

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

President, Mark Scranton, called the meeting to order at 5:32 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 – present
- Dr. Venkat Minnaganti – late – virtual
- Cody Parks - present
- Dr. Jeff Smith – late present
- Marsha Webb - present

Health Department Staff in Attendance

- Lindsey Munsterman, MSND, Interim Public Health Administrator
- Bethany Krieg, MPH, CPHA, Assistant 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
- Jenelle Hockaday, Assistant 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
- Kevin Greenfield, County Board Chairman

Approval of Agenda Topics

- *Jeff Entler made the motion to approve the agenda topics, Dr. Bret Jerger seconded, roll call taken, all votes yes, motion carried.*

Public Comment

- No public Comment

Approval of January 17, 2023, BOH Meeting Minutes

Approval January 23, 2023, Personnel Committee BOH Meeting Minutes

Approval of January 31, 2023, Special Meeting Minutes

- *Marsha Webb made the motion to approve the minutes, seconded by Cody Parks, roll call taken, all votes yes, motion carried.*

Board Education: Communicable Disease Updates

- Nothing to report.

Presentation and Acceptance of Financial Report – LaKeeya Funches

- 16% into the fiscal year
- Health Fund Balance is at 7.7 million
- Total revenue is at 1.2 million, which is 18.2% of budgeted amount
- Interest on the Money market is included in this report
- *Carolyn Wagner made the motion to approve, seconded by Debbie Hill, roll call taken, all votes yes, motion carried.*

Approval of Department Expenditures – LaKeeya Funches

- Expenditures are currently at \$914,000 which is 12.6% of budgeted expenditures
- *Mark Scranton made the motion to approve, seconded by Carolyn Wagner, roll call taken, all votes yes, motion carried.*

Grant Applications for Review and Approval

- Nothing to report

Dental Division Presentation – Kim Sabin-Pritchett

- Discussion regarding the need to increase dental services in Macon County. Mark Scranton asked Dr. Jerger to work with Dental on increasing dental surgeries, due to other dental offices in town not accepting Medicaid.

Employee Recognition

- Sheryl Bardini – 16 years
- Emily O'Connell – 8 years
- Amy Schneringer- 6 years
- Kaylee Durbin – 4 years
- Rachel Deerwester – 2 years.

Old Business

Review and Approval of Personnel Manual

- Nothing to report

Discussion and Action Regarding Position Vacancies and Related Policies

- Full list of vacant positions included in February 2023 BOH packet
- Emergency Preparedness Coordinator resigned, effective February 24th, 2023
- Discussion regarding MCHD employee's attending upcoming job fair
- Mark and Carolyn discussed a need to have a specialist that deals with pay grade evaluations come to the Health Department and conduct a review and give us a report.

Discussion & Action Regarding Employee Retention Bonus Program

- *Motion was made by Mark Scranton to approve the Employee Retention Bonus Program, seconded by Carolyn Wagner, roll call taken, all votes yes, motion carried.*

Review, Discussion and Action (if needed) on flex time/pay policy

- Discussion regarding capping flex accrual to 35 hours
- Some directors expressed concern regarding capping flex accrual to due staffing shortages mentioned we need the Flex time at this time because of all the short staff issues
- Flex discussion tabled until next BOH meeting

Discussion and Action (if needed) Regarding adding BOH Email Addresses to Website

- All BOH members agreed to adding BOH email address to the Macon County Health Department website.

New Business

Discussion and Action (if needed) Regarding mask mandate for staff/public.

- *Motion was made by Marsha Webb to approve the optional use of masks at the MCHD for both staff and clients, except when required by a grant. Seconded by Dr. Jeff Smith, roll call taken, all votes yes, motion carried.*

Update regarding applications submitted to date

- Personnel Committee meeting scheduled March 3, 2023, at 3:00 PM to review PHA applications

Discussion and Actions regarding election of officers per requirement

- *Marsha Webb made the motion to keep the officers that we have until the next election, seconded by Dr. Jeff Smith, roll call taken, all votes yes, motion carried.*
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Discussion and action regarding nominations and/or Appointments to Committees

- Mark stated if anyone was interested in being on a committee, please let him know. Mike Baggett mentioned the terms expire on June 30.

Discussion and Action regarding BOH Meeting Minutes

- Mike Baggett informed the Board the only stipulation to the minutes is that they must be recorded, especially the closed minutes. Mike states the minutes require an accurate reflection of who is in attendance, the items that came before the Board for discussion and action, and the results of the actions taken.
- *Carolyn Wagner made the motion to discontinue the verbatim transcript and do a summary, seconded by Dr. Jeff Smith, roll call taken, all votes yes, motion carried.*
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Discussion and Action regarding Macon County Board Resolution Approving Change in Appropriations in the FY 2023 Health Fund Budget for United Way Dental Clinic Expansion Pay Back Resolution

- *Carolyn Wagner made the motion to approve United Way Dental Clinic Expansion Pay Back Resolution, properly seconded, voice vote: motion carried.*

Review and approval of 2022 Annual Report

- *Jeff Entler made the motion to accept the Annual Report as presented, properly seconded, voice vote: motion carried.*

Closed Session

- NA

Adjournment

- *BOH president, Mark Scranton, made a motion to adjourn the meeting at 7:36 p.m., properly seconded, voice vote: motion carried.*

Respectfully Submitted,

Susan Hertel, Administrative Assistant

President: _____

Secretary: _____

Date: _____