

Macon County Board of Health Special Meeting

Macon County Health Department WIC Conference Room

1221 E Condit Street, Decatur IL 62521

January 17, 2023, at 5:00pm

Brandi Binkley stated just as a reminder, we are recording the meeting and by being present, you are giving your consent to be recorded.

Jeff Entler, Board of Health Vice-President, said, good evening welcome to the Macon County Health Department January Board meeting, Tuesday, January 17, 2023, at 5:35 pm. Could we please do roll call, roll call taken.

Roll Call

Mark Scranton, President - absent
Jeff Entler, Vice President - present
Candace Clevenger, Treasurer - absent
Carolyn Wagner, Secretary - present
Jan Hack - present
Debbie Hill - present
Dr. Bret Jerger – present
Dr. Venkat Minnaganti - absent
Cody Parks - present
Dr. Jeff Smith – absent
Marsha Webb - present

Health Department Staff in Attendance

Brandi Binkley, MPA, SHRM-CP, CPHA, 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
Rachel Deerwester, Director of Clinical Nursing Services (Virtual)
Karen Shiflett, Director WIC/FCM
Teresa Smith, Director of Starting Point
Brian Wood, Assistant Director of Environmental Health & Emergency Preparedness (Virtual)

Public in Attendance

Mike Baggett, Assistant State's Attorney

Jeff Entler asked if everyone would please rise and recite the Pledge of Allegiance. Pledge of Allegiance followed.

Approval of Agenda Topics

Jeff Entler stated we have our agenda items, does anybody see any changes that need to be made? If not a, do we need a to call a vote to approve that? I think we do. Carolyn Wagner made the motion to approve, seconded by Cody Parks, roll call taken, all votes yes, motion carried.

Public Comment

Jeff Entler asked is there was any Public Comment, do we have any items that we need to address? Nobody here. I guess we can move forward with approval of the previous meeting minutes.

Approval of Previous Open Minutes Personnel Committee 12-13-2022

Approval of Previous Open Meeting Minutes Board of Health meeting – 12-13-2022

Jeff Entler responded does anybody have any changes that need to be worked through? Cody Parks made the motion to approve, seconded by Carolyn Wagner, roll call taken, all votes yes, accept Marsha Webb who abstained since she was not here for that meeting, motion carried.

Jeff Entler responded this is probably a good point to stop and introduce Marsha. I don't know if everybody is aware that Marsha is our new Board member. She was a sworn in at the County Board meeting last week and um we really look forward to your input, your qualifications and your hard work with the group. Tell everybody, go through the scenario that you were called out on the public floor. I'm sure everybody would like to know a little bit about you, if I'm not putting you on the spot.

Marsha Webb responded oh, that's okay. I started in Fire and Rescue in 1985 and worked my way up through the ranks obtaining other paramedic license, a national lead instructor license, my NIMS and ICS, including the 300 and 400 command structure. Let's see, a PEP instructor, an ITLS instructor, a certified firefighter. I've written emergency disaster plans for nursing home schools, elevators, small villages and written for grants for the departments.

Carolyn Wagner responded a storm spotter.

Marsha Webb responded oh yeah, a storm spotter.

Jeff Enter responded that's probably the biggest one. Well, welcome and I'm sure you realize that you've got a lot of resources. Any of us, anything we can questions we can answer or things we can help to bring you up to speed.

Marsha Webb responded thank you. I look forward to working with you all.

Several of the Board Members said welcome and thanks.

Old Business

Review of Board of Health By-Laws

Jeff Entler responded back to old business, the approval of the Board of Health By-Laws.

Susan Hertel responded are you going to do the Board of Health Meeting, Jeff?

Jeff Entler responded oh, I missed one.

Carolyn Wagner responded didn't we vote?

Mike Baggett responded the vote was not made specific. The way it was phrased and the way that the vote was, or the motion was called for. The Board is well served by treating that as a group vote on both minutes for the Personnel Committee as well as the meeting minutes, but given the way everything was phrased, I think that the members thought they were voting on both at the same time. I think that's sufficient unless any Board member objects to that.

Jeff Entler responded okay, moving on. We've had the By-Laws on the docket for quite some time, but um, um, but I don't think the By-Laws committee has ever met too actually.

Carolyn Wagner responded I noticed in the old business notes that Mike had submitted a set of revisions. Is there anybody here that is serving on the By-Laws committee?

Jeff Entler responded that was going to be my question is, who was on the By-Laws committee? You were on it, were you not.

Susan Hertel responded Dr. Minnaganti, Dr. Jerger, and Dr. Snyder was.

Carolyn Wagner responded and Dr. Snyder he's gone.

Jeff Entler responded my suggestion was going to be to just chat a little bit about it and then help get a meeting date set for that group to, to um, review changes and see if there were any critiques or thoughts or changes to them. If anybody else has got any other.

Carolyn Wagner responded I was just wondering now that Dr. Snyder is not there, would we want to..

Jeff Entler responded anybody want to volunteer? Marsha, would you like to... (Laughter)

Brandi Binkley responded I did have that questions written down?

Jeff Entler responded or anybody else.

Marsha Webb responded yes.

Jeff Entler responded would you...

Mike Baggett responded give me, if you don't mind.

Jeff Entler responded sure.

Mike Baggett responded give me just a second.

Bethany Krieg responded I think page 5 maybe what you're looking at.

Mike Baggett responded I just had a question, I do believe that under the current rules, as well as the proposed rules, the Vice President does have the authority to act in the absence of the President in this manner by appointing because the President has, under the rules, has the authority to appoint members to committees. But I do think, given the fact that the President isn't here, the By-Laws do give you the authority as Vice President to act accordingly. Jeff Entler said ok. Mike continued but I wanted to make sure before you took that action that you had the ability to do so.

Jeff Entler responded do what, you don't need a vote on that or anything.

Mike Baggett responded no, it's the appointment of the President. So, you're acting in place of the President at this point. But no, there is no vote, there's just an appointment.

Jeff Entler responded okay, good. Marsha, welcome to the By-Laws committee. So, having said that, we got, we got two of the three people here. I'd like to see a date kind of get hashed out so that it's moving forward, and I would attend and participate with you to help. But middle of the month, we're middle of the month. So, anybody got a good date and time, day or night?

Marsha responded I get off at 430 Mondays through Friday.

Jeff Entler responded you've probably got the tightest schedule.

Dr. Jerger responded yeah, Thursday, Thursday afternoon or Friday afternoon would be the best.

Jeff Entler responded you make the call.

Dr. Jerger responded but you're not off. Thursdays and Fridays you work till 430 as well. Okay, so I need to look at that.

Brandi Binkley responded Mike, if potentially four people are going to attend, would that need to be posted then? Since it's majority of a quorum as.

Mike Baggett responded it is a committee of the Board, it would have to be posted regardless. Yeah, so any meeting would have to be conducted as a public meeting.

Jeff Entler responded so we need our 48 hours.

Bethany Krieg responded I might be asking the obvious, but if everyone or if the Board feels fine with your proposed draft. I mean, does the By-Laws committee have to meet?

Mike Baggett responded no, that is, sometimes I sit over here, and I think things, but it's not necessarily my place to volunteer them. I appreciate it. I will say, now that I've been asked for an opinion, the Board is not obligated to wait on the By-Laws committee. It can take action without the

committee having gone through it. It's really, I think, a matter of whether the committee objects to kind of leaping the frog there a little bit, or if the Board wants the committee's input prior to voting on it. But the Board has the proposed rules in front of it and can adopt the rules without it going through the committee process. It's entirely up to the Board how it proceeds.

Dr. Jerger responded well, I didn't have any issues with it when I looked through it. I know we haven't had a meeting on that one, so I would agree, unless someone else.

Carolyn Wagner responded do we have a copy of that.

Mike Baggett responded they're in your packet.

Jeff Entler responded they are.

Marsha Webb responded I read before the meeting, I got here early and pretty straightforward.

Mike Baggett responded, and I will say, having gone through and made a few changes, there aren't really substantive changes in the By-Laws. These are the By-Laws that the Board has been operating under for quite some time. There have been a few more stylistic changes than anything else just to kind of keep it up to date in line with the Open Meetings Act. But, Brandi, unless you think I'm misrepresenting the edits I don't know. I just don't think that there's a significant amount of new material.

Jeff Entler responded it is more cleanup than..

Mike Baggett responded more than anything else. Jeff said it's just semantics. Mike continued its just touch-ups.

Brandi Binkley responded it is what Mike did, so it's gone through legal.

Jeff Entler responded any other, I'm positive about it. Any other thoughts? Comments? Carolyn.

Carolyn Wagner responded what changes? So, was it just wording Mike that you did?

Mike Baggett responded Brandi, is there any chance you have my email from when I originally sent it? Because I'm not sure that I do since I sent it last year, I may not be able to pull it up on my iPad.

Brandi Binkley responded she's bringing you a hard copy of the red line version.

Mike Baggett responded thank you. All right, so if you kind of want to just go through this, the By-Laws begin on page four. There have been updates to the table of content, but the changes in terms of the red lines, I made certain changes to the way it's phrased that there are eleven members appointed by the chair of the County Board. Again, I changed the word chairperson to chair. These are the kinds of changes we're talking about, and the language members are appointed to a full three-year term has been replaced with the members are appointed to three-year terms, and until their successors are appointed, that's simply from the statute that governs Boards of Health. I took out the language in what you may not be seeing, old paragraphs BCD that has to do with membership on the

Board requiring at least two positions and one dentist, one member of the County Board. Those are all statutory provisions. And as a matter of policy, whenever I have an opportunity to revise rules like this, I tend to take out where we have copy and pasted statutes because the statutes control and in the event that the General Assembly ever changes the statute, I would not want our rules to be in conflict with the statute. So, statutes are statutes. They're applicable regardless of whether they're in the rules. So, I take them out when I can. Same thing with a provision that required members be chosen for their specific fitness for membership on the Board. Again, that's from the County's Code. Provision that required board members to take the Open Meetings Act training. That is a statutory obligation in the Open Meetings Act. So, I don't believe it needs to be stated in the rules. I added a provision in what you're seeing now at paragraph C under article three, that the County Board chair, with consent to the County Board, may remove a member from misconduct or neglected duty. That is a statutory provision. But given the remaining portions of that, I just thought that that was more inclusive and a fuller statement of the state of the law. As to the officers, now, this was I should say this is a substantive change. Normally, I believe the Board has been in the habit of electing its officers in June of each year. But pursuant to the County's Code that governs Boards of Health, officers actually have to be their terms of office are from December 1 through November 30, the County's fiscal year. So, you need to have elections in November as opposed to May. So, I touched up the language with respect to how officers will be elected and got that consistent with the timeline set forth in state law.

Carolyn Wagner responded does that mean we should have held additional elections in November?

Mike Baggett responded I think that had we adopted the By-Laws on time, yeah.

Carolyn Wagner said okay, okay.

Mike Baggett responded I think we probably would have been well advised to do so. But if the Board acts tonight to adopt these By-Laws, then it may be well advised to conduct officer elections sooner rather than later. I wouldn't wait until the summer like we've done in the past. I would probably get that ball rolling.

Carolyn Wagner responded let me make sure I'm understanding what you're saying. If we adopt it now, you're saying we wouldn't wait until November.

Mike Baggett responded I would say you want to start the officer election process now and with an expectation of electing new officers in February who would serve until the end of this fiscal year in November.

Carolyn Wagner responded oh, okay.

Brandi Binkley responded Mike, um just to add some background, I just popped it up really quick because I was trying to remember from memory, but we did used to have them in November for the December year, but that was changed. Was it in 2020 or 2021? Because the Board wished it to align with the appointment dates made by the County Board. I think that was just not done one year or two years, maybe.

Mike Baggett responded I appreciate the reason why. Unfortunately, state law says that officers for the Boards of Health serve terms consistent with the fiscal year, so.

Brandi Binkley responded oh, yeah. I'm just trying to say I think we only did that for one or two years. So, the timeline may be a little off because it did used to be done in November is what I was trying to say.

Carolyn Wagner responded so do you feel that we should have elections in February?

Mike Baggett responded I think that you need to get yeah, I mean, you should have had elections in November, but obviously that didn't happen. So better late than never.

Carolyn Wagner responded okay.

Mike Baggett responded going forward, there is a new sentence in Carolyn I saw over your shoulder. It may appear actually in your copy. I'm trying to find it. Okay. No, on article four, section G, the last sentence notwithstanding, the following is, the filling of a vacancy results in the creation of another vacancy. These are with respect to the Board's officers. Then the resulting vacancy or vacancies may be filled at the same time as the filling of the original vacancy. So that's new language. But that just takes into account, if you elect a vice president to be the President, because it's not automatic. The vice president starts acting as the President, but it doesn't become the president until he or she is elected to that office. But if that creates a vacancy in another office, then you can elect another officer at the same time. That's just to make sure that we're not always picking the can down the road. I added the Pledge of Allegiance to the agenda format and then also special Board meetings. I changed that. The notice of special meetings have to be conveyed no later than 48 hours before meeting. Again, that's just matching the language in the Open Meetings Act, you can't have a meeting with less than 48 hours of notice. You can't have a special meeting. What you can have is an emergency meeting. And so, I added language at the end of that paragraph regarding emergency meetings. But the Open Meetings Act does distinguish between the two. I added language here that a quorum shall be a simple majority of the members duly appointed and serving. The new language is duly appointed. And just to clarify what was meant or I think intended by that, I took out language from article Five, section F regarding electronic participation in Board meetings. It referenced section seven of the Open Meetings Act. Again, I believe that it's better practice to simply refer to the Open Meetings Act itself, as opposed to the Board's rules which restate the Open Meetings Act. So electronic presence or electronic attendance at public meetings is governed by the Open Meetings Act. And this board can't adopt rules that are contrary to the Open Meetings Act. So just refer to the Open Meetings Act when you have the need to do so. There was a sentence in Article Six, section E, regarding public comments that the Board reserved the right to immediately move a meeting into closed session if a public commenter started speaking about something that fell within an exemption to OMA. I don't believe that that is necessarily permissible under Open Meetings Act. I don't think that you can stop a public commenter from saying whatever he or she wants to say in public comment, even if those statements would generally be exempt under OMA. The Board has the right to go into closed session to discuss things. But I don't think you can force public comment into a closed session

in order to prevent what they want to say from going into public record. Carolyn said that makes sense, Mike continued that's a First Amendment problem.

Carolyn Wagner responded we just wouldn't be able to comment on it in an open session.

Mike Baggett responded you could, it would be ill advised.

Carolyn Wagner responded yeah.

Mike Baggett responded right, as a general rule, I always encourage my clients during public comment to receive comments as opposed to respond to comments. Responses typically are best suited to being, I guess, thought through and presented in writing, if appropriate, or at least presented through an official channel at some later time after there's been an opportunity to digest and make a decision. Um, let's see, there was language in Article Seven, paragraph I, related to the filing of statements of economic interest. Again, since that's governed by state law, I just took out what was there and replaced it with, Board members shall file statements of economic interest as required by law. There's been quite a bit of play with the statement of economic interest statutes by the General Assembly in the last two or three years. I didn't think it was a good idea to try and get specific on that. I think you should just do what the law requires, and what the law requires today may be different than what it is tomorrow. With respect to Article Eight committees, I just made changes with respect to the references because it does a lot of internal referencing to itself, so I just made changes to update it according to the way that the By-Laws are currently numbered. Article Eleven Parliamentary Authority includes a provision that refers to the specific version of Robert's Rules of Order that would be, that would govern issues of parliamentary procedure in the absence of a controlling bylaw. I took out Article Twelve, old Article Twelve, which said that whenever the By-Laws require notification of members or retention of writings, new and emergency emerging technology from time to time available and deemed by the Board to provide a reasonable mode for meeting such requirements may be utilized. I'm not sure what that meant, and I don't know that it was necessary to include in the By-Laws, so I took it out. Obviously, the administrator and the staff of the Health Department still have the ability to communicate with members of the Board of Health, and that is it.

Carolyn Wagner responded thank you, thank you very much.

Jeff Entler responded we made good use of time.

Carolyn Wagner responded can I make a suggest a motion that since Mr. Braggett has said we need to get a vote going, that perhaps we get the nominating committee working or having a meeting to work on getting the slate of officers.

Jeff Entler responded sure.

Carolyn Wagner responded I don't know who is on the nominating committee but, probably could get that going.

Susan Hertel responded Jan Hack, Dr. Minnaganti, and Cody Parks.

Carolyn Wagner responded Jan, Cody and Dr. Minnaganti.

Jeff Entler responded well let's, um.

Dr. Bret Jerger responded do we need a motion.

Jeff Entler responded let's close this out.

Dr. Bret Jerger responded I make the motion to accept the bylaw changes. Jeff Entler said as presented. Dr. Jerger continued as presented, seconded by Carolyn Wagner, vote taken, all votes yes, motion carried.

Bethany Krieg responded I do have a question. Did you say that the agenda format, the order is slightly different than how we've been setting up the order of the agenda? The Board of Health president had asked us to change it to this order, like as presented. So, I just want to make sure that was okay, that it's different.

Mike Baggett responded I would, going forward, next month, I would start using the one in the bylaws.

Bethany Krieg responded okay.

Jeff Entler responded I will tell him why.

Carolyn Wagner responded how is it different? I guess I didn't catch that.

Bethany Krieg responded yes, so if you look at the department, the financial report, expenditures Division reports, that has been moved down and Old and New Business. Jeff said so just the order, Bethany continued with just the order. Thank you.

Review of Personnel Manual

Jeff Entler responded all right, let's move on to the next agenda item, the review and approval of the personnel manual, if necessary. Correct me if I'm wrong, but I think that's something that stays, stays on the agenda always.

Brandi Binkley responded no; it's usually reviewed by the Board in September that the board chooses to do approval of it each September. There wasn't any action taken on it and tabled since. So, we don't usually keep it on there. It's just usually on there that one month unless there's some kind of specific policy change or anything that will be brought to the Board.

Carolyn Wagner responded if I remember correctly, we have a lot of stuff going on, and we were trying to clean other things up before we met. So ideally, the personnel committee is supposed to go through personnel manual and report any suggested changes. Is that correct?

Brandi Binkley responded so the way that we've done it historically is if there is any kind of suggested policy change or anything, what we do is we would usually draft a policy change or draft of a policy, send that to Legal for review before we would bring it to the Board. And as far as the Personnel committee, since I have been administrator, I don't think the personnel committee has reviewed.

Carolyn Wagner responded so then who is reviewing the Personnel manual.

Brandi Binkley responded it would usually after legal would review and make any appropriate edits that they would see fit. It would come to the full Board. Historically. I don't know, Mike, if you went away on changing that or if it should be done a different way, I'm just kind of how it has been done.

Mike Baggett responded it the Board's pleasure, if a, the board can be, can delegate as much or as little authority to the committee as it wants. So, it is not beholden to its committees that if it wants to simply act on something, it can certainly do so. But if it wants the committee to do more work on something or take a closer look at something before being presented to the full Board, that's the Board's prerogative. So, whatever the board wants to do is perfectly okay there.

Jeff Entler responded, and we can make, make adjustments to that at any point in time that we want. Mike Baggett said sure. Jeff Entler continued so there's really no need to leave it on the agenda unless the personnel.

Carolyn Wagner responded so the Personnel Committee is meeting next Tuesday. Brandi said yes. Carolyn continued is that correct? So, I know we have other things to meet but maybe we can.. Jeff Entler said pretty busy meeting. Carolyn Wagner continued maybe we could just like, toss it out and say, what do we want to do? Do we want to review it at length, or do we want to just, Mike, have you been through it?

Mike Baggett responded I don't believe I've been through all of it. Most personnel matters, I mean, I don't know that the personnel manual has been done in whole in quite some time. I think we're taking it kind of on a piecemeal basis as things come up. And when that happens, it either goes through me or through outside counsel that the state attorney uses for personnel employment matters. But I don't believe I've reviewed any personnel materials in terms of their policy manual. And Brandi, correct me if I'm wrong, but I don't think I've done that in quite a while, if ever.

Brandi Binkley responded Ed did it for us and that was finalized. I was trying to bring it up real quick, but as far as the whole thing being done in 2019, maybe.

Bethany Krieg responded I was going to say July of 2019, but that's just from memory.

Brandi Binkley responded yeah.

Carolyn Wagner responded and is this Personnel manual specific only to the Health Department? Brandi said yes. Carolyn continued with excerpts from I'm assuming the County has a personnel manual.

Mike Baggett responded well, no, they do, but the health department has its own completely independent the Board of Health is the exclusive employer of the Health Department employees. So, the policy manual adopted by the Board of Health is the sole controlling document with respect to personnel practices for Health Department.

Carolyn Wagner responded so there isn't anything that this manual would have to be subordinate to with regard to Macon County. Mike Baggett said federal and state law, that's it. Carolyn continued that's it, okay.

Mike Baggett responded now the otherwise, there are a couple of things. The county's ethics ordinance, the County Board, that's one of the very few areas where it has jurisdiction to enact any law that governs. And that's really just a recapitulation of the state Gift Ban Act. And then there's a sexual harassment policy that the County has adopted which it has statutory authority to impose on all county employees. But other than that, the Board of Health is an independent employer of health department employees and not subject to control or direction or oversight by the county board.

Carolyn Wagner responded okay, thank you.

Jeff Entler responded so, I guess the point that I made earlier, I would still hold on that if we can make changes to it at any point that we want, I think we're safe to a, to a, kind of pull this one out of the agenda. So do we need to vote on we don't really need to do anything.

Mike Baggett responded you're not acting on anything. You don't need to vote. And if you don't want to have it on the agenda going forward. Brandi correct me if I'm wrong, but the reason that this is even on the agenda is because the bylaws say that it has to be reviewed annually.

Jeff Entler responded in September

Brandi Binkley responded yeah, there is an annual review. We were just asked to keep it on since then, I don't have anything...

Jeff Entler responded let's just do, let's just, um, let's just address it this next month, a week from Tuesday. Next Tuesday.

Mike Baggett responded but I would say that going forward, unless the personnel committee or a member of the Board or the Administrator believes that something needs to be addressed by the Board, it doesn't need to necessarily appear on the agenda every month.

Carolyn Wagner responded okay. I think they kept it as a reminder, it hasn't been done. Yeah, I think that's what we were doing, trying to remind ourselves it needs to be done.

Jeff Entler responded, and I think it's a good point to strongly encourage all the Board members to take time and peruse it because we'll invariably at some point come back and we'll hear Bethany or somebody mention excerpts from it. Same with the bylaws. Bylaws is really pretty short. A lot of legal

eves, but it's pretty short. So, I guess we don't really need to take any action. We'll table that for now and report back. We'll keep it on the agenda for next month, but we're getting through some stuff pretty good, and it's been 35 minutes.

Discussion and Action Regarding Position Vacancies and Related Policies
Discussion & Action Regarding Employee Retention Bonus Program Proposal

Jeff Entler responded Discussion and action regarding position vacancies related policies.

Brandi Binkley responded so that's the retention.

Jeff Entler responded so that is a big topic per se of the night.

Carolyn Wagner responded so, everybody should have.. Jeff Enter said that is you. Carolyn continued everybody should have in your packet this proposal with regards to employee retention. So, this is a draft that Mark asked me to do to have ready for this meeting. And we discussed it if you were at our previous meeting, we discussed it, and then I just kind of put it down on paper, basically. So, does anyone have questions that I could answer. (Several members discussing where it is in the packet) Do you have it was right after your bylaws on the other side. Marsha Webb said okay, thank you. Carolyn continued so, this was drawn up as response to wanting to do something for our employees, to let them know how much we value them and hopefully promote retention of employees here at the health department. So, I'll give you a minute, does anybody have any questions? Basically, this addresses milestone anniversaries and to give a bonus on a milestone anniversary, we include those to be 5, 10, 15, 20, 25 and 30 year anniversaries. And then we also discussed you found it. Okay, good. Marsha Webb said thank you. Carolyn continued we also discussed a one time; one time pay for people, is that not on here? I am not seeing..

Cody Parks responded two lines up in the very bottom, let's see here, onetime bonus for 23.

Carolyn Wagner responded do you see it? Oh, yes, I'm sorry. I'm sorry. I lost the thing here. Yes. A onetime bonus for 2023 of a \$500 amount, and that is to acknowledge that we cannot retroactively go back and give people if you hit your milestone two years ago, we cannot go back and hit that. But we can at least give you something, everybody, this year, and it has specifications in there. It would be a onetime award to all employees who have successfully completed at least one year and are in good standing. And then if they happen to hit the milestone that year two, they would also get their milestone. We also, at a request of supervisory employee, requested that we consider incentives for the first-year employee. So, I just kind of wrote in a 90 day and a 180 day, and these numbers are flexible for the Board to look at, talk about, discuss.

Cody Parks responded are these before tax or after tax, or do they even matter on a bonus like this? No doubt. Are we going to make this like, at our shop, we give \$1,000, but the check is actually \$1,380. You don't say to cover the taxes. So, they actually get \$1,000. You get \$1,000 bonus.

Carolyn Wagner responded oh no, you would get \$1,000 It would be subject to taxes. Cody and Carolyn talking at the same time. Sorry. Go ahead. Sorry. Okay.

Marsha Webb responded would this be given Carolyn in a separate check? Because if you put this with a regular payroll check and you're going to kick them into another tax bracket, you're going to have even more taxes taken out.

Sheree Zalanka responded we would need to talk to the auditor's office payroll staff about that. Not sure what..

Carolyn and Jeff talking at the same time.

Carolyn Wagner responded at CHIC we got a separate check. They did give us a separate check.

Bethany Krieg responded it's a separate check.

Cody Parks responded it's a separate check but like, at our shop, when we get bonuses, it's a separate check. Carolyn said what about payroll. Cody continued we always give the full amount. Carolyn said you bump it up.

Cody Parks responded our accountant tells how much to make the check for, if you get \$1,000 bonus we actually add more for taxes, but.

Carolyn Wagner responded questions?

Jeff Entler responded Bethany, you're the human resources manager. What are your critiques?

Bethany Krieg responded I mean, just some of the same concerns that we discussed, I think, last time, full time and part time. How should we handle those situations? And then there's never, like, a good scenario, right, of implementing effective whatever date it's moving forward, and past employees don't get it. And so, I mean, I will just highlight because I feel like it's noteworthy or could be detrimental to some of our 20 plus 25 years plus employees that hit milestones at the end of 2022.

Carolyn Wagner responded did you have, for example, who hit at the end of 2022? Bethany said yeah. Carolyn, continue you did?

Bethany Krieg responded yeah. That's, that's that like this sheet that I think was provided here, and I don't think everybody has it. Everybody, someone asked me for again.

Carolyn Wagner responded that would be great.

Bethany Krieg responded so that outline, you know, there were employees who hit a mile or who hit 20 years in 2022, there were two employees and then hit 25 years there were also two employees.

Marsha Webb responded those are noteworthy.

Carolyn Wagner responded those are noteworthy.

Bethany Krieg responded so that was one of my...

Laughter and people talking over one another.

Bethany Krieg responded there were no 15's.

Carolyn Wagner responded who hit milestones in 2022. I mean, just the ones you just said.

Bethany Krieg responded there was one 10 years, and then there were five 5 years. Carolyn said I don't see that. Bethany continued so, total there were 10 people.

Carolyn Wagner responded gotcha ya.

Bethany Krieg responded and some of them, I guess the ones that I and I know that I think Cody brought this up last month about, is there any way...

Cody Parks responded it's just a soft spot there. I guess they're still upset, and I understand why. I mean, if I was here for 25 years or hit my date last week and decided pizza day was today, I'd be crying.

Jeff Entler responded that really make sense. But yeah, if we really need to do something to I, yeah, I include these people.

Carolyn Wagner responded well, how many years do you feel like because you've listed other people in previous years? So, are you saying that you think it should go further than 2022 because you've listed all these other people in previous years?

Bethany Krieg responded I think that was just to give the Board an idea of where we kind of stand as far as long term employees and where that's all kind of at. I know we can't... Carolyn said do you have a copy of what I'm seeing. Bethany continued and then also you see the financial above there to see to go along with it of what the financial standpoint would be. I don't know if you have anything more about that Brandi.

Brandi Binkley responded yeah, to answer your question about that bottom group that others whom have reached milestones in previous years, I added that on there because when we staff did ask questions about why can't they catch everybody up and not wait to recognize staff. And so just so the Board would have all information possible, I went ahead and put those names on there. And then we did have Sheree just come up with a number. If we did catch everyone up, how much would that cost

overall? So, we do have that prepared, too, if we got to that point in the discussion. But then that way, like Bethany, that he said, we know the intention is really good and we're very grateful for it, but is it going to be detrimental to some of these long-term people? And is there a way to kind of catch everybody up and then everybody feels better about it and not kind of like they're not being recognized that they just got missed a little bit?

Cody Parks responded sometimes bonuses actually because I mean, not that or not sometimes it causes more heart ache and grief. In my world, whenever you talk about people getting their feelings or more, then also you take a good employment in there for 15 or 20 years, they go, that ain't worth, they get mad, and they change them.

Debbie Hill responded even if you tell them. Cody said yeah, it don't matter what you tell them, it doesn't matter. Debbie said even if they are not to talk about payroll. Cody said they always talk, and you can understand their theory. I mean, kind of get your feelings hurt, it's not a daycare, but still, you kind of get that feeling like, it always happens.

Marisa Hosier responded could I add something? I was just going to say, well first of all, I'm very grateful that you would even consider this because, you know, it's very, very generous and something that I don't feel like has been done or thought about in this in depth. I was just thinking even some of our assistant directors who may have been like, 17 years, or someone who's been here twelve years, just someone that's in the middle, that's devoted over a decade of their professional working career that I don't know. I totally understand where you all are coming from. It's just difficult because we see these people and working hard every day and coming and dealing with people who might treat them poorly or you know, during the pandemic when things were really difficult. So just something that I thought of that it would be hard to tell someone who's been here 17 years like, well, you have to wait three more years. But I'm also, I mean, obviously, who isn't grateful for money? So, I, I respect whatever you decide or whatever. I just am thinking of some of my coworkers who have been here for.

Carolyn Wagner responded I know, I know.

Jeff Entler responded on the flip side of that, is that it's money in the bank.

Marisa Hosier responded oh, like I said, money is money.

Jeff Entler responded well maybe your point is probably stronger than ours. That it's money in the bank.

Marisa Hosier responded, and I hope I'm not coming off as ungrateful.

Carolyn Wagner and Jeff Entler responded you are not. (Many talking at once)

Jeff Entler responded you are the voice of reason. Cody said sometimes people have I mean, sometimes you guys have more of a you can just tell us don't give me all. (Many talking)

Marisa Hosier responded feedback because I don't know. I'm sorry. If I'm doing something legally wrong. (Laughter)

Mike Baggett responded I have a comment, but it's not at all no, sorry. I'm not trying to get you all.

Marisa Hosier responded I, I not necessarily that we've received it yet, because I don't know how many people are totally aware. We don't like to say things to people and say, we might be doing this, and then if it doesn't happen, then that is bad. I anticipate I'm even thinking of, like, why I know this about people. I just keep track of how long they've been here. But I think in Theresa's division, she has multiple people who just hit 20, like, in the last few years. And I know you have at least one person I know that's hit 20 recently. Right. And I anticipate there being people who are upset about it, you know?

Carolyn Wagner responded yeah.

Mike Baggett responded how much extra would it cost to simply take everyone who is an employee has been here over a year and say everyone gets the most recent milestone they have? How much would that add to I mean, it's going to add a substantial amount of money. I know, but I think the Board might be well advised to be able to look at a number and make a decision there.

Jeff Entler responded isn't that what you said you'd put together, Bethany.

Carolyn Wagner responded instead of the, instead of the all-inclusive one time.

Jeff Entler responded correct.

Carolyn Wagner responded instead of the 23.

Cody Parks responded right and get as close as you could.

Carolyn Wagner responded I like that.

Mike Baggett responded instead of saying that I don't know if this is a onetime deal or if this is intended to be a retention bonus going forward. Yeah, if it's intended to be going forward, you might have someone who just they're in year 19. So, you're going to give them a 15-year bonus and then this coming year, you're going to give them a 20-year bonus. I don't know that that's inappropriate. The person's been here 20 years. And I don't, I hesitate to get on a soapbox because I'm not a member of the Board and policy is not my prerogative to give advice on.

Debbie Hill but we appreciate your..

Debbie Hill responded but we stand losing good employees if they don't get that milestone that they have. This is for retention. But I know that would be a hard pill to swallow, that I'm at year 21 and I'm not going to get anything for another four years. But someone that's hitting their 20 years this year is going to get it.

Carolyn Wagner responded, and they've worked less time than I have. Bingo. Debbie said yeah.

Cody Parks responded there has to be a fair way to back it up.

Carolyn Wagner responded I like the idea of what Mike said.

Cody Parks responded I like the idea that Mike said.

Mike Baggett responded I don't want to present that when this gets to the County Board (laughter), it is simply a question. There is no lawful prohibition or obligation to say the cutoff is January 1, 2023 and everybody who didn't get it before then, too bad, so sad. The Board has the ability to make it more flexible, make it more inclusive rather than exclusive. But of course, it is going to dramatically increase the cost and it's Health Fund money. But it does have to be, this is one where the County Board definitely does get some oversight authority. And I know that advising the County board, that may be a tougher sell. Um, so..

Carolyn Wagner responded so Sheree, is it possible to work up the numbers. Cody said she already has. (Laughter) Carolyn continued but then we would have to offset that by \$500 per person because they wouldn't get the \$500 one-time thing. Does that make sense?

Cody Parks responded yes. Correct. That's included in what they're getting. Like I said, in my experience in the same boat. But you have to give something good. Even though it's still good, you still have you make more people mad. There has to be a chart where you say, here's how we pay it out, because if not..

Jeff Entler responded we have more people good. And that's arguably good. Cody said I think maybe it could be tweaked. Jeff continued it could be just a little better. Yeah. Because our intent is, is retention. Carolyn said right.

Debbie Hill responded yeah. Well, then what these employees have just come off of after, you know 2020 and 202, I mean, it was horrendous.

Karen Shiflett responded I would speak to that as a 28-year employee. I would say I've been loyal. I've worked with so many loyal, gifted, talented people. Public health is not easy, and it's been under so much scrutiny in the past two years. I'm also the spouse of a disabled individual, that cannot work. And I will never see a harvest of financial blessing in my life moving forward. It is what it is, and it is what I've worked for. And I've served our community. I've served the board. I've served each of my staff. We all have, and we've worked so hard the last few years. And to be given even the hope of an opportunity like this for me is beyond my imagination and I don't fall in your parameters to obtain it and would have to go another two years, I believe, before I would. And at my age and my health status, who knows where I'll be. Debbie Hill said and so will be missed out. Karen continued and I would speak to that as Marisa so eloquently shared, there are multitudes of staff on board that have reached those milestones and have worked really hard the last few years, including our assistant

administrator and administrator and Sheree beyond belief. I hope you could reconsider this in the ways that you're describing in your conversation. It would mean the world, I think, to everyone that has not left this agency in the midst of the strife that comes to public health through a pandemic. Thank you. Thank you for listening. I don't think it sounds selfish. (Many talking)

Carolyn Wagner responded question may I ask you a question? When we considered that one year employee that you had talked about, did you think that this was what I proposed was? Karen said I think it's more than I was hoping for. I was actually thinking if they'd stayed a year, give them something. I didn't know you were thinking of an issue. Carolyn said I want to, I wanted to. Karen continued and we have had them resign long before 90 days. We've had them find better jobs. Like if they came here and had applied several places prior to accepting. And then they get the call for \$5 - \$10 - \$15 more dollars an hour, you can come work for us, they'll leave.

Cody Parks responded people are always looking, when they're looking here, they're looking the next day. Anybody says they're not; they're probably not interested.

Jeff Entler responded did you come up with a guess.

Sheree Zalanka responded I'm not promising it's 100% accurate, but \$86,375 or that would be if we gave everyone the most recent milestone they've hit.

Carolyn Wagner responded would it include this year's milestone hitters?

Sheree Zalanka responded isn't that what we got on the spreadsheet?

Brandi Yeah.

Cody Parks responded how much was that? How much was that?

Sheree Zalanka responded \$86,375.

Cody Parks responded what was the other number? If we didn't, what's the difference, that's what I am asking, I guess.

Sheree Zalanka responded well, so if we.. Jeff said what's the current plan? Sheree continued yeah, that's what the current plan would be \$40,750.

Carolyn Wagner responded but you also had not included in that 40,000. Did you put in here the \$500? Why do I not see that. Brandi said it's in there. It's just multiplied by how many staff fall into that criteria. Sheree said the only thing we didn't include..

Cody Parks responded is that the 21 five, yeah it's in there.

Sheree Zalanka responded the only thing that wasn't included was potential people that would start during the year. We need to come up with some kind of placeholder for the number of new staff we get.

Cody Parks responded so the difference in the two numbers is actually just saying if you missed your date, you're skipped until the following year period. Is that right?

Brandi Binkley responded Jeff, to answer your question, it's the 21...

Jeff Entler responded yeah, I caught that. Brandi said okay. Jeff continued so, so it does tally down, so the \$47,750 is the, the full number. Brandi said yeah. Jeff continued so the delta is of true.

Carolyn Wagner responded so the \$40,750 is for this year. Brandi said not counting new hires. Carolyn continued not counting new hires under the current, that would get that little bit of money.

Brandi Binkley responded right.

Carolyn Wagner responded, and Sheree tell me again how much you said.

Sheree Zalanka responded \$86,375.

Carolyn Wagner responded \$86,375. And that would bring everyone employed at this Health department currently who has hit a milestone.

Sheree Zalanka responded that would be their most recent milestone. That's what you meant? Like, if you hit 20,000 recent recently, if you hit 20 years, you would just get the \$4,000. That's what I roughly tried to add. Carolyn said okay.

Carolyn Wagner responded okay so, potentially, if I'm saying this right, 2023 is my 25th anniversary. You're saying your proposal is that I would receive 20-year milestone and a 25-year milestone.

Sheree Zalanka responded that is not what I just did.

Brandi Binkley responded no, that's just what they would everyone that reaches a milestone this year and everyone that doesn't, they would get their most recent instead of the \$500.

Carolyn Wagner responded okay, okay. And that's how you figured it?

Sheree Zalanka responded yeah, roughly. Laughter rough draft.

Marsha Webb responded can I ask a question? Okay. So, we're talking \$45,000 more than the original proposal. Carolyn said \$46,000. Marsha continued I do not know the budget. What pile would that come from, or can we pull from, or would come from one here or one here?

Carolyn Wagner responded it would come from our Health fund.

Sheree Zalanka responded which says it would require a resolution to put it into our current budget. But we have approximately \$7 million in our Health fund.

Marsha Webb responded oh!

Mike Baggett responded you have the ability to do it?

Carolyn Wagner responded yes.

Marsha Webb responded does it have to be approved by the County Board?

Jeff Entler responded yes, it will go from here to EEHW committee and then to the County Board.

Mike Baggett responded yeah, because it modifies your FY 23 budget. Because this wasn't included in your FY 23 budget that was just adopted. Because it modifies that it would have to be approved by the County Board.

Jeff Entler responded, and I would, would try to sell either of the two plans.

Marsha Webb responded yeah, but you know something? If it is a revolving door, the cost to train new employees to get their health screens and everything can, can equal or outweigh this difference.

Bethany Krieg responded, and I was going to say, did we have some of that investment money?

Brandi Binkley responded yeah. Several talking at once.

Jeff Entler responded so I have a question. So then if, if a person has been compensated by mid-year, what if they do hit a milestone in in 2023?

Carolyn Wagner responded they're going to get their milestone, but if they don't hit their milestone, they're going to get their most previous, they're going to get their, their, their previous milestone.

Jeff Entler responded they're not double dipping.

Bethany Krieg responded no.

Mike Baggett responded there needs to be some clarification there, because when you have okay, so I'm going to present a hypothetical here. If the way that the Board crafts this is that as of X day and you're going to have to wait for the County Board to approve the budget. So, if we say as of March 15 or April 15, somewhere after the County Board has an opportunity to act on this, everyone who has basically, everyone gets their payout based on the number of years that they've been employed up to that April 15 day. So, you round down to the nearest five. That's what they get paid out. If the board would then need to adopt some policy saying that on January 1 or December 1 or whatever it is going forward, they will have that year's payouts to anyone with a new milestone. If someone gets paid out for year 19 or their 15-year anniversary on April 15 and they celebrate 20 years in November, they're

going to get their 20-year next year or the next payment. That's kind of the double whammy. But that's just the way that the dice are going to roll for them.

Carolyn Wagner responded how, how, because of fiscal versus calendar year?

Jeff Entler responded no, because you set the plan in motion.

Mike Baggett responded you're saying that you're going to pay everybody as of this date, what they've already earned through retention, through their time and employment, when they celebrate their next milestone, under the policy, they'll not be entitled to the next payment. So even if that happens, six months from now, three months from now, they're still going to get it.

Carolyn Wagner responded how can we word it that it would be, it would be the 2023 calendar year that they would get if they hit a milestone, they get that amount, and if they don't hit the milestone, they would get the previous milestone and then going forward.

Mike Baggett responded but what if they're in year 19? They've already they haven't hit a milestone. They hit 15. But it was four years ago. They're going to hit 20. So, are we saying that we're going to deprive people of their next milestone because they're late?

Carolyn Wagner responded the way I thought we were doing it is if I hit my milestone of 20 in 2023, I would get the 20-year milestone. But if I hit year 16, 17, 18 or 19 in 2023, just this year alone, I would get the 15 years. That makes sense.

Mike Baggett responded I think we're so over. Well, what you could do then is say that this is for the year, January 1 through December 31, 2023, and if your milestones are paid out on January 1 as opposed to on anniversary dates.

Carolyn Wagner responded I wanted them paid on the anniversary date. I was hoping to do it.

Mike Baggett responded then what you're saying is that one has an anniversary date of June 1 and okay, no, I think I understand. So, if they have an anniversary date of June 1, then on April 15, when you make the first payments, theirs is going to be prospective.

Carolyn Wagner responded why couldn't they wait until their anniversary date if they were hitting a milestone?

Mike Baggett responded so, okay, so.

Carolyn Wagner responded if I hit a milestone this year was hoping that she would pay it on their anniversary.

Mike Baggett responded but everyone else gets paid now.

Carolyn Wagner responded but people who will not be hitting milestones get paid.. Mike said sooner. Carolyn continued yes, but just this year. Just this year. Does that make sense?

Mike Baggett responded no; I think I'm wrapping my head around it.

Several people talking.

Cody Parks responded basically; they're getting a choice of a better number.

Mike Baggett responded but they have to wait.

Cody Parks responded they have to just wait a couple of months or whenever their true milestone hits.

Carolyn Wagner responded yeah.

Dr. Bret Jerger I would assume when you look at those numbers, they would choose, I'll be happy to wait two months and you have a bigger number.

Mike Baggett responded yeah, well and it's not going to be you don't have to present it to them as a choice. Just make it understood.

Cody Parks responded right exactly.

Mike Baggett responded there might be a number. In fact, the majority of employees who are going to receive their retention bonuses in the spring, maybe late winter, but everyone else will get them on there. Anyone who actually has an anniversary coming this year.. Carolyn said a milestone, milestone. Mike continued I'm sorry, yeah milestone will get them on their anniversary date.

Carolyn Wagner responded right.

Mike Baggett responded there is a way to phrase it. Carolyn said could you do that. Mike continued I can let's hope that I remember how to do it tomorrow, but yeah, I'll work on some language there.

Carolyn Wagner responded is that what everybody else was saying in this?

Bethany Krieg responded that's what I understood from you. I, you know I always have to ask the hard questions I feel like. Carolyn said you're going to ask me about part-time. Bethany continued no, I'm not. In fact, say you have someone that they're going to hit their 20-year milestone in October, so they're not included initially. So, what happens if they want to go elsewhere, and they end their employment?

Mike Baggett responded they don't get their rate.

Several talking at one time.

Bethany Krieg responded even though their peers got caught up.

Carolyn Wagner responded yes because they chose to leave, because they love the whole idea is we want to keep them.

Bethany Krieg responded but I'm just saying they have to, where the others have to keep, I mean I get it.

Mike Baggett responded you have to be employed here to get your bonuses.

Bethany Krieg responded unless some are getting it upfront, but then the others have to wait. And it just depends on where your anniversary of the year or the end of the year.

Mike Baggett responded the alternative would be that we go with the original plan, which was going to cut a lot of people out, or to go with a plan where people basically have to accept \$1,000 less because they would take the retention bonus from their last milestone as opposed to their upcoming milestone.

Cody Parks responded that's no good on us. That's no good.

Bethany Krieg responded just wanted to make sure we are clear.

Mike Baggett responded what Dr. Jerger was saying the board can make it an employee preference kind of situation. It doesn't have to. It can just say, this is the policy, and if you don't like it, well, I'm sorry.

Carolyn Wagner responded if you made an employee choice, that would be too convoluted for payroll.

Mike Baggett responded absolutely, not only that, but you introduced situations where someone might opt to take advantage knowing that they're going to be leaving within six months before the end of the year.

Carolyn Wagner responded exactly.

Brandi Binkley responded I think another thing on language with this, when you're getting into specifics, is our employees have anniversary dates, but then some of them that's not always their benefit date. So, we have all of this figured and available. But I think we want to make it very clear because we have some employees, for example, who started as part time, so they started their years of service, but they didn't go full time until months, years, whatever, later. So, then they have their anniversary date for their benefits, which would be different.

Mike Baggett responded what do you call that higher benefits? Anniversary date. What's the language that you're so we.

Brandi Binkley responded so we use years of service date. That's what we do. Like our appreciation event and certificates and all that. We use that years of service date. And then for our benefit time, when you're getting into full time employees, we call that the anniversary date. Now, if you have an employee who hasn't been like full time, part time, whatever, back and forth, if somebody starts, let's say we have people starting Monday, their anniversary date is going to be the first of the month following when they start. So, I think just making sure we can help with that if you need to know kind of specifically how it works. But I think just making sure that that's really clear, like you said, so that if people ask questions about, well, why didn't I get mine in this month that I got this month instead? That we can very clearly say here's the formula that we use to figure that.

Mike Baggett responded we would just need to define what and again, we don't have to call it anniversary date, but we just need to define what this term means. And everybody, as long as everybody is treated the same, then you're fine, but yeah.

Brandi Binkley responded, and I think I'm sorry if I missed this when I stepped up, but I think part of that question is also like the part time and full time, does everybody get the same amount? Because if somebody did start part time and then they went full time, you know what I mean, how are they going to be viewed or awarded basically.

Carolyn Wagner responded my personal opinion; I don't want to make a differentiation between part and full time. Yeah, I think the services, you came, you stayed. I don't know the reason why you're working part first is full. It might be because nobody has a full time to give you. But you're feared my first service.

Brandi Binkley responded I think like Bethany said earlier, we have some very, very loyal part time employees who are critical to the operations. And so, I completely agree that they all should get..

Marsha Webb responded my question is just when do you award the employees then that have not got a milestone happening?

Carolyn Wagner responded I think he said something like Aprilish. Marsha said okay.

Mike Baggett responded okay, well, that's definitely just penciled in. It just depends. You have to have an appropriation from the County Board before you can do it. So, the County Board next meets on February 9. This could conceivably get there by February 9 if you go to EEHW later in January. But the way that the resolution is actually phrased anticipates, possibly a February committee, County Board committee and then March adoption by the County Board.

Marsha Webb responded so could you just put it within 30 days of passing the County Board 30 days after the County the payroll, I don't think is this to the 30-day mark after they pass.

Carolyn Wagner responded but I don't think we have to get that. Do we have to get that?

Mike Baggett responded I don't think so. I think, honestly, the way that this is going to be. No, I mean.

Just whenever the County Board does it Sheree, that's when she can put it through payroll and the next payroll or just whenever the math can get done. But the policy won't be dependent on when this is adopted by the County Board or appropriated by the County Board.

Bethany Krieg responded I think EEHW was canceled for January. Not that we're I think EEHW was canceled for January. unless it was canceled.

Mike Baggett responded it was canceled for December because canceled..

Brandi Binkley responded Crystal said it was canceled. Crystal said there are no more for January. Is that not accurate?

Mike Baggett responded I don't think that was accurate. Right.

Jeff Entler responded it was actually, it was just actually rescheduled its next Thursday.

Marsha Webb responded they had to have the ad hoc in order to get the committee together. Jeff said right. Marsha continued because of the redistricting.

Jeff Entler responded yeah it puts us out of balance.

Brandi Binkley responded well, thank you. I now have it on my calendar.

Carolyn Wagner responded so Mike too works with Bethany and bring. Mike said I'm drafting language right behind you, right. Carolyn continued I figured so.

Marsha Webb responded okay, is this is something we'll take action on tonight so it can get to the Board.

Jeff Entler responded no, no, I think we decided we would wait...

Carolyn Wagner responded until Mike gets is all.

Jeff Entler responded and then Mark can be involved. Carolyn said right.

Mike Baggett responded this isn't going to go to the County Board in February then.

Jeff Entler responded I don't think it okay unless there's strong need to I think we could wait for more cycle to get it right. People are going to know it's coming.

Carolyn Wagner responded right, to get right, and then let Mark look at it too. If it's possible that you have something ready before Tuesday, the Personnel committee meets on Tuesday.

Mike Baggett responded I'm going to have language before I leave here tonight, I'm drafting. Several people commenting.

Mike Baggett responded not that it is perfect or done or adequate.

Jeff Entler responded we'll let you go about your business. That was a great discussion.

Marisa Hosier responded I really want to say thank you for hearing us out and things like that. Thank you for taking and especially for..

Jeff Entler responded thank you, and thank the County Board.

Teresa Smith responded and especially for the part time employees, because I have one employee that's over 25 years, and she's worked most of that full time. And just recently due to budgets and everything else has gone part time. And that would be really hard to. Several people commenting in low voices.

Jeff Entler responded no, what we'd like to do is table this with all the good input and look through the details and let Mark and the Board members that weren't here review it and vote on it next month.

Carolyn Wagner responded yeah. Might make a difference. Mike is writing it all up. But the way that we think we think is we go with the bigger plan. Does everybody who's sitting here now believe that that's the right way to go? Jeff said it's the safest way. Carolyn continued okay.

Jeff Entler responded and Karen, you feel positive about the changes?

Karen Shiflett responded absolutely. I think it is a blessing beyond what you never know.

Jeff Entler responded okay. You had some real good comments to make, and you have a different.. Karen said thank you and hope it didn't sound selfish. And I cannot send enough accolades out for the staff that has been through this with all of us. And so, thank you. Like Marisa said. Thank you. Thank you.

Jeff Entler responded great discussion.

Carolyn Wagner responded very great discussion.

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

Jeff Entler responded let's keep moving along. The next gen item is review and discussion and action, if needed, on the flex time and the pay policy. We've been kind of moving this one down the road, but I think that it's something that we want to push forward. I don't know that there's any, any a major changes that are going to be made to it, but it's something that we want to be able to look at and work on at a later date.

Brandi Binkley responded is that one that you're comfortable with being off of the agenda for next month? Is that what you mean? Since we're not doing anything with it right now.

Carolyn Wagner responded I would leave it on.

Jeff Entler responded I think so, yeah. Carolyn said I would leave it on.

Bethany Krieg responded is there any information you need from staff that you're waiting on with that?

Carolyn Wagner responded no

Bethany Krieg responded okay.

Jeff Entler responded I'm just thinking through something, but no, I don't think we do. So, we'll table that item. Let's continue down to.

Review, Discussion and Action (if needed) Regarding Board of Health Vacancy

Jeff Entler responded we can take off the review, discussion and action regarding the Board of Vacancy.

Brandi Binkley responded yeah, our agenda how to go out before that meeting. Carolyn said sure. Brandi continued I did send an email about the new appointee.

Jeff Entler responded again, welcome Marsha. Marsha said thank you. Several people commenting quietly.

Discussion and Action (if needed) Regarding BOH Email Address on Website

Jeff Entler responded the next one is our favorite, our Board of Health email. You have all the insight about that.

Brandi Binkley responded we just basically need the Board to tell us if you want your Board of Health email addresses on the website. I know Mark had said last month he wanted to get his and Debbie straightened away before they were posted on there. And I think you talked to Evan tonight at night. I don't think that he's heard back from Mark. So, I don't know if you want to just table it or if you want me to go ahead and have them posted.

Marsha Webb responded is that a request that's come from someone?

Brandi Binkley responded yeah, I can't recall exactly where it came from, but I know just like, if community members are trying to reach out to the Board of Health members right now, and right now there isn't contact information posted on there, I just thought it was more appropriate to let you all make that call rather than me.

Marisa Hosier responded we did have a community member reach out too, and they said that they had reached out before, which I don't recall receiving that or people in my division, but they then

made us aware that they felt like that should be on there. And I don't is it like that for other counties? Like, is yours on there?

Carolyn Wagner responded other counties?

Jeff Entler responded yeah, the County Board, all the board members are out on the website with their email address.

Carolyn Wagner responded they do.

Jeff Entler responded we get different solicitations, vendors that think we might be economic buyers and they want us to buy their product or promote it, but it's not too bad.

Marsha Webb responded do your constituents reach out through your email?

Jeff Entler responded not very often.

Marsha Webb responded really?

Jeff Entler responded not on mine. You would think that it would be clogged up with some tough things, and it's not. I don't know why. Cody said because people don't want to put their name on emails.

Carolyn Wagner responded so does it have to be an all or one or I mean, do we have to all say yes or individual? I don't have a problem with it, but are we waiting for each person to say yes or no?

Jeff Entler responded probably not. I think it would be just a vote.

Brandi Binkley responded yeah. And I don't know if Mike has any other legal insight for this, but like I said, I just didn't want to put all of your emails out there. I did know there were some board members that hadn't fully set up their emails yet. There were concerns about if you would even see the emails, if they weren't set up, and just stuff like that. So, I felt like it was something. We need to discuss here and not me, just make the decision.

Jeff Entler responded so, in other words, in the interest of Mark & Deb, until they get their set up and can go and read them, we're not going to publish it post. Cody said wait until next month. Jeff continued their addresses.

Debbie Hill responded I did see an email that they just completely stopped after I talked to you about that.

Jeff Entler responded we'll make sure that Evan gets with you and I'll get with him and Mark. I'll bring Mark in here.

Brandi Binkley responded I was waiting to hear back from Mark. Yeah, if you could get with him. And I know Debbie's already touch base with Evans tonight, but if you could give Mark a little nudge to.

Jeff Entler responded that is what I will do.

Carolyn Wagner responded so we are going to table this.

Brandi Binkley responded and to answer your question, Marsha, since we've gotten those Board of Health email addresses, which hasn't been a really long time, sometimes we would get things, but the community would send them to us and say, can you please forward this to this Board member or that board member? So, this would kind of help streamline. And then if there's something that a community member didn't want to come to us, then they would have the ability to reach directly to the Board member, too.

Update of Resolutions Previously Presented

Jeff Entler responded It's got to be. Next item. Update on resolutions previously presented.

Brandi Binkley responded they all passed.

Carolyn Wagner responded all right.

Jeff Entler responded I'm glad you could give that update. I saw them by going through the process. Marsha, they saw them do pass because they go from here to an oversight committee to the County Board. So, there's a lot of visibility to them.

Mike Baggett responded I am going to have to leave Jeff. Jeff said thanks Mike. Especially thanks for the help on the By-Laws and the bonus. Everyone said good-night.

Mike Baggett responded don't thank me yet. If the County Board doesn't hang you out to dry, if I make them sound to be worse than they are, just they will back me up on, everybody will be pleasantly surprised. We'll see you next month.

Update to 2020 Claim to Human Relations Commission

Jeff Entler responded Updates to the 2020 Claim to Human Relations Commission. Did we talk about that?

Brandi Binkley responded that's when we talked about in my office.

Jeff Entler responded that's what I thought.

Brandi Binkley responded so the only reason I put this on here was just because I got follow up to something that happened in previous years and felt like you all needed to know since the letter that came to me was current. And I did present it to Mike Baggett just to ask what all I could bring to you in open session and what would be appropriate with HIPAA and everything. So basically in 2020, there was a claim of discrimination made to the dental clinic based on, basically stating that we did not provide ADA accommodations. So, at that time, of course, we immediately notified legal and dental

staff, we answered all requests of the investigation, worked with legal throughout the process, and the letter that we received did state that the case has been closed and it was all found in our favor. So, I did save documentation of that that Bethany and I both have access to electronically, and I did notify appropriate staff, so they had follow up. I also, Mike Baggett was copied on the attorney's email, so he has it and did direct me that nothing else needed to be done. If any Board members want to see the letter, you can do so with me confidentially, but otherwise I'm just to keep it vague because of HIPAA. So just let you all to know that that letter did come through to me and it was found in our favor, which we happy to see.

Jeff Entler responded Brandi, who did the claim get filed with?

Brandi Binkley responded the letter ended up coming. I would have to look, but the letter.. Carolyn said EEOC. Brandi continued I don't think it was EEOC.

Jeff Entler responded EEOC, went to a state organization or something.

Jeff Entler responded I can glance really quickly if you want me to, but it ended up getting like outside legal representation to work through it because it was a more involved situation. Letter came from OCR, but just give me a second, I can bring it up. Office of Civil Rights? Office for Civil Rights, excuse me.

Carolyn Wagner responded federal? Federal.

Brandi Binkley responded yeah. US. Department of Health and Human Services. Office for Civil Rights is where it went through.

Jeff Entler responded interesting. Thanks for the update.

Brandi Binkley responded no problem. That's all on that.

New Business

Discussion and Action (if needed) Regarding Final Closure Letter for the Home Nursing Agency License(s) for Macon County Health Department, License Number 4000184, Expiration 4/30/2023 (Medication Management Program)

Jeff Entler responded down to new business, first item is discussion and action regarding the final closure letter to the home nursing agency licenses for Macon County Health Department. There was one or two documents in the packet, and that was a planned action. And I guess I should probably let you eloquently talk about it. As you were telling me about it, you explained it pretty well.

Brandi Binkley responded sure, yeah, I'm happy to. So, we have had a medication management program for many years, and over the course of time, our patient load has decreased. And so, several years ago, knowing that we did have an upcoming retirement, the potential plan was that we were going to essentially close the medication management program along with that person's retirement.

That person did retire in December, and we did ensure prior to her leaving that all of the patients that remained on the caseload were referred to other services and were able to retain other services. We periodically thought about at one-point last year if we could keep it and if we could staff it you know creatively, but with additional losses of nurses, we do not have staff for the program anyways. So, the fact that we kind of have this plan to evolve it out and send these patients to other services ended up working as well as it could, and we did make sure that our patients had somewhere to go. So, in doing this, we are required for this program to apply for and obtain a home nursing license, home nursing agency license. And so, we just had to reach out to the state and find out what do we do with closing this program? They told us one letter that you saw from the state tells us what to write and what should be in the letter. And the other paper in there is the actual letter that we drafted with that information. This is something that I could potentially sign off on, but I felt like with it being a closure of a program, it would be appropriate just to get you up to speed, answer any questions you have before we sent this letter off. We do need to send it off, though, in a timely manner, because with these licenses, they do have rules where you have to notify so many days in advance. So, if we can basically just get approval that I send a letter notifying that our program is closed, then I can get that sent off right away.

Carolyn Wagner responded who is taking those patients?

Brandi Binkley responded they were referred to a variety of places. I know that Rachel is on. I know that. I believe that Coley or Dale Southlake took some of them. Rachel, are you able to answer where the other remainder of patients went?

Rachel Deerwester responded yeah. Can you guys hear me? Brandi said yes. Rachel continued first I apologize for not being there in person tonight, yes. So, we had about eight patients. Most of them were able to get on through Coley's or Dale's Southlake. A couple of patients were able to have a family member come over and assist them, and one patient was actually able to gain his own independence.

Carolyn Wagner responded so you only had eight patients on that program.

Brandi Binkley responded that program by last year. So, when we made that plan to basically phase the program out, just because we knew there were other services and this program didn't have grant funding, so this was always a program that Health Fund dollars would be covering. And so, when we made that plan, we said, we're not going to take any additional patients. We'll help refer them to other places, but we just kind of let it over time go down so that it was a low patient load by the end.

Carolyn Wagner responded so we did not, di not inconvenience the community at all, right.

Brandi Binkley responded no, I don't think that.

Jeff Entler responded how did the program get started, Brandi?

Brandi Binkley responded I don't know the very beginning; Teresa might be able to speak to that. I know it started in Starting Point, and it was moved down to Clinical Nursing. But do you know how it was originally started at the very beginning?

Teresa Smith responded it originally started with a little bit of grant funding, and it was kind of a pet project of a previous Administrator who really felt very strongly for it and navigated for it. At that time, we had three nurses in that program when it was down in our division, we had three nurses. It was a fantastic, fantastic program. I hate to see it go, but we couldn't fund it and staff it the way it needed.

Rachel Deerwester responded I do also want to add for clarification that although we're not able to offer the Med Management services, we are still attempting to go out and vaccinate the public that is homebound to the best of our abilities. We do still send a nurse out for flu, COVID things that we can do for patients in the home and have throughout the duration of trying to phase out this particular grant.

Brandi Binkley responded thank you.

Carolyn Wagner responded we don't need the license. If she's going out to the home to vaccinate, we don't need this license.

Brandi Binkley responded no; this license was only for medication management.

Carolyn Wagner responded very specific current medication management. Okay, all right.

Jeff Entler responded sounds like you have whatever you need?

Brandi Binkley responded yeah, yeah; we have everything we need. Like I said, since it's kind of canceling the whole program, I felt like I should communicate that with you all.

Jeff Entler responded so I think we need to vote on this.

Carolyn Wagner responded do we need to vote?

Brandi Binkley responded you don't need to, if there's consensus that you're okay with me doing it, then I'll move along with it.

Jeff Entler responded good with that. Sounds good.

Macon County Board Resolution Approving Budget Clean-Up FY 2022

Jeff Entler responded Macon County Board resolution approving a cleanup for fiscal year 2022. That is a, that is a budgetary item, probably.

Sheree Zalanka responded yeah; I can take this. Okay. So, this is just a year end cleanup. It's pretty common to do just this type of resolution. I know the auditor's office often does the same type of resolution, so it is not increasing overall appropriations within the budget. It's just shifting some line

items around. There are some rules that say you cannot just move one budgetary line to another budgetary line without approval. So that is just what this is a little bit of cleanup for our year end.

Jeff Entler responded, and we did have a spreadsheet that showed your movement.

Sheree Zalanka responded I mean, this really isn't going to mean very much to you because you don't know the department codes and everything. It's more so for the auditor, so she knows where to plug everything in. But if you want specific details, I could elaborate some more. But overall, most of the changes were due to us having lower staffing, so some of that funding was then allocated to some other line items to spend down the grid.

Jeff Entler responded well; I would say it's appropriate then to vote on it. Do we have a motion. Carolyn Wagner made the motion, seconded by Cody Parks, vote taken, all votes yes, motion carried.

Sheree Zalanka responded I guess we also do need to change the date of the EEHW in the resolutions, correct?

Brandi Binkley responded correct.

Sheree Zalanka responded so that date will need to be made in all of these.

Jeff Entler responded you guys need to be put on the meeting agenda. Don't you need Crystal to email you guys?

Brandi Binkley responded yeah, well, as soon as we get resolutions approved in here, we generally email her, at least by the next day, all of the resolutions so that she can make sure that we get on there. But I appreciate knowing that it is happening so that'll move some dates along.

Jeff Entler responded I just got it this afternoon.

Brandi Binkley responded awesome.

Macon County Board Resolution Approving Increase in Appropriations in the FY23 Health Fund Budget for Starting Point FY2023 SHIP Basic

Jeff Entler responded okay, next item. Macon County Board resolution approving the increase in appropriations for fiscal year 2023 Health Fund budget for Starting Point. I think we can go through all three of these, can't we? They're the same thing, they're the same thing. I mean, you guys are reading through it, but we'll stop there, and we'll take on the equipment. The next one. But you can kind of explain what this is better than I, right?

Brandi Binkley yes, so I'm going to kind of hit the main point of what each of these is. So, the SHIP basic contract there in the fourth paragraph, you'll see it highlights that the purpose of this grant is to provide Medicare counseling and assistance to clients, complete enrollment processes for and with

clients, perform community outreach, and increase awareness via media outlets. We've had for these three grants, we had grant funding in these types of grants before, but this is just money that we weren't expecting to have in FY 23. So, it's not in the budget. Which is why we have to bring you a resolution. So, you can see for that first one, the total is \$1,878. They're all relatively small.

Macon County Board Resolution Approving Increase in Appropriations in the FY23 Health Fund Budget for Starting Point FY2023 State GRG Filing Services Contract

Brandi Binkley responded and then the second one. The state grandparents raising grandchildren. Gap filling services contract. The purpose is to provide assistance, meeting the needs of children residing with and being raised by grandparents or relative caregivers for the purpose of providing a safe and secure environment.

Macon County Board Resolution Approving Increase in Appropriations in the FY23 Health Fund Budget for Starting Point FY2023 COVID Vaccination Assistance Contract

Brandi Binkley responded and then the third one is the COVID Vaccination assistance contract. And the purpose of this one is to provide funding and transportation assistance for seniors aged 60 plus caregivers and their family members to obtain COVID vaccinations and provide COVID care kits. And these grants, what they paid for was specific to basically what they told us they could pay for. So, I'm happy to answer any questions. I know Teresa here too, if there's any really specific questions I cannot answer.

Carolyn Wagner responded just curious, how are they transported? How are we paying?

Brandi Binkley responded do you want to get specific on the taxes?

Teresa Smith responded no, we usually arrange like, a private home care agency, so we have several different home care agencies, and we just reach out to them and arrange for private pay transportation.

Carolyn Wagner responded oh okay.

Teresa Smith responded we don't really have a reliable taxi service to utilize for that kind of transportation, and the grant is what allows us to pay for that.

Carolyn Wagner responded thank you.

Jeff Entler responded I'd say we're going to call the question; do we have a motion on this?

Carolyn Wagner responded was there a fourth one, the digital environment?

Jeff Entler responded no, no, that'll will be a different item, unrelated.

Carolyn Wagner responded I'm sorry okay. Cody Parks made the motion to approve seconded by Carolyn Wagner, Jeff Entler said the discussion has been had, roll call taken, all votes yes, motion carried.

Macon County Board Resolution Approving Increase in Appropriations in the FY23 Health Fund Budget for Equipment for Purchase of Digital Environmental Health Systems

Jeff Entler responded the next item we talked about in the past, it's been a number of months, but this is the resolution to fund the equipment for the digital environmental health system. I'll again turn it over to you, Brandi.

Brandi Binkley responded okay, Sheree will discuss this.

Sheree Zalanka responded okay. So, when the board approved the resolution for the digital environmental health software, we had included the \$6000 more supplies to go along with that software. We did not get to the point of being ready to purchase the supplies and equipment in FY 22. So now we are ready to order, and we just need to move that amount into FY 23. So, it actually was not fit in FY 22.

Jeff Entler responded is that a..

Carolyn Wagner responded it is just a movement of money.

Jeff Entler responded so what is, is this purchasing a number of.

Sheree Zalanka responded yeah; I think they're going to purchase some type of tablet. I think they're planning on initially purchasing one to test out and make sure it's going to work as they needed to, and then they'll purchase the ones for the other staff.

Cody Parks responded is that where they can enter the stuff on the job site, right? Sheree said I mean I don't really know the specifics. Cody continued I think it is, instead of writing and rewrite it. They just enter it and enter it. Right. Then you get report as you stand and you get a report receipt, is that correct?

Several members talking at once.

Carolyn Wagner responded right.

Cody Parks responded, and you can pay something about those payments on site is that right? And get a receipt, right?

Brandi Binkley responded yes. We'll have the capability to take the credit card payment because historically we haven't taken money or cash out in the field. But this will give us the ability to be a little bit more accommodating to the establishment.

Debbie Hill responded even the fee we just paid in December, that could go on there.

Brandi Binkley responded I believe so.

Bethany Krieg responded I'm sure it'll be a learning curve, but it won't be overnight.

Members talking at once.

Debbie Hill responded they were here for a good 45 minutes to an hour writing.

Cody Parks responded that's right.

Debbie Hill responded it's crazy.

Jeff Entler responded it' would definitely be a plus. That's a big leap forward.

Debbie Hill responded, and you can't read the writing because it's on the yellow paper and it never goes through. So, you're you so you look at all the things they wrote down, it's like you could tear it up because you can't read it. Carolyn said oh no. Debbie continued so this will..

Brandi Binkley responded after they get more used to it and get a learning curve, it should save time in the field and then also help the food establishment partners be able to see and read everything that says. And then when they're being posted online, the community would be able to see it more easily if they're looking for that information. So, as they get through it and work through it, it's something we've really wanted for years. So, it's a huge accomplishment. I'm sure it'll be a little slower for everybody than we want it to be, but steps in the regulation for sure.

Cody Parks responded it will be faster.

Jeff Entler responded thanks again to the Health Department and staff for all the hard work. That's a big leap forward. Carolyn said yes, it is. Jeff continued so, entertainment motion. Carolyn made the motion to approve seconded by Cody Parks, roll call taken, all votes yes, motion carried.

Discussion and Action (if needed) Regarding Public Health Administrator Vacancy

Jeff Entler responded well, the next item is, with a little bit of sadness, we talk about the, the replacement for Brandi's position. And I just wanted to make a little bit of a comment that you're going to be sadly missed. You've just done an excellent job. You're going to have some; it's going to be tough to find somebody to fill your shoes. And I'd ask Bethany, and I've written down probably just a real short list of some of the accomplishments that Brandi has brought forth. First and foremost, to navigate this organization during COVID was, was a just a monumental effort and I'm sure a lot of sleepless nights and a lot of late nights, but that was a biggie but you've had just a number of things that have happened even the last few years. All the automation that we just talked about, the dental software, the two or three pieces of technology that have brought us to really a more productive organization. The budget has always appears to, have always been budgeted or balanced. That's probably one of the key things that we all do here, is to maintain fiscal accountability, and without that, we can't fund and move forward. You've had a lot of, lot of, little issues and accomplishments that are probably look less significant, but the keyless entry, just the little things are big things. And Brandi,

you are, are much appreciated, and we will, we'll miss you, but we do need to move, we do need to move forward. Anybody else?

Carolyn Wagner responded I just want to echo that in a short time that I've been able to work with you, so we will miss you. May we ask where you're going, what your next endeavor is?

Brandi Binkley responded I'm not ready to share that part publicly, but I will say part of my next endeavor is definitely more time with my family. So, I'm definitely looking forward to that.

Carolyn Wagner responded good.

Brandi Binkley responded I really appreciate the kind things that they've said and the Board members that have reached out. Couldn't have ever done any of that without my team. I know I talk about them a lot in here, but there's some really amazing people that have been here a really long time. And before COVID we were all kind of back in the shadows. But doing prevention work, that's really important to all of us, that we're passionate about, though. I'm really grateful, and I do feel very confident that things will continue on. Like you said, we've had some really great forward progress, and I'm really proud of that. It's been really an honor to be here and serve so much time, as far as they can see. Like, I reached out to the board members and said, I will do anything and everything possible to make this successful and smooth for the Board, for the Health Department, the community, my team. It's obviously up to the board as far as what's decided in appointing an interim and then choosing my successor. But I definitely feel as if we have a very strong succession planning system here. Bethany has been the assistant administrator since 2019, the year that I became administrator, and she has over ten years in public health experience. She has served as assistant administrator here and in a very similar role at another health department. She served as a public information officer. She has her master's in public health, and she is also a certified public health administrator. She meets all of the qualifications that are required to be in the role as the permanent person, but certainly in looking for a smooth process and something that I feel like the staff would feel safe and comfortable and have someone that they respect and trust. She certainly has been right there with me, knows everything that's happened since I've been administrator, and a lot of history that I think certainly plays into policy interpretation. And when we take any kind of actions or anything like that, history does mean a lot here in how to proceed. And I do feel like she has that information and tried to really prepare her just in case there was ever an emergency. Certainly, I don't know. I never pictured what the day would look like that I'd be leaving. And I'm definitely sad to leave everyone. But I do feel like you have very competent leaders here in this building. And when you're looking at someone to possibly appoint this interim, I do feel like you have a really great leader here that could step into that if you chose, and if you did. But I obviously understand and respect that it's the Board's decision. But I will do everything, and I tried to this point to ensure that if I ever wasn't here, that things could still be smooth and that someone had access to everything and the ability to really make it work.

Carolyn Wagner responded that is the mark of a great leader. And we appreciate that you thought of having that plan. Sounds good to you.

Debbie Hill responded do we vote on that tonight?

Jeff Entler responded no, I think, I think it's open to a lot of good discussion, but Mark has asked that the personnel committee meet. We are scheduled to meet Tuesday at 04:00, and we want to pull all the information and thoughts together and talk about the interim position. She'll leave February 9th. Brandi said February 7th is my last day. Jeff continued so we got until then, but we'll, we'll determine the interim person and then we'll talk about posting and getting the position posted out in the marketplace, and then we'll bring, we'll bring that information back here to the Board next month.

Debbie Hill responded then we vote. Jeff said yes, Debbie continued next month.

Jeff Entler responded yes. I think we have to do that. I don't think we'll be able to post. And I thought through a little bit of that, but I'm not real sure. Almost need Mike here to potentially log in.

Marsha Webb responded we got to have an interim prior to 7th so the personnel committee can appoint the interim without the full board. Or would we have to have a special meeting because we won't meet again?

Jeff Entler responded we'll have to talk through that.

Carolyn Wagner responded we'll have to talk to Mike for sure.

Jeff Entler responded yeah.

Brandi Binkley responded thanks. We'll state direction on posting the position just so that the Board can start receiving applications as soon as possible to move the process along. And as far as for the personnel committee meeting, we will have to put out the agenda Friday. So, if we're a member of personnel committee can just let me know. I have taken notes about a couple of things you've mentioned you want on the agenda. The personnel manual, the retention policy, and then of course, this vacancy. But if there's anything else you want on there, please just let me know.

Jeff Entler responded I think, I think... Carolyn said I think that's enough. Jeff continued we are going to be here a while. Laughter.

Brandi Binkley responded and then I know previous personnel committee meetings, the committee has not needed like the live stream and all of that. Is that the same for this? Is that fine? Or do we need to have IT staff here?

Jeff Entler responded it could be appropriate. Carolyn said I would think.. Jeff continued whatever would be normal. Carolyn said you could be at the meeting, Susan said I could be, it's up to..

Brandi Binkley responded that would be for clarification. If I just do the minute recording and she does the minutes after. Carolyn said oh yeah, yeah, yeah. Brandi continued that way she is not here really late? So, we'll do that then Sue.

Susan Hertel responded okay; can I just make one comment. I'm not going to be here Friday, so if it's Thursday, would that work to post it.

Brandi Binkley responded I mean I would be good with that. And that would really help us overall because otherwise one of us will have to do all that, which we've done is fine, but if the personnel committee is okay with the agenda as we've discussed, then we can go ahead and get it out even tomorrow. Bethany said like we can get it going right away. Is that okay?

Jeff Entler responded get the agenda? Yeah, yeah, yeah.

Carolyn Wagner responded I think you've covered everything that we could possibly want.

Jeff Entler responded we may have to brush over a couple of those things because we've got a lot..

Carolyn Wagner all right, perfect.

Brandi Binkley responded and if you need anything in advance of that, of course, just let us know.

Carolyn Wagner responded thank you. If you don't mind shooting Mike an email.. Brandi said okay. Carolyn continued and ask him if the personnel committee has the authority to appoint an interim person or does it take a full vote of the board? That would help. We need to know that information.

Bethany Krieg responded, and this might be more something, but just I guess to kind of give a heads up for any direction maybe out of the personnel committee meeting next week. We do have an all staff meeting January 30, so that might be a good time to communicate to staff you know moving forward. So, I just wanted to give everyone a head.

Carolyn Wagner responded that's good. Thank you. Thank you. So that would be really great if we have the answer to that before the 24th. That would be super.

Jeff Entler responded January 30th?

Carolyn Wagner responded yeah.

Bethany Krieg responded Monday the first thing that morning.

Jeff Entler responded thank you.

Board Education: Communicable Disease Updates

Jeff Entler responded next item, communications. Communicable disease updates.

Brandi Binkley responded yeah, just a few things in communication. First one, communicable disease update. I know that we've historically been providing kind of COVID information and some other things in here, but I just want to let you know we're in low community level and substantial community

transmission level. The community transmission is the number that healthcare agencies use. So, I just want to make you aware of that to give you an update. Also, we receive letters, we receive these often. You don't have to do anything with these, but they're communications to the Board. It's an assessment appeal for taxes. So, these come to the health department, excuse me, from the Macon County Board of Review. It's just basically an assessment appeal from a taxpayer of a property in our taxing district.

Carolyn Wagner responded I am not understanding, sorry.

Cody Parks responded is that for taxes, to lower taxes? That would mean you would get less money for the Health Department Board. Carolyn said Oh, Cody continued it is an decrease in value, correct?

Carolyn Wagner responded oh, got you.

Brandi Binkley responded yeah, so we just come over to work. So, I'm just letting you know. And then that is all I have under communication.

Jeff Entler responded Brandi, back to the transmission rates for COVID, Sangamon County, Champaign County, they're both up.

Brandi Binkley responded I would have to look we're all fairly similar in the area, I think. Yeah, there was when I looked at like the community transmission, that looked pretty similar in surrounding areas, but when it came to the or community level was similar, but community transmission level, the one that like healthcare agencies use, there was a little bit of color differentiation as far as like some were high or substantial or moderate. So, um you can take that..

Carolyn Wagner responded we're not seeing the newer strain that they've..

Jeff Entler responded I was going to ask that.

Brandi Binkley responded I don't have the actual strain breakdown with me available, but I can certainly check on that.

Carolyn Wagner responded I was just curious; I was just curious because what I had heard was it really hasn't hit into this area. I don't even remember what they're calling this one.

Brandi Binkley responded yeah, I haven't been notified of that specifically. But the way that we're handling COVID reporting now and who's basically directing the bulk of the COVID work, that would be something. Generally, I would either hear from her or I would just check with on her. But we're not putting that out regularly now to the public or anything. So, do you want me to find out?

Carolyn Wagner responded I was just curious.

Bethany Krieg responded with how much home testing too. I'm sure it's hard to even touch.

Marsha Webb responded each strength, I mean, it's starting to mutate out.

Brandi Binkley responded yeah, there are so many strains now that that's kind of why yeah, it's not like the beginning, we're not beginning, but like when we had our first Omicron, that was very different than where we're at now as far as the different strains.

Carolyn Wagner responded this when they're talking about being even more transmissible. Brandi said but not as much strength something like that. Carolyn continued right. Marsha said unless you're the high risk with the Comorbidities it seems to just.

Brandi Binkley responded, and they also are saying with the new strain they're seeing more of some of the gastrointestinal type of symptoms, which those were there before, but they're seeing it more commonly. So, like I said, we're a very different place than we were when some of the other strains first came.

Jeff Entler responded thanks for that update. We've been here 2 hours. Does anybody need a five-minute break, or should we keep going? Several commented I'm good. Okay. Carolyn said I would keep going.

Jeff Entler responded I didn't hear any.

Debbie Hill responded that means we can go faster. Jeff said I'll try.

Presentation and Acceptance of Financial Report

Jeff Entler responded presentation and acceptance of the financial report.

Sheree Zalanka responded okay, this report is for the month of December, which is the first month in our fiscal year. So, 8% of the year has passed in. New fund balance is at 7.7 million. Total revenue \$868,000, which is 12.2% into budgeted revenue. Total expenditures 435,000, which is 6% into budgeted expenditures.

Carolyn Wagner responded do we show on here the interest we're making from that money market? Am I missing it?

Sheree responded um, there is an interest line on the second page. It looks like so far this year, they have \$1,000. I'm not sure what date that is through and how accurate that is.

Carolyn Wagner responded very good.

Jeff Entler responded good to see.

Carolyn Wagner responded very good to see.

Jeff Entler responded do I have a motion for acceptance of the reports. Several members talking at once. Debbie made the motion seconded by Jan Hack, roll call taken, all votes yes, motion carried.

Approval of Department Expenditures

Jeff Entler responded review and approval of department expenditures. Any questions or identify any items to speak of. Make a motion then. Cody Parks made the motion to approve seconded by Debbie Hill, roll call taken, all votes yes, motion carried.

Grant Applications for Review and Approval

Jeff Entler responded grant applications for review and approval.

Brandi Binkley responded we do not have any.

Jeff Entler responded we're clear for that.

Department and Division Reports

Division Presentation – Health Promotion and Public Relations

Jeff Entler responded department division reports.

Marisa Hosier responded that's me.

Carolyn Wagner responded all right. Okay, we've been waiting. (Several members talking and laughing)

Marisa Hosier responded well, if I haven't formally met some of you, my name is Marisa, and I'm the director of Health Promotional Public Relations here at the Health Department. I have been here, actually, December 1 with my eight-year anniversary here, which is not a lot for some people, but feels like a lot for me. And I was kind of reflecting, I don't know, about that. I feel like I'm more reflective now that COVID has happened and more sentimental. But if someone would have asked me, I feel like ten years ago if I would ever end up at the Health Department, I would have said no, for sure, because I didn't know that there was a place for me here. And now I've been here eight years. My background is actually in education, and that kind of brings me a little bit to what I want to talk about initially with our division is we have kind of something that I'm proud of is that we bring in a lot of people from different backgrounds. So, we've had, when Brandi led the division, she's a marketing public relations person. And then we had Bethany here, who's a master's in public health, and we've had a few of those. I actually have education experience, elementary education with a love for being involved in my community. We have had people in sociology. Just a lot of different types of people. And I love that we each bring our own strengths and our own experiences. And all of the knowledge that we have, and we bring it and we make our division great, and we have different opinions and

things like that, and it's just something that I'm proud of and I really enjoy. We're a small but mighty division, fully staffed, we have five people. We have myself, we have health, equity, diversity and inclusion coordinator her name is Laquita and then we have three health education positions. Currently we have one of those filled with Emily, who's been here for eight years, and then we've had some promising interviews, so you can keep your fingers crossed for us. Hopefully we'll fill one or two of those here in the near future.

Marisa Hosier continues we do community health education and outreach. So basically, within our obviously we know our own scope and our own limitations, but if someone calls us and they're like, hey, we've gone to assisted livings and talked about slips, trips and falls, staying safe in the winter. We will do speaking engagement of a single time where we go out and speak to Millikin nursing students or actually Rachel and I just recently last week we went to or is that this week, I can't remember. We went and spoke with Richland students or Heartland Tech students through DPS about just options here at the health department. Something like, me, I never thought I would be here, but here I am. So, there's a place for people if you have a passion and if you have the education. We'll do a series of things of educational outreach, or we'll do a whole curriculum, it just depends. But obviously we're not going to go speak to someone about, I don't know, like neurosurgery or something, but we would refer them to someone else. But if it's within our capabilities, we'll definitely go out and do it, if someone asks. We do the creation of and approval of health department materials. So, flyers, pamphlets, things like that. We do run the Facebook page and the website with IT's help. Obviously, we're not IT professionals, but we can do a lot on the website, a lot more than I ever thought I would be able to do. We do press releases, media interviews, coordination of media interviews. And I say coordination because we are okay. If there's someone in the health department in a specific division who feels comfortable with their supervisor's approval to speak about a certain topic, we love for those people to do that because they are the experts, and they don't have to do the studying and things like that that we might have to do on something. We do the running of advertisements, so sometimes in grants there will be funding for ads to kind of promote these things, and we coordinate with different ad agencies or media people to take care of those things. Very soon you'll receive an annual report, so everything that the health department does that can have a number put to it. We compile that and put it in an annual report. That's actually a state requirement, and that will go out at the end of February to the community, but you all will see it.

Marisa Hosier continues every five years in order to remain a certified Health Department, we have to complete an IPLAN, which is the Illinois Project for Local Assessment of Needs. Basically, I don't want to say Tedious, but it's an in-depth process. It can be a long process where we involve community stakeholders, people who are knowledgeable about health concerns, things like that, but we also involve the community. And basically, we work to identify the top three to five health concerns in the community and then create a plan where over the next five years we try to have an impact on those. Obviously, as a Health Department, we don't always have the resources, the hospitals, we partner with them to do this, but they have more financial, they're able to do more than we do. So, we kind of take

these health concerns and we look at what can we do as a health department to be able to impact these and then work through that. And then another thing, one of my favorite things that we get to do here in our division is we partner with other divisions in the health department. So like Karen, when we did farmers markets, we would do farmers market promotion, and we would try to draw people into the farmers markets. And Starting Point actually for the farmers market coupons. Emily is actually a certified car seat technician, which I don't know if you saw a few months ago when she did an interview on WAND about how to properly install a car seat. And we work with nursing on that. Another thing, Starting Point, we do diabetes self-management program. We partner with Nursing and Environmental Health on West Nile virus. And Kathy gets the dead birds. We try to do some education and obviously nursing does the tracking of any West Nile stuff. We also partner with Kathy's Division on the Smoke Free Illinois Act in the Illinois Tobacco Free Communities Grant. And then we try to do betterment challenges here. So, whether that's in the nicer weather, organizing like a walking challenge, it's a quarter mile to walk around the health department and it encourages people to get out, get some fresh air, get some sunshine or water drinking challenges like New Year's resolutions when you're trying to drink more water and have healthier habits. So, we'll do some things like that. And just quickly, I wanted to share a few goals that I've talked with my team about, some ideas that I've had in my mind, especially as we're crawling out of the COVID hole and all the darkness that consumed us with that. We want to regrow our community outreach and we want to be out in the community more again. And with that, I personally would like to identify the needs of the community. Kind of look back at our IPLAN, identify maybe some ways that we could partner with agencies or some of the needs that we have in the community and then also work with the people in my division to identify what their passions are and kind of where they think we could find funding from. And how can we make this a, this a better place? So those are just some kind of goals that I have going into the or coming into the new year. And if you ever have any questions.

Several members said thank you.

Jeff Entler responded I mixed everything up on that one, you did a good job on that one.

Several members talking and laughing.

Employee Recognition

Jeff Entler responded we have 2 January anniversaries, Marisa, eight years and Pam Day four years. A round of applause in appreciation. What does Pam do? Where is she...

Teresa Smith responded she's mine, in Starting Point.

Jeff Entler responded congrats to her.

Closed Session

Jeff Entler responded closed session we are clear right.

Brandi Binkley responded I don't have anything.

Jeff Entler responded No closed session? No, that would only be another ten or 15 minutes. Wow. Thanks, everybody.

Adjournment

Jeff Entler responded I guess we adjourn. Thank everyone.

Meeting adjourned at 7:48 PM

Respectfully Submitted,

Susan Hertel
Administrative Assistant

President: _____

Secretary: _____

Date: _____