, we've been talking about pay compression concerns for years when it came to increase of minimum wage. So, Brandi said, I do just want to go on record, I have requested the Finance Committee and I request to all of you, if we can't do it this year, to very strongly consider making our supervisory staff eligible for the same percentage because we do have a healthy fund balance of \$7.5 million. So, when you see that what it looks like, a minus, that just means it's coming from our health fund. The Health Department's fiscal management has been extremely responsible for many years or we wouldn't have \$7.5 million. And I feel as if a way

to invest that money in addition to some of the things we're already doing, like electronic medical records, digital environmental health and security. Brandi continued, I feel that, especially in a nationwide staffing crisis, that we should invest in our staff, the ones that are already here, especially those who have been willing to take on more duties, and then also those that we're trying to recruit. So, I do ask if the board will not approve that this year, that we can continue the conversation. I've asked the Finance Committee to do that with me as well about how we can continue to bring everyone up and not make anybody feel like they're being shorted simply because they make more.

Bethany Stapel responded and may I...

Brandi Binkley responded go ahead.

Bethany Stapel responded what I was saying, I might add that while those professional levels one through seven, we do want to bring those up, those are positions that they tend to be not as high a turnover. And we're able to fill those where levels eight and above are our hardest positions to fill. That's where we have the most vacancies are those levels eight and up for the supervisory responsibilities that come with some of those positions. So like Brandi said, if it's something that we, we're saying that we don't, we can't afford this right now, definitely looking at the future because that pay compression is very real. Bethany went on, and now we're in a situation where some of those, like where the 5% is, they're going to be making more than people in the supervisor role. So just looking at that, how we can move forward, because like Brandi said, employee morale and turnover with that. So, it's less expensive for us to be able to address those pay in equities now up front, instead of continuing to lose some of our best talent or most qualified that they can go elsewhere. Bethany said, because it is those eight and up that have opportunities elsewhere and can get paid more with different benefits, you know and other benefits and that kind of thing. Bethany added, so, something, something if we can control it, especially as we move forward, how we look at that.

Mark Scranton responded okay, anybody got anything else? Okay, I'd like to get a motion to approve the FY2023 budget as presented. Candi Clevenger made the motion, seconded by Jeff Entler, roll call taken, all votes yes, motion carried.

Mark Scranton replied okay.

Sheree Zalanka asked if she could add, as a next step, we will present this to the County Finance Committee on September 12th.

Mark Scranton responded so everything we do tonight is subject to them approving it, and then it's subject to the County Board approving it, so there's multiple steps there. Thank you for bringing that up.

Discussion and Approval of the FY 2023 Pay Grade Scale Communication

Mark Scranton responded okay. Motion for approval of the FY2023 Pay Grade Scale. Jeff Entler made the motion to approve, seconded by Candi Clevenger, roll call taken, all votes yes, motion carried.

Board Education: Communicable Disease Updates

Mark Scranton responded okay, Board Education - Communicable Disease update, Brandi.

Brandi Binkley responded okay, just a quick thing. I know I usually do COVID updates in here, but I felt like now would be a good time to kind of adjust to ensuring that we are addressing MPV or monkey pox. So, I just want to make sure you all knew, in case you're getting questions, we do not yet have a positive confirmed case in Macon County and also do not have vaccine. We will not receive vaccine here until we have a positive case. If and when we have a positive case, then obviously information will go out about that and then Brandi continued, COVID update, we are in medium community level and we are in high community transmission. That's the one that is the healthcare facility. And then our case rate is 292.28% and hospitalizations are up 7.7%. And that's all I have unless anybody has any questions.

Mark Scranton responded okay thank you, Brandi.

Presentation and Acceptance of Financial Report

Mark Scranton responded okay, presentation and acceptance of the financial report, Sheree.

Sheree Zalanka responded okay, this report is also in your packet. It is through the end of July, and we are 67% into our fiscal year. The ending fund balance is \$7.5 million, total revenue at \$5.7 million, which is 82.2% of budget revenue, and total expenditures at \$4.5 million, which is 64.7% of budgeted expenditures. Sheree asked, any questions?

Mark Scranton responded okay, a motion to approve the financial report as presented. Candi Clevenger made the motion to approve the financial report, seconded by Carolyn Wagner, roll call taken, all votes yes, motion carried.

Review of Department Expenditures

Mark Scranton then said discussion and approval of Department Expenditures. These will be in your packet, checks, vouchers and registers, so if anybody's got any questions on expenses in here. Candi Clevenger made a motion to approve, seconded by Mark Scranton, roll call taken, all votes yes, motion carried.

Grant Applications for Review and Approval

Mark Scranton responded okay, do we have any grant applications for review tonight?

Brandi Binkley responded no.

Mark Scranton responded I didn't think we did. Thanks.

Department and Division Reports

Mark Scranton said, and then the Department Division Reports. Bethany already gave her presentation on that. The rest of the information from the other departments are in your packet if anybody has any questions, staff is here to answer anything individually on their specific departments. Thank you - Rachel's already reviewed some things for us, Kathy, you got anything at all?

Kathy Wade replied no.

Mark Scranton responded Marisa?

Marisa Hosier replied no.

Brandi Binkley responded Karen's also on if you have any questions for her, Director of WIC and Family Case Management.

Mark Scranton responded okay hearing none.

Employee Recognition

Mark Scranton said let's move on to employee recognition. It is in the back of your packet. We got, we got several anniversaries this month, so thanks everybody for your service. Teresa Smith 20 years, Bethany Stapel 4 years, Jennifer Bradshaw 4 years, Jon Richardson 2 years, Brandee Brashear, not Brandi Binkley, 1 year, Jandi Powell-Samario 1 year and Jan Wenke 1 year. Thanks for your efforts. There was a round of applause.

Jeff Entler responded congratulations, and twenty years, that a good number.

Adjournment

Mark Scranton responded and with that I will make a motion to adjourn. Carolyn Wagner seconded the motion.

The meeting was adjourned at 7:01 PM.

Respectfully Submitted,

Susan Hertel
Administrative Assistant

President: _____

Secretary: _____

Date: _____