

**Macon County Board of Health**  
**Special Meeting Personnel Committee**  
**Macon County Health Department WIC Conference Room**  
**1221 E Condit Street, Decatur IL 62521**  
**January 24, 2023, at 4:00pm**

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

Mark Scranton, Board of Health President, said, I would like to call the meeting to order for January 24, 2023 the Personnel Committee Special Meeting Tuesday, January 24, 2023, at 4:05 pm. Carolyn would you please do roll call, roll call taken.

**Roll Call**

Mark Scranton, President - present  
Jeff Entler, Vice President - present  
Candace Clevenger, Treasurer - present  
Carolyn Wagner, Secretary - present  
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

**Public in Attendance**

Mike Baggett, Assistant State's Attorney

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

**Approval of Agenda Topics**

Mark Scranton responded I would like to get a motion to approve the agenda topics for the meeting today. Mark Scranton made the motion to approve, seconded by Jeff Entler. Carolyn Wagner asked who seconded that. Mark said Jeff did. Carolyn continued you made the motion and Jeff seconded that, roll call taken, all votes yes, motion carried.

**Public Comment**

### **Approval of Previous Meeting Minutes**

Mark Scranton responded okay, approval of previous Board minutes, I don't think we have any to go over so we don't do that.

### **Old Business**

Mark Scranton responded so, discussion action, if needed, regarding public health administrator vacancy. I'm just going to read through all these discussion action regarding public health administrator evaluation and discussion action regarding physician vacancies, if needed. So, having discussed at length with Brandi and a couple of other people on the committee, the focus, the objective of having this meeting today is primarily to discuss two topics going over the transition with Brandi and Bethany and where they're at with that, and what the plan is going forward for the remainder time Brandi is here. And they'll also get everybody to participate in the conversation about going forward, about how we pursue a posting for the administrator vacancy. So, we want to get input from everybody on that as well. At some point, we may ask both of you to step out for a couple of minutes while we have just the Board discussion on some certain items relating to that. But so with that, then I would like to open it up and let Brandi, you and Bethany kind of get us up speed on where you guys are at, at this point, with the transition.

Brandi Binkley responded okay, so as you all know so far, of course, I talked to Mark first and then put the resignation out to the Board, and then I did inform my staff. I've been over the course of time communicating with some of my key stakeholder partners out in the community and with the state and federal, just to let them know that I am leaving as of the 7th and that Bethany's here. A lot of them already know her, but that the Board would be expected to be naming an interim so that they would know who to go to at that point. As far as anything else we did send out, I think came from Bethany, a draft job posting. All of our job postings pretty much very closely mirror the job description. So that's pretty straightforward. As you all know, there are certain qualifications that are required per the act for Public Health Administrators. So that is in that job posting. That email came out to you on the 12th.

Carolyn Wagner responded excuse me I did not get a draft of the job posting.

Bethany Krieg responded it was actually from Brandi..

Mark Scranton responded I didn't either.

Jeff Entler responded I don't remember getting it, if I did.

Bethany Krieg responded it was attached; it was attached to it for email about this evening.

Brandi Binkley responded we can certainly resend it to you, but one of our top questions was, of course, could we post it, which we were told just to hold off, and then, of course, whom those applications should go to, which point of contact? Because other than that, the job posting is pretty

much ready as long as the Board is okay with it, based on the template that we usually use for job posting. But we would need to know where you would want those applications to go. And then with the Board's direction, we could have staff post that as we do with our other job descriptions. As soon as you're ready for us to do that. We just kind of are waiting for the green light on that.

Carolyn Wagner responded can I get a paper copy for right away? Yeah, that'd be great. And may I also ask what your venues are that you post? Where do you post to?

Brandi Binkley responded so I might miss them while I'm going over them. And Bethany can jump in. But we always use our website, the county's website we use. Indeed, we have some different websites that we use, like Millikin or Richland sometimes that we'll use. Jump in here because I know I'm missing.

Carolyn Wagner responded do you have any professional for the state of Illinois within public health department?

Brandi Binkley responded so we are members of the Illinois Public Health Association and the Illinois Association of Public Health Administrators. So those are places that could be posted as well. We are members?

Carolyn Wagner responded do we typically?

Brandi Binkley responded we don't for all of our positions. We do for statewide sorry, I thought you meant all positions. Yeah, I'm not sure where all it's been posted. You would definitely know better than I, I was just speaking.

Jeff Entler responded that's right. You've been through this two other times. That's good.

Candi Clevenger responded the one with Brandi I don't think was a real extensive I'm not remembering what that but the one for Diana. Yeah, that was pretty extensive, that search.

Marsha Webb responded you said Illinois Public Health and what was the other one?

Brandi Binkley responded Illinois Association of Public Health Administrators.

Marsha Webb responded thank you.

Brandi Binkley responded I will say there are several vacancies in administrator positions across the state right now. So, I don't know how difficult it will be to fill. It really depends on county by county, but

we can certainly help get it out. And if there's other ideas that the board has, of course we could get it out where you see fit or if the Board wants to do it, that's okay. Of course.

Carolyn Wagner responded have you used any professional consulting agencies for job searches, Candi?

Candi Clevenger responded we did not for positions here. We did for my position, and I don't think it was really necessary. I'm not the only one. I just left. I'm not into the expense of the professional.

Carolyn Wagner responded you are totally out of there.

Candi Clevenger responded yeah, yeah, yeah. She's local. Carolyn asked could you supply us with the name of who that we use for us as we get closer? Candi said yeah.

Jeff Entler responded yeah I am glad you said that because that a..

Candi Clevenger responded yeah; I think there's others too. There are School District searches and the park district of searches and things like that.

Carolyn Wagner responded you're seeing a medical somewhat medical. I'm also thinking maybe Crossings might have some information to share, but yeah, that would be helpful as we all work through it, I think.

Mark Scranton responded okay, well, she's getting that then, I'll stay on kind of course, here with things. So, if you would walk us through where you're at as far as transition activities and where you're at, what you still need to have done. Is there anything that we as a Board need to be aware of that we need to be available to providing support or assistance to the interim person going forward?

Brandi Binkley responded yeah, so I think that I'm trying to wrap up everything that I possibly can. There are some things that I feel need to be given to an interim that's chosen, so I haven't necessarily assigned those. An example of some of the things we've been coming up with is who's designated to sign things like payroll, bills, IDPH, grants, contracts, agreements, purchases, food permits, even new ones that we have coming in, because my signature is on there. Those are some of the things, obviously, I won't be doing anymore after I leave. So, I need to be able to assign them to who can, because then there's all these systems, grant systems and everything that I have to change the contact information in. And I'm happy to do that before I leave, but the sooner that I know who it is, the better. Carolyn said sure. Brandi continued I think another outstanding thing, obviously, in appointing or just designating who an interim would be is communicating that to staff. I think Bethany talked to Jeff a little bit last week about just the uncertainty of staff not knowing who's going to be here until a permanent replacement is chosen. So, I think that the staff really looks forward to something from the Board about that, just to kind of know what's happening. As far as major projects, so we've talked in

here before about the kind of yearly list to do that Bethany and I keep that has daily, weekly, monthly, quarterly things that are due that we've done historically, we have a Board one and then a general operation one. So, I went and just clean those up, so they look nice and pretty for whomever is interim and then my permanent replacement. So that as much as possible without getting to talk to that person myself, that they can go and at least kind of figure out what things are, who the contact people are for them. I'm on Decatur Community Partnership, and that has been a health department thing, basically. So, I've been the representative of the Health Department. That's only a quarterly meeting, but I did let them know when I'm leaving and that I'll let them know who my replacement will be, at least interim wise, so that someone else can serve in that role for them.

Carolyn Wagner responded is that, is that part of relationship building or is that grant required?

Brandi Binkley responded relationship building.

Carolyn Wagner responded okay.

Brandi Binkley responded yeah, they have, the Community Partnership has grant responsibilities that that Board serves and oversees and all of that. But no, we just but your program.

Carolyn Wagner responded but your partnership is not grant stipulated.

Brandi Binkley no okay. And then I also have been working through any of the associations that we are members of. So, like the IPHA and IAPA, making sure to notify all of them. And I have a list going of what accounts I will need to have canceled out of my name. IT does all that with all of our staff leave, but I have a lot more access than the other employees, so making sure that's thorough so that nothing gets forgotten. And then the ones that need kind of transferred over to the interim, I have them just kind of waiting until I know who I can it's okay to get those two from the Board. There are some other things that I've been, like COVID reporting, things like that, which seem kind of small but can't just be dropped. So, I've been working with different division directors to say, hey, you're going to take this over, here's all the instructions, here's your access point, here's your deliverable, here's who you get the information from. So, they have all of that. Go ahead.

Carolyn Wagner responded I'm sorry. Do you foresee that being a permanent transfer to those department heads or are you doing that right now out of necessity?

Brandi Binkley responded doing it out of necessity because most of those grant's end by June 30 of 2023. And in some cases, like COVID reporting, I was doing the reporting to help out because our team was completely overwhelmed. So, they have the information they need to get it done. Carolyn said okay. Brandi continued they'll just have to get in and complete it quarterly. So, it's not going to be a big task, but it's something that in order for us to be compliant with our contract, it has to be done.

Carolyn Wagner responded so do you foresee any of those tasks that you've given off to other departments versus given to your assistant? Do you see any of those needing to come back to the administrator?

Brandi Binkley responded not really, because I think, I think it depends on what it is. But I think for the most part, if she's named interim, or whoever interim is, that they would take over the bulk of what I'm doing. But then it's kind of some of these small things like the COVID reporting, and then we have this newly established relationship with Millikin to have an intern. And so, I'm kind of transferring that. That will be over at the beginning of May. So, I don't know how long the process will take, but I also know whoever interim is, I'm not going to have time to handle that. So, I found someone else that did have enough time just to take care of it, so we didn't damage that relationship there the other thing, of course, depending on who is named interim, to answer your question. So, if Bethany was interim, then she has her duties and then would be covering the administrator duties. So, are there some things that would have to be temporarily given to other division directors until we got a permanent administrator, possibly? I think a lot of the Division directors are already overwhelmed. So of course, there's concerns about how much more can they take on also. But whoever interim is going to need a backup signer if they're not here. In some cases, we already have that in place. For example, if Bethany and I both were out for some emergency and payroll needed to be signed, Sheree as CFO signs it. Carolyn said sure. Brandi continued so we have a lot of that built in. But if Bethany was the interim, then there wouldn't be that second person. So, she would need someone if they were disciplinary action, she would need a witness to call in and different things like that. Also, if she had prescheduled time off, there would need to be somebody that could sign something if it came up. So those are some of the questions that we've looked at and been talking about. I do have a couple more county meetings that I was going to go to, to finish out those resolutions that went through in January. Let's see what else is just on short list. Like I said, I've already been putting out a lot of communication to my contacts just to let them know what's going on and that we'll make sure that they have a point of contact here. A lot of them already have Bethany's information or another Division director's information, depending on what it is. Yeah, I'm just trying to tie up any loose ends and anything that I can possibly squeeze in to get done without taking on anything new, basically, so it doesn't get dumped on her or on an interim who's just trying to figure things out. I think I've been taking pretty good documentation. I think anybody that would come into this role. There's a lot of learning and figuring out who do you talk to, how do you use this system? So, I'm trying to make it as smooth as possible, but there just will be a lot of a learning curve unless they've done it before. So those are the top things, I think, that I've been kind of thinking about and just kind of getting that solidification of who's going to be interim. So, I can really start officially handing things off at the direction of the Board and then anything else that the Board needs from me, if there's anything that you think of. We've been working on the retention information and making sure that we had good numbers for you tonight so that you can move that forward. I know we're not there yet, but I just want to highlight so we don't forget when we get to that, we were able to look into some of our grants that have additional dollars that are unspent at this time. So, the final numbers, we have those tonight when we get to that, but we can use some of our grant dollars for that so even less would come out of the Health Fund if that moves through. Just cool, good news.

Mark Scranton responded okay. One of the things I'm curious about moving forward, the transition, and I don't know if it's a question for you to answer, this is a question for Mike. So as the torch, so to

speaking, gets passed, what do we need to have in place to ensure security and retention of documents, i.e., like your email will no longer be valid, so I assume you're going to have something on there that will bounce back to somebody else. But also, if there is a need to get information from correspondence that you've had with whoever it might be, is that still going to be up there in the cloud somewhere? And what provisions will we put in place as far as who can have access to that information? I want to make sure we kind of got that tightened up to where somebody can get to that information if it's necessary. But also, that it's not being shared amongst a lot of other people. Because obviously there's probably been some confidential stuff back and forth or what are just a matter of conversation maybe on specific program or project you've been working or whatever we don't want to because otherwise I can see this happening because I've seen that before is you leave and now everybody says, this is it. And all of a sudden, it's like, oh, I need to call and ask about this, I need to ask about that. And so, you start getting pulled back into some things and I mean, I know that you're going to do everything you can to move this forward and relinquish this responsibility to somebody else, but at the same time that's going to be helpful, I think, for whoever's doing that. So, I don't know what we need to do if that's something you're automatically going to make happen. But I think for the benefit everybody here, we'd like to know how that's going to work.

Candi Clevenger responded you're right about that. And even though she will notify the state and let them know the contact change, there's a chance that the information will come to her email address. Of course, a long time. Somebody does need to monitor that. My email address has been monitored by the new CEO.

Bethany Krieg responded I mean; it still doesn't come to Brandi. There are things that still don't come to Brandi. They come, and we told them a hundred times.

Jeff Entler responded your phone and email aren't going to go away. You're going to have stuff just coming back to those numbers, right?

Brandi Binkley responded so excellent question. I feel like we do definitely have that covered. So, our emails are saved and archived in the cloud, basically, I don't know, forever. They go away eventually, but because of FOIA and all of our record retention laws, we have to keep that stuff for a long time. So really, anything, if ever needed to get it could be found. However, I will put an out of office online so that it will bounce back. To answer your question, but then also what we've done before is like what Candi said, we would set up an automatic forward or a folder in the interim email, so that they have their email box and then mine, so if there's anything coming in. And that's what we did when Diana left and I took over, and I just kept checking her emails over the course of time. Voicemail will be fairly easy. That would probably just be depending on who's interim or where they're sitting, just a forward and then leaving something on the voicemail. This is no longer being monitored. Speak with extension, whatever. As far as file retention, so I do have a filing cabinet in my office, which has kind of administrator level stuff that has to be paper or is older stuff that Diana had terminated, employee files, all of that. We have all of that stored other places, but anything that really needs to be in my office is still locked in my office. And then we have moved a lot of our things to electronic files, which is Bethany and I have kept that stuff in a public health administrator folder, which only certain people have access to. So us, and then IT of course, if they have to make any edits, and we have that, I feel

like pretty well organized. So, if anybody was looking through there, if they kind of can figure out the words that we would use. But it's like if somebody had disciplinary action, documentation, a contract, a grant agreement, that stuff is all saved in that shared folder, so she already has access to that. And then whomever would be interim would be able to just be assigned to access by IT. And then I have before we got Microsoft 365, I just had my local drive, so which even and it can access all of that too. But I saved all my local drive, which is from probably the years of, I don't know, 2016 and previous. So, anything that I ever had is maintained in there as well. So, I think there'd be really pretty easy access to find any of that information and then what my plan is. So, depending on whomever is named interim, it's kind of those top important things that they would want to look at first as far as that yearly to do the Board of Health calendar and then any outstanding projects that can't be wrapped before I leave, which would just be bigger things that aren't all the way implemented yet, but that we're working on. I'll make sure that they know exactly where those access points are, can get to those as a top priority. So, I think that answers what you're asking. But did I miss anything?

Mark Scranton responded no; I think that was pretty much what I was wondering about so.

Jeff Entler responded how about your phone? How does that get handled?

Brandi Binkley responded my office phone? Jeff said no your cell phone. Brandi Binkley continued so that's my personal phone. So, what I will do, because a lot of people have that if anybody calls my personal phone number you guys.

Jeff Entler responded you guys don't have a Health Department cell phone?

Brandi Binkley responded it depends. So, anyone that's eligible for a cell phone, they're either able to have a health department phone if they want to carry a separate phone, or they get a stipend, a small stipend towards their personal phone. Of course, either phone is FOIA-able if you're using it for work. We make sure staff know all of that. But yeah, if there were any calls that came into me on my cell phone, I would certainly just tell them to call the health department. I should get those not blocking any numbers or anything. So, I don't think there'd be any missed call issues as far as that goes.

Mark Scranton responded got you.

Brandi Binkley responded but I couldn't just forward on to the interim.

Mark Scranton responded okay, so you've mentioned interim administrator, and obviously that's the next logical step. So, I guess not knowing what the stipulations or statutes might be, the assistant administrator is charted part of the responsibility to take the administrative role in your absence. So, at what point from a time standpoint do we say assistant administrator is performing the duties of the administrator for a period of time versus somebody being the interim administrator? Is there a guideline or a statute requirement that we have to do ABC within a certain time frame or what's the most logical thing for us to do? Because in my mind, she's the assistant administrator. It's part of her



responsibility to take the administrator's position and her absence for where it might be. And obviously you normally think about vacation or sickness or things like that, so she's already going to be assuming that role is responsibility. So, I don't know if it's a matter of title or definition that we say interim versus assistant administrator. I don't know what we need to do or the timeline that we need to act on that or what.

Mike Baggett responded Marsha and I had corresponded about this prior to today's meeting. And with respect to the timeline, I don't think that the Board needs to have a special meeting between now and the 7th.

Mark Scranton responded yeah; you'd said we could do it next meeting.

Mike Baggett responded I think that the Board is well advised to formally appoint it's going to be Bethany. I'm assuming it's Bethany, but to formally appoint Bethany as interim PHA at its next meeting in February, Bethany will assume the responsibilities of the PHA because she's assistant PHA. When Brand leaves, is your last day the 7th or is it the 6th?

Brandi Binkley responded the 7th.

Mike Baggett responded okay; so, on the 8th, Bethany will become the acting PHA or the end of business on the 7th, however you want to think about it, there's no formal action needed there. There's no statutory requirement that the board appoint Bethany as an interim PHA. I think that the best advice I can give the board is to do so formally. There are statutory and county ordinance, prerogatives of authorities granted to the public health administrator. I don't think that the board wants there to be any confusion as to whether Bethany would be properly exercising those prerogatives and those powers. And so, I do think that the board wants to appoint her as the interim PHA, but I don't think you need to have a special meeting to do so.

Mark Scranton responded like we had discussed last week; the time gap would not have a special meeting to do so. She's going to be the assistant administrator filling the, the window of time of Brandi's vacancy, which we're talking about, basically about ten days till the next board meeting. Then that's what we would make the motion to do that. Mike said I think you are fine. Mark continued so, she can be, she can be acting as the administrator, because that's part of her role as the assistant administrator. Mike said yes. Mark continued between the time that Brandi leaves and our next board meeting. So, we really don't have to worry about that right now.

Mike Baggett responded I agree.

Mark Scranton responded and then when we have next month's board meeting, then that's when we'll make a motion to take that action.

Mike Baggett responded yeah, you put that on the agenda. If you make the formal appointment of the interim at that time, the interim can stay interim as long as the Board needs to go through the process of hiring a full PHA.

Carolyn Wagner responded because I think we have talked, and you have said that it does have to be a full board vote.

Mike Baggett responded yes; it can't be, it can't be a committee action.

Carolyn Wagner responded right.

Mike Baggett responded the board is the only entity.

Mark Scranton responded we can make a recommendation today. We can make a recommendation, that's the direction. But we're going to recommend to the board that that's the way we go. So, then they kind of know what's going on. But formally, because it's not going to be effective until she leaves anyway. But by the time we have her next Board meeting, she will no longer be here. So, we're kind of doing this after the fact. Just purely from a timing standpoint.

Mike Baggett responded I mean, I think it was just a matter of timing, Brandi, I don't think that the notice of vacancy occurred in enough time before the last full Board meeting for this really to get the ball.

Bethany Krieg responded sorry, it definitely did, yes, it could have been on.

Carolyn Wagner responded okay, well, we did not have our Presidents here, and we had a very short attendance.

Mark Scranton responded we only had six people.

Mike Baggett responded but again, going back, there is no absolute statutory requirement that I can point you to or that anyone can point you to that says that Bethany can't exercise the authorities given to her as the assistant administrator under personnel policies, and she's qualified under the state law to act as a PHA regardless of the appointment. So she's just carrying out her duties. I don't think you're open to attack, but I do think best practice would be to formally appoint her.

Several people talking.

Mark Scranton responded I don't disagree with that, I just want to address that concern because I had a couple people contact me and say do we need to have a special Board meeting for this? I'm like no,

I want to get people to show up to the regular Board meeting, so I don't want to have a special Board meeting and Wednesday, in between today's meeting and next board meeting in three weeks. And now..

Mike Baggett responded given the very short time frame between when Brandi's leaving and your Board meeting, again, I think you said it was ten days. It might even be like a week or so, right? I mean..

Brandi Binkley responded it February 21<sup>st</sup>.

Mike Baggett responded two weeks. But I..

Mark Scranton responded two weeks to the day?

Mike Baggett responded I think you're fine. Mark said is what it would be. Mike continued that would be my advice.

Carolyn Wagner responded we want to make sure we put that on the agenda.

Mark Scranton responded so since we've had this discussion, then I will make a motion that the committee recommend Bethany to step into the role and administrator who will make that recommendation to the Board at next month's board meeting.

Brandi Binkley responded I have a question, I know we talked about this, Bethany, when you send out just a little bit. But in her role as interim. As far as expectations at least for you all to think about I'll give you. This kind of questions to ask, but if it helps you to have it in front of you. There are some questions on the second half of it, those expectations. Like does the board are you all okay with her? At least until that formal vote will be fulfilling all of those duties of all those signatures and everything that we talked about. Do you want to put something out to staff? Do you want us to put something but to staff about that? We do have an all staff meeting Monday, so that would be, if not an email before that, a good opportunity to let staff know just so they're not waiting until February 21st when I'm already gone.

Mark Scranton responded I think it'd be premature to do that because the Board has to take a vote on it. She's going to be the acting administrator as part of her role, as the assistant administrator. So, I don't think it'd be proper for us to name her the interim administrator before the Board is actually taking the vote on even in terms of notifying the staff that.

Mike Baggett responded I think if you want or feel like you need to notify the staff, that it's a good idea to notify the staff. And I understand where Brandi is coming from. That staff can be notified that Brandi will be performing, I'm sorry, that Bethany will be acting as PHA between Brandi leaving and the

appointment of the interim, and that this personnel committee has recommended Bethany to be appointed interim? I think you can't presume what the Board is going to do, but I think we all know how that's going to play out.

Candi Clevenger responded I do you think it's important for the staff to know?

Mark Scranton responded No, I'm not, I'm not I'm just saying I want to be careful that we don't formally declare that decision, because then we're circumventing the rest of the Board's ability to vote on that decision. That's why I just want to be careful of it.

Mike Baggett responded I think it's okay to telegraph that there was a recommendation made, or convey that there was a recommendation made which telegraphs the ultimate outcome. You've got five members of the board sitting in the room. That's almost the majority necessary to do it right. Mark said right.

Brandi Binkley responded so do you want to send that to staff or were you going to say something.

Bethany Krieg responded I was wondering if I was allowed to speak on the topic, I completely agree. I don't feel comfortable necessarily, like, announcing that to staff, because it's not per se formal. Things could change, who knows? But I do think that I have concern, or I think that it was a concern that it's a disservice to the staff that they don't know what's going on because they expected it even to be discussed or last week at the full Board meeting. And so there is uncertainty and all of these things that it was like, well, they come to us, like, why wasn't it why wasn't..

Carolyn Wagner responded there is times when Brandi has been gone, like, on surgical leave and know that you as an assistant fulfill but we don't want to leave them in quandary either. That's not our intent at all. I think Mark is just saying that we want to make sure we don't overstep our bounds because we don't have that full authority. We asked that question. We tried to be able to do that tonight in the personnel, but it can't be done because of statute, so it has to be the whole Board. And I think the reason why we didn't bring it was that we had not had any time to discuss or digest any of this with regards to we assumed you'd be taking the lead as part of your current position as assistant. But Mark was out, and we were kind of light, and people here we could have passed it, but it wouldn't have maybe been the right thing to do.

Bethany Krieg responded I am just sharing; I am sharing concerns. I think that we had a good attendance it's normal last meeting, I think we actually have more than quorum. Carolyn said well that is not what I want in attendance. Bethany said that's fair but just to your point, I guess I feel the same while I would be in this not interim, but acting as an interim, that I feel the same as you all, that I have the blessing to move forward on these things, but not officially. I mean I, so I hope that you can understand where I would feel the same in that interim that's not interim.

Carolyn Wagner responded what we feel comfortable for Brandi disseminating at the staff meeting is that we all spoke tonight with regards to Bethany assuming the role as part of her current job as assistant, and that we will be bringing a formal resolution to the board at the full meeting to discuss.

Mark Scranton responded Yeah; we can do it that way. I'm okay with that, but maybe so not to reflect like this is Brandi in a box, per se, about the decision. I think what I might do is I might draft a letter on behalf of the personnel committee and send that to you, and then you could take that context of that letter saying, per our personal committee meeting, we've made a recommendation to the full Board, and I'm sending that formally to you in way of the letter. And you can take that and say to the staff, per this meeting, per the Board President, and this is the wishes of the board going forward. And that way, it kind of takes you you're involved, but that way, it's not coming from you, it's coming from the Board. You know what I'm saying? Bethany said yes. Mark continued that makes sense. Brandi said definitely.

Jeff Entler responded that'd be a good process. Mark said yeah.

Brandi Binkley responded, and you will send that to me so that I have it. So, we have our staff meeting. Mark said I can do that for you tomorrow. Brandi continued okay, so you'll send that to me first thing in the morning. Mark said or I can do it tonight.

Mark Scranton responded but yeah, just since you brought that up. So, the timeline of trying to get this put on the agenda for the meeting this month, it couldn't have been done because she called me and I find out about it. And literally, it was five business days, six business days before last meeting. So that wasn't a lot of time to digest it. And if we had to put something on the agenda to, to move it forward and get some discussion, it just it's just a timing thing. If she said she wasn't leaving until after next month Board meeting, for me, she left it like the end of February instead of the first part of February. Then we would have more time to work with it because I was leaving my calendar, because I was on the road when she called me. So, I mean, it literally was literally a week before the board meeting. I mean, you called me on, like, a Monday. Brandi said it was like Wednesday morning. No Tuesday morning. Mark continued okay, so, I mean, literally, it was a week before the board meeting. So, there would have been time to process getting something going to get on the agenda. I just didn't want, I just didn't want to rush it.

Bethany Krieg responded I mean, I totally understand. I'm just telling, like, just speaking..

Mark Scranton responded well the staff needs to understand it too, because we find out a week before Board meeting that the person is in charge is leaving.

Bethany Krieg responded I guess I'm saying that there's part pieces that I think that I'm just communicating to you that this staff, you know, it sets the tone, basically, of how long there's going to be this uncertainty. So, you know, the quicker we could get a job posting posted, it feels like there's a sense of urgency and there's at least a little bit of comfort. I'm not saying that we could do all the pieces immediately by any means, but if we could just get a couple of things in motion, I think that that

would help create, you know, that there is a plan and there's no and I don't think that they are super worried. I think that they know that there is an unwritten plan, maybe.

Mark Scranton responded yeah; I understand what you're saying. We're doing tonight, two weeks after we got notified, so I think we're acting pretty quickly in terms of that. So you guys are okay with where you're at, working through things on transition, so we don't really have any more discussion on that at all. You feel like you guys are in good shape on doing what needs to be done to pass the torch?

Bethany Krieg responded I guess.

Mark Scranton responded I would ask me, have you got any concerns or things that you want to make sure that we're aware of or we want to make sure that she gets completed with you before she leaves?

Bethany Krieg responded yeah, I mean, I have no concerns with Brandi getting me up to speed and like, that being a seamless transition, but I do some of the things that Brandi brought brought up of what the expectations are of the Board. Is the expectation that I cover two full time jobs for an undetermined amount of time. I mean, all these things that is there going to be a backup to the interim and who is that and what does that look like?

Carolyn Wagner responded would you have a temporary backup in mind that you feel? Who is employed by the health Department with that type of experience? Who could assist her with signatures? Some of the things she wrote down were signatures and kind of covering. Do you have someone in mind? Do you have a name?

Bethany Krieg responded I mean I do, and Jeff and I had a conversation about this, and Jeff asked the same thing, and I shared with him. I have full faith and confidence in a lot of my directors, and I think different pieces that they would all be willing to step up. They would do anything that I asked of them. But I do have a real fear of these people have been covering all these positions for so long, and at some point, I told them, I fear every day who's the next one to resign. So, I mean, so just asking our staff to take on more and then what comes along with it. I know that compensation isn't everything and that's not going to change, but just to expect them to keep taking on more and what does that mean? Those are some of completely they need.

Carolyn Wagner responded so we might desperately need to look outside of bringing somebody in here quickly, as quickly as possible to give help.

Brandi Binkley responded I was going to say I think the faster that the administrator position is posted and then still, obviously that helps.

Carolyn Wagner responded but you need an extra body.

Brandi Binkley responded yeah, but then the other thing, maybe that's the solution. But then that also so let's say, okay, Bethany's appointed interim and then someone's going to come in to fulfill that role. The amount of training time then would also be on her. So basically, be like she was doing both jobs and also training. I had to temporarily do that job.

Jeff Entler responded its one way or another.

Bethany Krieg responded that's what I shared with Jeff that I was like it's easier, I guess, for me to ask my staff to step up when the job is posted. And this will be temporary, and we don't know how long it's going to be, right. But for X amount of time, if you can step up, it's easier to see that light at the end of the tunnel and like, okay, I can make it through the next month or two, or if we're talking ten plus months out. But as I shared with Jeff, that's what I said I was like, depending on what it is that you're training for someone training someone for or how long we're talking, sometimes it's just as easy to do it yourself. And I don't mean to be that way, but of training someone because you're pumping a lot of time and energy into training someone, that's maybe covering it temporarily or it's going to put them over the edge and then they're going to quit. And I know there's not a good scenario.

Carolyn Wagner responded you're a relatively small department in terms of leadership to pull from. And so, I'm sure Candi faced that at times with other department heads or supervisors leaving. I know we certainly did at CHIC, with medical directors leaving and that and so, yeah, I know the pain. I know the pain quite well.

Jeff Entler responded I would just be open to any suggestions that you guys have. If there's an idea to hire a temp, a real senior level temp. I mean they are out there, I'm sure would. Would it, would it circumvent and help, but it might be more to your point, it might be more work to bring that person up to speed. But it's an option so that you're not burn out.

Carolyn Wagner responded that's right, that's right.

Jeff Entler responded and so that you don't push everything to like you said to your direct reports, and that they're not burn out. Sometimes just having that other person would show that we care that we're trying to do something as best we can in the interim. But that's kind of, kind of open to discussion and debate I would think.

Mark Scranton responded I guess I'm trying to understand what the concerns are here. Because if you're talking about how an extra set of hands to help out with some of the day to day paperwork or what. Because in my mind, part of being the assistant administrator or the interim administrator, the expectation is pretty much one and the same because you're performing that duty for a period of time of the administrator's role. So, you got some of the questions on here, like ten county committees' meetings, committee meetings, and county board meetings, signing payroll contracts, everything else. I would think that comes with part of the job, and I don't see how those things can be passed off to somebody else, number one. Number two, I think instead of time to try to deal with the stuff that's in front of you that you got to deal with, you're now taking an hour out of your day, 2 hours out of your

day, and half a day. I don't know what it would take. I bring her in, she's got some knowledge, but she's got just enough to be dangerous, or she knows nothing at all. And now I'm spending my time training her to do these things. So now your energy is being expelled in two different directions. Whereas if you're doing what you already know how to do, which I know you know how to do it because you've taken on that responsibility in the past when, when the opportunity has arose. These things, I think, are just part of the scope of what you have to do now. If there are some things that are not administratively required, you maybe just have oversight. You can say, hey, I need you to take a stack of papers, and I need you to print these off or write these up for me, or whatever, whatever, whatever, I don't want to say menial tasks, but things that are such that you could be passing on maybe this to Susan or a department head saying, hey, this stuff, sign up food permits. To me, I would think that's not something that takes a tremendous amount of time to do, but if ultimately Brandi is the person to sign those, then I think that would be a responsibility. But is it something you could say, I don't know what the statute requirements are? Is that something that Kathy..

Mike Baggett responded general no, that's actually going to be a matter of law. That's one of the numbers the administrator would need to sign.

Bethany Krieg responded and that's why that was on there, because we just kind of that's not just like we don't sign this just every day. We just printed 2023 food permits with Brandi's signature. And so that was the question that we wanted to bring forward. Okay, do we have to put an interim and, I mean, how many times do it..

Mike Baggett responded any new ones that would be issued would be issued under your name.

Bethany Krieg responded but we don't have to do that because that's what we wanted?

Mike Baggett responded no, no, anything Brandi does up through February 7 is maybe she's the administrator. Anything February 8 and beyond, that's going to be your signature up until, you know, the PHA is appointed, at which point it becomes the PHA signature, whether that's I think you're going to be applying. So, whether that's you or someone else.

Mark Scranton responded and she has the authority to do that, right.

Mike Baggett responded she would be the interim PHA. She's the only one with the authority.

Mark Scranton responded and so is IDPH going to recognize what we do.. Mike Baggett said yes. Mark continued and will they treat her as such?

Mike Baggett responded yes. Under the county's code, she would be recognized.

Mark Scranton responded okay.



Candi Clevenger responded once she's in around during this two-week period, does she have authorization?

Mike Baggett responded yes.

Candi Clevenger responded you already have contract.

Mike Baggett responded I would title it as acting PHA until you're appointed interim. But you are acting pursuant to the policies of the Health Department.

Mark Scranton responded right.

Mike Baggett responded we're getting into semantics, and again, you can go down a rabbit hole and really talk yourself into circles and make it into a bigger deal than it actually is. I think it's important not to go too far down that hole.

Marsha Webb responded you just said they were printed with her name, with her signature. It's an electronic signature. When you print them, it's got the signature on it. You don't have to physically sign them.

Mark Scranton responded so it's not a, so it's not a wet signature then? It's not a wet signature.

Marsha Webb responded then I'll print you just wanted to know.

Several talking at once.

Carolyn Wagner responded so you just want to know who to change the name to.

Bethany Krieg responded I was just making sure my understanding was how Mike said it, but I wanted to make sure that I had the correct understanding, and the Board did as well, that we wouldn't have to spend the time and resources to change all of those and then change it again.

Mark Scranton responded that can be a lot.

Mike Baggett responded whoever signs it on the day that it's issued, and again, that doesn't have to be a wet signature, electronic signature is fine, facsimile signature, but whoever is in office on the day that it's issued, that's all that matters. She can't sign one, you can't use her signature on February 8.

Carolyn Wagner responded right.

Mark Scranton responded this list here. I think you've got the authority, just by nature, of your current position already, and moving forward, you have the authority to do everything that's pretty much on this list.

Bethany Krieg responded as far as I guess as far as the expectations that if I'm covering two roles for an undetermined amount of time, I might have to pick and choose. So that's what I'm saying. So, like, is the expectation okay, that I need to be at all the county meetings, or is it more important that I sit here in my office till six, seven o'clock and get the things done? Or is that okay that the Board gives me? Because I know that sometimes, as I've been in this role that I've watched, and sometimes it's been confusing to understand what the wishes of the Board are. So, I want to make sure that I have a clear understanding of what that is, because I want to do a good job for the Board and for my staff and all of that. But I want to know, while I realize that some of it is the semantics of it all, I answer to you all. So, I need to understand.

Carolyn Wagner responded well, I guess, I guess whatever works of wisdom from previous experience I would give to you is that when you find yourself in that position, you look at the have to the must be done.

Jeff Entler responded exactly.

Carolyn Wagner responded, and you look at things that can sit on the shelf over here. It's not ideal, but it's not going to be dangerous to anyone functioning. So, I would say that's my best bit of wisdom.

Mark Scranton responded, or you designate some of those things to other members, like delegate you can go to the County Board meeting, for example, so she could send Kathy.

Carolyn Wagner responded is it statute that she must attend?

Mike Baggett responded no.

Bethany Krieg responded I just want to make sure that I have your support.

Jeff Entler responded I will be at the County Board meeting.

Mike Baggett responded I'm sorry, we can't task you with going to the county Board and representing the Health Department, if that's what you're saying. Jeff, I don't know. May have cut you off, but no, I want to hear that. You're an interesting person. The law allows for it, but you wear two hats. It's more important that you serve as a County Board member than it is for you to serve as a representative of the Health Department.

Jeff Entler responded and to read the resolutions.

Mike Baggett responded yeah, I mean so what I might recommend, and this has been done I don't know about recently, but it's certainly been done before. If you find yourself tied up and can't make it to a County Board meeting or to an EEHW meeting or a finance meeting, Sheree is a great choice for that. The County Board cares most about the money that you're spending. So, she's kind of the perfect fit for that type of contact with the County Board. If that's something that you needed to delegate, you could absolutely delegate it. It would be appropriately delegated to someone like her, I would think.

Mark Scranton responded I think the follow up with Carolyn saying, I agree, that's why I was getting that is you have to decide how she manages. It is not going to be how you manage it. Believe me, I've been down the street before myself in my business, everybody's got different styles, they have different thought processes, means to an end. So, you're going to have to just go into this eyes wide open and say, okay, this is what I'd like to do. And I see this isn't going to work. So, I have to tap this person on the shoulder and say, hey, I need you to help me with this. And again, we might be talking about something that you're going to do for two weeks, and it might be months.

Bethany Krieg responded yeah, I mean, I feel very confident in the operations of the local health department and the day to day and running this building but yeah, I guess I want to make sure know that I have the Board's support because they think that okay. So, if I'm not at that county meeting that they end up talking about XYZ. Carolyn said why were you trouble, why weren't you there? Bethany continued, because we've been down that road and I've seen some of that, but it's like, well, why weren't you there? What were you doing? You should have been there. Well, I was trying to prioritize. So that's where I hope that we're all on the same page.

Mark Scranton responded sharing that line of sight, you know when the County Board meetings are once a month. You know when the committee meetings are every month. If you see that you're got a conflict, you just delegate it to one of your people, say, I need you to go this meeting for me. I'm not available. I need you to go. That's part of their job.

Bethany Krieg responded yeah, but then I think we're choosing because they're all very stressed and they have a lot on their plate. So that's if we always need to send someone.

Mark Scranton responded well, that's part of being a team player in my mind.

Bethany Krieg responded well, they do that, right.

Mark Scranton responded I know. I'm not saying they don't, but I'm just saying it's not like you're going to be asking like, every single week, hey, I need to go this meeting tomorrow night, next week I need you go this one. You're talking about something that they might have to take one night out of the month. And you've got several people here that you could ask. Like, like Mike just said, Sheree be a logical choice for certain meetings to go to, but she doesn't have to be the person who goes to everyone. I mean, I could see Kathy, for example, has been to a lot of County Board meetings with Brandi. I've seen her there many times. She's been here long enough. I think you could entrust her to

go and be the representative of the Health Department. And if it's something she can't answer, then she's going to say, you know what? I'm going to have to talk to so and so we're going have to get it.

Bethany Krieg responded I guess that's where this is a little confusing. It gets confusing because I think that I heard Carolyn saying that if it's not by, we don't have to have somebody. Carolyn said I was just asking if it was by statute. Bethany continued yeah, okay, so anyway. So, this group wants someone there at every meeting.

Mark Scranton responded I think it is important.

Bethany Krieg responded I think it would be, even if we don't have anything on the agenda.

Mike Baggett responded but of course, you're talking about County Boards, which the full board, and then EHW, because that's your oversight committee, if it's meeting, finance only if you actually have something on the agenda. Of course, if you have something on the agenda, someone certainly needs to be there. But if you don't have anything on the agenda, finance isn't going to talk about the Health Department. And I wouldn't see a need for anyone to be at an OP committee or at a Justice Committee meeting. So, you've got basically two meetings a month, maybe finance, like Mark said, this could be weeks, it could be a few months. It's not going to be an incredibly long amount of time when it's all said and done. So, it just might be one of those rabbit holes that it might not be worth diving into. But I think you're honestly talking about two to three meetings a month and not every month.

Bethany Krieg responded yeah, I feel like that I could make that judgment call, but I'm worried if I have that trust to make that judgment call for all these okay, is where I'm at here.

Mark Scranton but again, to go back to it, I would not make the recommendation that we recommend you for this spot if I didn't think you had the capability of doing the job, number one, number two, you already understand what she has to do. If you end up being the person chosen, for example, down the road, that assumes this on a permanent basis, you're going to be dealing with this every month anyway. So, what better time to get plugged into that routine and making those decisions than right now? Because it's only going to help you out down the road. If nothing else, it's going to definitely give you some added value experience on managing and decision making. So, if I had any concerns.

Jeff Entler responded we have confidence in you, Bethany. We want to help you. If you've got questions or concerns, there's four of us in here that everyone you feel comfortable with say, pick up the phone and say, hey, I've got a choice between these four things. What do you think? Which one gets shelved for a bit. Bethany said I mean I appreciate it. Jeff continued and then you've got some validation. If somebody else nips at you about it, you'd say, well, I talked to Marsha and Marsha said that she thought it'd be okay.

Mike Baggett responded he has to leave. Mark said okay, thanks Mike, Bethany said thanks Mike. Mark said I have a real quick questions for you before you leave because we had this conversation before the meeting, sorry Bethany. Bethany said that is okay. Mark continued we had decided before we were trying to get election office holders to match up with the terms of office because we had people that were getting appointed and then they set for six months and they'll have the ability to choose who their leadership is and vice versa, leadership. And then term comes up six months later. I understand we're told now, I was told just tonight before the meeting started, that we have to change that back to the back to the November thing.

Mike Baggett said yes, it is state law.

Mark Scranton responded okay.

Mike Baggett responded yeah; the county's code says that the Board of Health terms begin, I believe, in July, memory serves, and it also says that the Board of Health shall elect its officers and the officer's terms shall be consistent with the county's fiscal year, which is December to November. So, if you want to change that back, you're going to have to go over to Springfield.

Mark Scranton responded okay, well, this is the first I've heard about it.

Mike Baggett responded I changed it, I changed it because when I was reviewing the bylaws, I'm going through the county's code and making sure that there's nothing in the bylaws that's inconsistent with law. And that was one that I found. I'm not sure I'm aware at the time I was reviewing the bylaws that that was a recent change that the board had made in order to try and line everything up. And I understand why the board wanted to do it that way. It's a common sense way of doing it.

Mark Scranton responded right, exactly.

Mike Baggett responded but irrespective of that, it is in conflict with the state law, so state law is going to trumpet it. That's why I changed it back.

Mark Scranton responded so we need to put that on the agenda for next month.

Brandi Binkley responded it's done. They did it in the bylaws. Oh, you mean for the vote or the bylaws?

Mark Scranton responded yeah, the vote.

Mike Baggett responded yeah, that was my recommendation, is that you elect officers sooner rather than later, because you're already running about two months behind.

Mark Scranton responded yeah.

Mike Baggett responded yep, sorry, guys.

Mark Scranton responded thanks.

Mike Baggett responded have a good night.

Marsha Webb responded I'm sorry you found your email. I took an abbreviated lunch that day. Thank you for responding.

Jeff Entler responded hey, Candi, cannot understand Jeff you've been, you said you have been through this two other times. Are we consistent with, with what you've done in the past? Is anything you can add.

Candi Clevenger responded the interim fee for some reason, I don't know if you filled in the interim. Diana?

Brandi Binkley responded no, they chose me a day ago before she was gone.

Candi Clevenger responded okay. Several talking. Candi continued I stayed on until they had my replacement because I was retired.

Bethany Krieg responded and when I was originally hired on, there was an interim, Carol Carlton was interim.

Brandi Binkley responded she was interim for, like, six months. That's when they did the more extensive search, when Diana came on, I think she was interim for about six months. And I don't know that there were as many administrator openings across the state at that time. So, I don't know if it will be more difficult this time. I have obviously no idea, but Diana no, the intro, the interim.

Carolyn Wagner responded you said Carol.

Brandi Binkley responded Carol Carleton.

Carolyn Wagner responded I don't know her.

Brandi Binkley responded she was Director of Nursing for a long time in Child Care Resource before she's retired. Carolyn said here. Brandi continued yes.

Candi Clevenger responded Diana Heier, now I remember that now.

Mark Scranton responded okay.

Candi Clevenger yeah go ahead and get somebody to take that job, get that taken care of, especially since Brand is leaving quickly.

Mark Scranton responded yeah; so in regards to the job posting, since we got a copy of this now, I don't know if we want to spend any time going over this, if there's anything that the personnel committee wants to change, changes or corrections, but.

Carolyn Wagner responded I did not see anything glaring.

Mark Scranton responded I mean it a guideline of what we're looking for. So that being the case, we could work on getting this posting done. But that's one of the reasons we had a conversation, and somebody else within the department made the recommendation also to me how we do this. And I discussed it with Mike the other day. For the sake of keeping things confidential in regards to any potential people that are applying for this position. It was a recommendation that the resumes, applications, curriculum, vote, whatever language you want to use for it, be directed to me. So that's why I want to make sure my email is functional, so I'll make point to come in to meet with Evan tomorrow and make sure we get that worked out. And then once we know that's working with reliability, then I can say we put the job postings out and say, send inquiries to da, da, da. And that way everything would come through to me directly and then that will be shared with the personnel committee going forward. The only thing, I don't know if we want to add anything to this in regards to a timeline to respond.

Carolyn Wagner responded oh you mean like a cutoff date?

Mark Scranton responded well I mean; I don't know if we want to do that or not. I don't know if you want to try to motivate people that don't leave this laying around for a month and think about it. If you're really interested, apply now type thing.

Candi Clevenger responded I think there should be a deadline.

Carolyn Wagner responded I wouldn't have put a deadline on.

Jeff Entler responded why do you think there should be a deadline?

Marsha Webb responded well, most places your job postings are only up X amount of days, and it will say apply by this date, 5:00 PM.

Carolyn Wagner responded but this is a big. Marsha said I know. Carolyn continued but I see six months.

Marsha Webb responded Why? We don't want them hanging out there for six months.

Carolyn Wagner responded well; you want the right person.

Mark Scranton responded I think you got somebody that's interested in, you know, when you're going to see the job posting. Not everybody's on every day.

Jeff Entler responded if you made it at an expiration date of 60 days and we're not lucky enough to.. Mark said I mean, they do it for like, law enforcement when they're having applications must be filed by this date. There's going to be a written test. Several talking at once.

Marsha Webb responded your big corporations like ADM, Tate and Lyle, they all put expiration dates. And if you don't have the right person, you post it again for another so many... Mark said yeah, you have a window there. Marsha continued yeah.

Mark Scranton responded but on the back of this first page, that's what I was talking about. So, like, how to apply where you go to a website to get this print copy application complete application should be submitted. We need to have that change because it's going to go to HR, which is you, right? I mean, you oversee the HR stuff, right?

Bethany Krieg responded that's not exactly how it works, but yeah, but no, that was our question. That's why it's highlighted.

Mark Scranton responded well, I had somebody bring it up to me how we do this, because what the position is. So, who would normally see these? If it was sent to HR in the Health Department then who's...

Bethany Krieg responded the shared box. Box by a small group of people? Yes.

Candi Clevenger responded Mark I think it should get a place where we have control over it, then we can respond.

Mark Scranton responded yeah, and, and, and, that way anybody potentially interested in the job internally doesn't feel like they're being compromised or.

Jeff Entler responded within the bounds of the department. Mark said right, right.



Candi Clevenger responded can there be a shared box the personnel committee gets so we could see them as they come in?

Mark Scranton responded we could ask Evan about doing that. If I get it sent to me, I would obviously forward everybody on the committee, so I mean that, because that's where the process needs to start at. A couple people talking softly. So that's the only thing on the job posting that I want to see us change, is that information there? Because if you have somebody mail it to me, I mean, the other day Sheree called me up, just an example, she says, I got so and so called from Congressman's office, and I'm like, why would they be calling me? And once I called the person back, it had nothing to do with me as board president. It should have went directly to somebody on staff. It was about a grant. I'm like, no, you're talking the wrong person for that. That's who you need calls. So, I bounced it back and she was like...

Carolyn Wagner responded so you're basically going to want this to say, completed applications should be emailed to you, or...

Mark Scranton responded I think if you don't do that, then they're going to come through the mail who. Carolyn said, no I am just saying okay.

Marsha Webb responded should be submitted to the Health Department?

Mark Scranton responded I guess confidentiality of who sees the stuff. If it was any another job, I wouldn't really worry about it because of who we're...

Carolyn Wagner responded so you don't want any paper copies..

Jeff Entler responded that's just strike the order.

Carolyn Wagner responded yeah.

Candi Clevenger responded so does your actual application have questions on there that you simply need it answered so they have to fill out the application and send there?

Brandi Binkley responded yeah; we have that application for the consents.

Marsha Webb responded so, Mark, are you wanting it to say, completed application should be submitted via email to the Macon County Health Department Board of Health President Mark Scranton and then my email.

Mark Scranton responded and then my email. yeah. So, they're not getting done snail mail because that way you don't have to worry about whether or not you got them and... Carolyn said submitted via email. Mark continued nowadays especially, it's either just do that and email something if they want to curriculum for Tay or resume or whatever. Once the application most people got that PDF file already ready to go.

Bethany Krieg responded so Candi's suggestion, we don't want to go that route.

Mark Scranton responded what's that? I'm sorry.

Candi Clevenger responded no, I was reading on here that you had to fill out an application..

Bethany Krieg responded but your suggestion of having a personnel committee or no.

Mark Scranton responded I think if I got the applications or email, I would automatically send them. If I get them, I would forward to everybody on the committee automatically, unless the committee wishes to do it differently. But I mean, that's what we need to do. That way everybody's looking at them. Then we'll have a committee meeting and discuss here's who we currently have, because we may get ten people in the first 30 days, and we might get one. So, if we have enough applicants that warrants the personal committee convened for discussion and review of the current applicants at such time that's deemed appropriate, then that's what we need to do. We obviously don't want to leave it sitting for two reasons. Number one, people are going to keep looking for other jobs. And if we decided, hey, we're not going to meet for a month because we only got four applicants, and by the time you have your meeting and get back to them and say, we'd like to have you come in for an interview, you may have three of them. Or you say, I already found the job, thanks, and they move on. Carolyn said right.

Bethany Krieg responded so we can get this updated to have your email on there, but there. Will be a delay in that because your email is not set up. I know Mark, or I know that Evan asked you to set it up tonight. Carolyn said he is coming in tomorrow. Mark said I will come in tomorrow. Bethany continued I do have concern that I thought that he was off tomorrow.

Brandi Binkley responded But I guess off the top of my head. I can text him.

Mark Scranton responded well if he's off tomorrow we'll do it Thursday. I mean, tomorrow you all may be off tomorrow because we may be knee deep in snow. We might not be going anywhere, depending on who you want to believe. Jim Cantori hasn't shown in town yet.

Marsha Webb responded did you want an expiration date for the first posting?

Mark Scranton responded I think, I think, we please submit it and then if we get this out, we post this yet this week. Marsha said two weeks. Mark continued no I make t's a reasonable expectation. No, I'd make at least 30 days. I wouldn't make it that short.

Carolyn Wagner responded Oh, no not two weeks. Marsha said 30 days. Carolyn said maybe 90.

Several talking at once.

Jeff Entler responded at least 60.

Mark Scranton responded I mean how long job postings you guys currently put online that you put indeed. In other words, how long do you put the postings out there for? You just leave them out there until the job is filled or how do you guys normally do that?

Bethany Krieg responded we do because we can't fill any jobs in this extra staff time is we have to repost it. But I'm not saying that we can't do that. And I mean, if you're going to wait till 60, 30 days 60, however many days until you close the posting to then review applications, that's all your decision. But people might find other jobs in the meantime if they're interested. And then that also back to my point, back to staff, that there's no urgency really to fill the position if we're going to wait.

Mark Scranton responded well, that's my fear, not waiting too long, because I don't want to wait too long applications once we get them. But I also don't want the job posting me out there so long, because then it's like sending a message, like we're looking, but we're not going to move on this anytime soon. I think in the interest of everything, I do it I know maybe more work for you guys to repost it.

Jeff Entler responded I can see your point.

Candi Clevenger, I think it should be a shorter time too.

Mark Scranton responded I do by the end of February and a little over 30 days.

Candi Clevenger responded yeah, I was thinking about putting a date out there.. Mark said and then reposted. Candi continued I feel like you're promising the people that you're not going to offer the job to anybody before that date.

Mark Scranton responded Right. That's kind of what I'm concerned about.

Jeff Entler responded gives them a window. Mark said yeah.

Candi Clevenger responded I think it needs to be posted in those professional groups. Do you still use this long job posting when you post like that?

Brandi Binkley responded well, I haven't used that professional group for some of our other positions, but generally we do use the same job posting across the board wherever we have it. But, I mean, that's up to the board. If you want to change it, we can certainly do that, but if the board is going to do all the postings, that's one thing, of course. But if you want us to just make sure you tell me exactly where all you want it. We can use all of our regular sites, but if there are additional places, we'll need to get that out. And if I'm helping, obviously I want to do that sooner rather than want to help you out with it.

Mark Scranton responded I don't want the board to do the posting. I'm just giving some guidelines, a time frame we want it to be for and direction about how they respond.

Brandi Binkley responded okay.

Mark Scranton responded I don't want to get bogged down into telling you how to definitely what.

Carolyn Wagner responded definitely what you talked about the Illinois Public Health Association and was there another one that you talked about?

Brandi Binkley responded IPHA and IAPHA. We can put it out.

Carolyn Wagner responded did you say that you have another?

Candi Clevenger responded we had another site we had a consultant for. Carolyn said okay, I think that's next phase, after we see what we get. My personal opinion. Candi continued I agree with that.

Jeff Entler responded yeah, I do too. I think this level I think that's important.

Mark Scranton responded well, it gives a sense of urgency, but also let staff know that, hey, the board is really wanting to move on this. We're not going to let this sit and linger for a real long time. If we get some applications in, I'm okay. If we get applications, if we post this thing by the end of this week and we got applications two weeks from now, what another meeting if that's what we need to do.

Carolyn Wagner responded right, absolutely.

Mark Scranton responded I don't have a problem with taking my time to make that happen. And hopefully the rest of the committee shares that sentiment because we don't want to send a message that we're not in a hurry to do this for a lot of different reasons. You may apply, somebody else may apply. And now it's like, okay, we're going to let you sit here and wait because we want to have, like, six people before we sign a convene a meeting to review and then decide who we want to contact for an interview. And you can burn a month up real quick. I'm not a big believer in that. I mean, I do my own business now. We have people come and apply for a job we've advertised for. If there's people that will do the interviews that are available, the time person comes in, we'll sit down and interview them around a spot. Now, that will be the case with this because we got more than one person involved in the interview process. But I think being responsive in a timely manner is going to be very important because as you said, there's other positions out there that are vacant. Somebody is just going to start sending resumes out and the first person that sees, hey, I like that person, they're going to grab them, they're going to be gone. It's like trying to go out and buy a house or car. Anything else you find something you really like; you probably better make a decision pretty darn quick because if you wait, you're going to miss a window of opportunity.

Bethany Krieg responded yeah. Mark said And I don't, I don't want to have that happen. Bethany continued yeah; I definitely agree. We would have to wait till whenever that window closes. So, when you say the end of February, does that mean February or what exact date do you want it to say?

Mark Scranton responded well, let's just say, since you're asking that, Bethany. So, let's say we get this revised and we get everything, the pieces in place and we send this out like the end of this week. So that's the 26th, 27th, whenever you send out, if you do the end of February,

that's 30 days. And I make it.. Marsha said February 28<sup>th</sup>. Mark continued resumes are due by February 28<sup>th</sup>.

Marsha Webb responded 5:00 PM, close of the day, the business day. Mark said yeah.

Brandi Binkley responded well, Candi's point all, anybody that you would move on to the next step? Essentially you will want to have an actual health department application from because there are consents that they have to sign in there. So even if they don't turn it in with their resume, if you end up interviewing them, you'll want to get that.

Mark Scranton responded but doesn't this thing here application. Jeff said you instructed them to do on the website. Mark continued they..

Brandi Binkley responded they don't always do that. Sometimes we just get a resume or just get like an indeed little shoot off summary. So that'll be something our process.

Several taking at once.

Marsha Webb responded follow the instructions.

Mark Scranton responded we can't read the instructions and we can put in there, please provide completed application and your resume. Carolyn Wagner responded must, you it must be provided completed application and your resume, or you won't be considered. Mark continued yeah you must have completed application and resume.

Bethany Krieg responded that's up to you all. I'm just saying though, like especially at a professional level, that they might just send their resume and be like if they want to move forward with me.

Carolyn Wagner responded I think if you say it on here, I understand what you're saying because most people are used to just sending a resume, but just say on here, you must include, you must include, include a formal application.

Bethany Krieg responded I completely agree. Just from the person that does a day to day, just giving a little pointer.

Carolyn Wagner responded you're just saying, you're just saying hey, by the way. Several talking. Mark said you must have a completed application. Carolyn continued definitely came back on them and say, now please go.

Bethany Krieg responded and it's on the website. The application is on the website.

Mark Scranton responded if I've got a professional person applying for job, I want completed application and I want a resume or CV. And if they don't provide that, then I don't think they're putting the effort into trying to pursue the job because you're putting your best foot forward when you go to do a job interview, and if you come in with half the paperwork filled out or incomplete or documents missing.

Bethany Krieg responded so this does not say completed resumes and applications. It says completed application. So, do you want a resume?

Marsha Webb responded we want a resume. Mark said yep.

Carolyn Wagner responded shouldn't we want to see references, education and work experience.

Mark Scranton responded I guess I'll look on your application to start with. I guess that's the thing. Without looking at it, you can advise.

Carolyn Wagner responded so you can advise Mark as people start sifting in, but yeah, I mean, we want a CV, a resume, a CV from them, and then they must have a completed job application because you say there are things in there they have to sign. Okay.

Marsha Webb responded the consents are with the application. Is that what you are saying?

Brandi Binkley responded yes if they get a contingent offer and move to preemployment screen, there's more things they have to sign.

Carolyn Wagner responded okay, well, Bethany will know that.

Bethany Krieg responded yes. I'm just saying all my point was this does not say a resume currently. So, if you're expecting a resume, I'll add that in. Carolyn said please.

Mark Scranton responded I think for this particular instance, we need to have that.

Bethany Krieg responded and I'm in support of that. I'm just saying, if you're expecting one and maybe you don't get one, I just don't want you to penalize them.

Mark Scranton responded because for two reasons. Number one, it shows that they're taking the time to go through the process to apply, but not only that, it gives us that information immediately. So, we're saying, okay, your application looks good. Now I want to see your CV. I mean, I've got one I've had for years, and I just keep adding stuff to and updated it, anybody that's in a professional position is probably going to have that documentation to start with. So, it's not like we're asking them to sit down and create this from scratch. And it's also going to show, are they organized, are they thorough? They should be prepared because of what they're applying for, so we shouldn't have to go back and hunt them down and ask them questions. I need this document. I need this document. I understand you get through a certain stage of the process or whatever, then there may be some additional stuff required. But initially, I think, I think, that's a minimum to provide that information.

Bethany Krieg responded I've added it, yeah.

Mark Scranton responded okay. So, I think we covered that pretty well. So, then the other thing that I had on my list that we wanted to do, Brandi, is we want to conduct an exit interview with you like we do with all employees. So I had asked Carolyn the other day if she would be willing to do that. Mike had kind of strongly urged me not to make it more than one person for the simple fact he said, we can

have a quorum of a quorum. So, with our committee being four people, if we put two people together to do that, then we could have potential OMA issues. So, he suggested that I picked somebody I picked. Carolyn just asked her if she would do it, and she reluctantly said she would. So, I would like to set up a time between now and your departure that the two of you could get together and go through that process, because we will obviously value the feedback that you provide and those types of things. And I think if we're doing for all the employees that leave here, I think it sets a good example that we're continuing going forward with everybody that works here.

Brandi Binkley responded so; I'm definitely cool with that. I do already have my exit interview paperwork. Bethany sent it to me after I put in my notice. So, do you not want me to do anything with that and just hold off and do the meeting with you, or would you rather just turn that in?

Carolyn Wagner responded let's go ahead and write it up and then let's go over it together. Brandi said okay. Carolyn continued just shoot me an email. I'm over at Hope. I get off by 03:00. I can make sure that I get off by 03:00. Mondays and Wednesdays right now are not great because I am doing some other stuff, but I don't know, I, I know tomorrow is probably very much up in the air. How about the following week? Like the week of the 30<sup>th</sup>, 31<sup>st</sup>? How's the 31<sup>st</sup>? Yeah, 31<sup>st</sup> look for you.

Brandi Binkley responded you're talking what time?

Carolyn Wagner responded I can be over here by, like, 3:00 – 3:15.

Brandi Binkley responded the 31<sup>st</sup> I cannot is there any chance you can do the first?

Carolyn Wagner responded yeah, probably. Well, second, it would be the second. Oh no, no, that's okay. That's a meeting while I'm at school, never mind. Yes, second is fine. Groundhog Day? Yeah.

Mark Scranton okay.

Carolyn responded it the second okay, Brandi?

Brandi Binkley responded I will just double check because I don't know how long that will be. I just want to make sure I don't have anything after work. Can I just email you that you're saying you don't want to do the first? You want to do the second?

Carolyn Wagner responded I can't do the first. I'd love to do the first, but I have to do something else at babysitting. I can't do it. So, yeah, if the second would be great. If you can, and then I can, like I said, be over here by three or so. Whatever works out for you.

Brandi Binkley responded yes, I'll double check and confirm.

Carolyn Wagner responded okay, great, thank you.

Mark Scranton responded okay, so do we have any other position, vacancies or anything that we need to discuss or be aware of? I know you said we had hired the person for EP.

Brandi Binkley responded the only, I did check with Evan, he is out tomorrow. Mark said okay. Brandi continued but unless.. Mark said why don't you coordinate that Brandi, and I will make myself available. Brandi said on Thursday? Mark said on Thursday. I don't have any, I don't have anything plugged in for Thursday right now. Brandi continued all right, I'm just going to be texting him, not to be rude, but I feel like if we have that before you leave this room, that would be better.

Mark Scranton responded go ahead, yeah.

Brandi Binkley responded okay. All right, so he's been texting. The only other thing I would say kind of about vacancy. Just to wrap this up. I think most questions we've got answered, but I know you're talking about, like, will Bethany need another set of hands? Will there be, like, significant duties added to any other supervisors? I did put this on the half sheet, but in our personnel manual, if someone does have temporary assignments, there is compensation that the administrator can grant to that. Obviously, in this situation, it would be more tied in with the board, but that may be something that may come up in conversation that the board and personnel committee may want to be prepared to discuss. So, I don't know if that's something you want to discuss tonight or anything, but I just want to be upfront with you, that is in our personnel manual. But if anybody's getting really significant duties, obviously Bethany will, but I don't know if there's any other supervisors that may get a huge pile.

Carolyn Wagner responded making sure we understand that. If she goes to someone and says, look, during this period of time, I'm going to need you to take on, like you said, the reporting of the...

Brandi Binkley responded that's small, I don't think compensation. Yeah, but something significant. And I don't know that we'll get to that. I don't know that she'll have to delegate anything, but I'm saying even for the interim role, generally they follow that temporary assignment. Carolyn said just heads up. Brandi continued so you all may want to talk about that to be prepared for that when the appointment is done, if that's something that needs to go into effect. I'm just making sure you realize that.

Mark Scranton responded yeah, I think that's something the board can discuss as a whole.

Brandi Binkley responded I think Jeff and Bethany talked about that maybe a little bit too before. But I just want to make sure you all knew that you weren't blindsided with any questions about that and you could decide what you wanted to do or not do. And then vacancy wise, I don't think there's anything else. I will say you had asked about things I'm kind of wrapping up. Like I mentioned, I did already get all my exiting paperwork. I'll have all that turned in. All my stuff will be turned in on or by that last day, all the access points, like I had told you, password, accounts, all that kind of stuff. I'll make sure that's all taken care of and save record of that in that PHA folder that I talked about, that you for some reason need that, or whomever is my permanent replacement, that they could get into it too. If you think of anything else that you're like, oh, we need that from you before you leave, just let me know, okay?

Mark Scranton responded I'm assuming this resolution that's been drafted is tied to this proposal here, right?



Brandi Binkley responded yeah but let me say the proposal with the actual the lines on it, okay, that is what was written up and given to Mike Baggett. So, Mike gave Bethany some language, but she had to do all the formal write up of it, the definitions of what dates we use, how much it would actually cost. She sent that to Mike, and he sent her that red line copy that you have that's marked out. He sent that to her just a little bit ago today. So, we haven't even had a chance to fully get through it because we had meetings. But the resolution is what we drafted before the last board meeting, so that will have to have new numbers in it. But if you see, like I had mentioned, we did find that there was grant funding that could cover it for appropriate staff only. We're not doing anything outside.

Carolyn Wagner responded the credit it's like \$40,000 worth?

Brandi Binkley responded yes. Carolyn said wow. Brandi continued the total cost history reran everything with the actual year of service date to make sure that we were getting everybody's correct. Years of service with the part time, full time that I talked to you about. So, \$25,125 could come from the CCU Workforce retention grant. That's from Starting Point.

Carolyn Wagner responded, and we don't lose any services by doing this?

Brandi Binkley responded no. Carolyn said if we don't use it, we're going to lose it. Brandi continued correct. Carolyn said okay. Brandi continued same with the second one, which is the COVID Crisis grant. We do have some funding left there. This would not cut into anything else. Carolyn said that is a no brainer. Brandi continued and if we don't use it, we lose anybody that could qualify in that is \$15,375. And then what would be coming out the Health Fund for people who wouldn't qualify under those two grants would be the \$64,375, for a grand total of \$104,875. So that grant funding won't always be around. But it is a nice way to do that. Carolyn said gets us started catching everybody started. Bethany said we were hoping you'd be really happy to hear that.

Carolyn Wagner responded so the only thing I've just been glancing through here, I don't know if I didn't, I thought we said this was for all employees, not just full time.

Brandi Binkley responded let me bring up I look at B hold on 1 second. Let me bring up my electronic copy of that. I think I gave Mike mine; I don't know if he left it up there or not. Bethany said and this might be because Mike sent it back, like Brandi said right before this meeting. And I was like, oh, I'm going to hurry up and print it off. And he said if there's edits.

Carolyn Wagner responded okay. But that's what we said. So, it would just really, should say uninterrupted employment, uninterrupted employment. Brandi said yes. Carolyn continued okay, because we made the point of saying we don't want to send a message that we value part time people less than we do full time.

Marsha Webb responded but do the figures, do the figures that's the bottom line that we all discussed. So do the figures reflect all employees and not just the full-time. Brandi said yes.

Jeff Enter responded just kind of type of them?

Carolyn Wagner responded yeah, because Sheree did this. She knew what we were talking about.

Bethany Krieg responded, And I wonder once I can wrap my brain around it better. It's late in the day, but that's why we were trying to figure out the anniversary and the milestone, because there's like how it says full time. Carolyn said yeah, we do that. Bethany continued I think that we're all on the same page, that it's all employees, but with our record keeping system, we had to, like, define what is the anniversary and define what is but see what elsewhere.

Carolyn Wagner responded that but what you're saying. That's a good point, I'm glad you brought that up, because under anniversary date, I think we just need to get okay, so first of all, for example, an employee who begins strike full time, employment on January 24, she'll have an anniversary date of February 1 for each subsequent year of employment. And I would strike the whole thing that says a part time employee hired, because we're not differentiating from those people.

Candi Clevenger responded are we differentiating an amount, or they say the same amount they only work.

Bethany Krieg responded I was going to say that's where I think that like to Candi's point that. Yeah, it it we've got all these, like grant, I don't know if you can speak better, too, because I don't think I'm doing a good job explaining it. But yeah, like, we have some people that went full time to part time, back and forth. Carolyn said right. Bethany continued and so they have two different dates because they have a benefit date of when they're granted their vacation time and such, which is different than this date.

Carolyn Wagner responded it would be the date of employment with the health department. With regards to this, if I got hired January 10 of 2000, part time, that's my anniversary date, which should be February the first of each year. And I realized that you have a benefit. I understand what you're saying. Because then they went to full time and then they started getting benefits. But in my way of thinking of longevity, it's how long I have been within the walls of this establishment.

Bethany Krieg responded and that's how but that's why we were kind of like defining the different things, what we might call something.

Carolyn Wagner responded okay, but is it okay? Does everybody understand what I'm saying?

Marsha Webb responded yeah, because it says that they hired on August 3.

Carolyn Wagner responded yeah; we don't even want that in there. Marsha said period becomes full time on the 7th. Carolyn said no. Marsha said so if they hired August 3, September 1 should be there. Hire date. Carolyn said that is correct, exactly. But we don't even need to give that example. We just need to strike that. We just need to say definition of an anniversary date is the first day of the month following an employee's start date, period.

Mark Scranton responded so it's full month.

Carolyn Wagner responded it shouldn't say anything about full time employee. For example, an employee who begins employment on January 24 shall have an anniversary date of February 1 for

each subsequent year of employment period, and then strike all the rest of that stuff out. Does that make sense?

Brandi Binkley responded I think it does, yeah. I'm going to get back with her.

Carolyn Wagner responded Candi does that make sense?

Marsha Webb responded now, Carolyn, hang on. We want to leave an employee's most recent date of hire or status. Carolyn said no. Marsha continued okay, most recent date of hire, don't put status this full time, we'll determine the anniversary date, because what this sentence is saying, prior interrupted employment. So, I'm here, I put my two weeks in, I went someplace else, and now I'm back. So that previous time, but, but this is just for the for the bonus, right, ladies?

Carolyn Wagner responded this is for your yearly milestone bonuses.

Marsha Webb responded so if someone's here, they leave six, seven months or a year later comes back, they're starting over.

Mark Scranton responded clocks starting over.

Carolyn Wagner responded absolutely. Marsha said that's why that last sentence needs to be what's in there?

Mark Scranton responded that happens all the time that people leave because they made the free will of leaving, and they come back six months down the road because they said the grass wasn't greener. They want to start back at what they were making when they left. Jeff and Mark talking at the same time.

Brandi Binkley responded we have had some of those. We have all that built into our system, recognition of years for service. So, when I'm looking at this, and I was just looking at some of the stuff that Sheree sent, because the other thing you have to think about is our staff are also going to have to keep track of this and ensure that they're paying out on correct payroll. So, Sheree's already been working on how to put it into MIP so that it will be automatically populated for every employee and then come up on a report each month of who she has to pay out. So, I will say, if there's been a person that let's say they left, they had a baby, they were here ten years before they had a baby. They left, had a baby, stay home for two years, and then came back after that, worked another ten years. Their new vacation time and such started over. But when we recognize them with appreciation or any of that kind of stuff, we say, you got ten years of employment. So, if we're not going to recognize to the point of uninterrupted employment, that's going to really mess up our entire system. And you might have people who've been very long term employees who did have a gap for a very good reason, or maybe they did think the grass was greener and then come right back. But we literally have

three systems of time already in MIP your years of service time, your benefit time, and then your seniority, which shows your overall years of service.

Carolyn Wagner responded I guess I don't understand. You're telling me that they work, and they leave for how long?

Jeff Entler responded to have a baby?

Brandi Binkley responded yeah; I'm just giving one example. Yeah, but I mean, any amount of time that they left and then they came back, and they've been here, I can think of one employee who's been here 20 years but had a gap.

Marsha Webb responded yeah but that should only be for their IMRF, that shouldn't be for any other benefits.

Brandi Binkley responded no, we're not talking about benefits in terms of, like, their sick time or vacation time. I'm talking about recognizing them and all the years that they've committed to and served at the Health Department. So, when it comes to their sick time, if you're not an employee anymore, you lose all your sick time, your vacation time, all that stuff is gone. And then you come back in three or four years or three or four months, you're starting all over when it comes to that. Mark said that's what it should be. Brandi continued but when we recognize someone for how many years they've served here, we give them credit.

Mark Scranton responded overall years of service.

Carolyn Wagner responded what does that mean besides us just saying thank you for your service?

Brandi Binkley responded there's nothing until you have a moment, and then it means everything.

Carolyn Wagner responded then there's no I see what you're saying.

Brandi Binkley responded so we use it, and people take it very seriously, like what certificate they get, how they're recognized when we have our appreciation meal for them. Oh, you said I was nine, but really, I was ten because blah, blah, blah. So, we really ensure that that record keeping system is kept because it's really important to people. And if people then know that they have this many years of service and aren't given their years of service when it comes to a bonus, that's going to be, I think that's going to be problematic because that's a system that's been in place.

Carolyn Wagner responded I think that's just, I've never ever worked in any job where I was consider, do you know what I mean.

Mark Scranton responded recognition is one thing, but the bonus totally different.

Carolyn Wagner responded to still be considered to be an employee when I wasn't there.

Brandi Binkley responded that's not what I'm saying. I'm saying just they're not an employee anymore. They're gone. We're like, Best wishes you're gone.

Carolyn Wagner responded no, but nobody would ever say to me if I worked seven years at CHIC and then I left and I came back, they would never say, okay, you're now on 9th year. No, you had a separate employment here. You know what I mean?

Brandi Binkley responded well, here they have done that because they're like, oh, you served here ten years, and you're choosing to come back here. You're going to serve another ten years. Thank you for your 20 years of service here. Yeah, even though.

Mark Scranton responded it's a recognition thing, not a compensation thing.

Carolyn Wagner responded it's an emotional thing. But what she's now saying is it's going to create.. Jeff said there's going to be an expectation. Carolyn continued because they're now going to say, oh, I'm not here five years, there's the ten previous years I've been here, I want 15-year milestone.

Mark Scranton responded I thought we just said that it's going to be uninterrupted.

Carolyn Wagner responded no, Brandi said.. Brandi said this was all figured.. Carolyn said prior interrupted.. Brandi said with people's years of service.

Brandi Binkley responded all the work that we've done on it, on, like, what the payroll side would look like, the policy side. The drafted numbers include people's years of service, that they've been here. You might have a situation where this happened 15 years ago, that they left for a little while and then came back and have been here for 13 years since, or whatever. People want that recognition. And in some situations, you had if someone's worked for one county office and they come to another situation like that, we would have to build an entire separate system.

Marsha Webb responded that's not the intent of the board other night, because this was never brought up, never discussed. Brandi said we talked about years of service. Carolyn said I never thought you meant interruption that you were going to I never thought you would mean this lady over here worked six years, left us for three, and now has come back and we're going to say we're going to count those six years. I mean, the whole idea is retention.

Brandi Binkley responded correct.

Carolyn Wagner responded we don't want you to leave.

Brandi Binkley responded correct, but they're back here now and they've been here, is what I'm saying. And I understand what you're saying. Like, that wasn't the intention of the Board, but I don't think we talked specifically about uninterrupted or interrupted time. We're asking about and where the board...

Marsha Webb responded to come to the personnel committee that should have been discussed and explained prior to it coming to this committee.

Bethany Krieg responded we just got this, like yeah, I mean, I was just trying to print it wasn't like that. Carolyn said did Mike write it like that. He thinks but he okay. Mark said but he said prior interrupting this shall not be considered.

Mark Scranton responded right.

Brandi Binkley responded but I'm saying that is just now new to the conversation. I wasn't keeping anything from anyone. That's the implication.

Carolyn Wagner responded no, but I'm confused. Are you saying it's going to be a big problem if we don't strike that? If we do strike it.

Brandi Binkley responded I think you're going to have some employees that are upset. I don't know how many people..

Mark Scranton responded but Mike didn't change this. If this is your draft and Mike went through and exit things out, that was in there before. I wasn't in the meeting, but that's what you guys discussed. Carolyn said Mike wrote it up for us. Mark continued it up for it yeah, I know, but it's right here. This thing gets changed from this draft to this.

Carolyn Wagner responded well.

Several talking at once.

Mark Scranton responded I am not going to support, I am not going to support.

Bethany Krieg responded give you a heads up.

Mark Scranton responded says right here, it says, prior interrupted employment shall not be considered. Carolyn said right. Mark continued that means if you left, you worked here five years and

you left for six months, and you come back, and I worked another three years. I've worked three years. As far as what this milestone? This is an incentive to stay here, right?

Carolyn Wagner responded correct.

Mark Scranton responded you were here for four and a half years and left, and you come back and you work another six months because you're not eligible for five years.

Carolyn Wagner responded whatever the intent in it was your right to do it. But whatever the intent was, you created disruption, and that's what we don't want.

Mark Scranton responded cost of training somebody training right through the interview process. It costs money to hire somebody.

Carolyn Wagner responded yeah.

Candi Clevenger responded I think it's important, recognition and employee retention. I am just doing this to buy you to stay. That's what we are saying.

Carolyn Wagner responded yeah, it says employee retention.

Mark Scranton responded yeah, apples and orange.

Carolyn Wagner responded that's true.

Mark Scranton responded the board recognizes somebody for their anniversaries every month and recognizes their years of service. I got no problem with that being collective years of service. Carolyn said that's the goal of doing this. Mark continued but not for overall for but not for this bonus.

Carolyn Wagner responded this is continuous, uninterrupted employment.

Mark Scranton responded right.

Carolyn Wagner responded, and we are not going to stratify it based on part time, full time. I mean, we've tried to do everything possible to not leave people out, as far as even going backwards.

Mark Scranton responded well think about, well, think about this way for a minute. So, if I'm here for four and a half years and I leave for six months, or let's make it six years, okay, you've been here at the same time, we will start at the same time, and six years later, you're still working here. So now you're working on ten years. So instead of you is, I stay here for ten years, and I come back and say,

well, I work another six months. Now, guess what? I get this instead. That's not fair because it gives you no incentive. Why did I stay here for another five years when she left and came back and worked six months and got, got this. Carolyn said correct. Mark continued that defeats the whole purpose of doing it to start with. I agree with that. Well, I got a problem with recognizing somebody for their anniversaries or years of service. That's something that has been going on for obviously a long time, and I think that should still remain. But if that's how you calculate them from a recognition standpoint, I got no problem with that. But not as it pertains to this.

Marsha Webb responded anything that says full time needs struck, right? Because this was to be for full time.

Carolyn responded this was to be full time and part time, correct?

Mark Scranton responded yeah.

Brandi Binkley responded I will say, just so you all know, the conversation, like the retention policy draft that Bethany drafted with Mike writing on the paper, did not have anything about uninterrupted or interrupted. So that is something that we just got to a little bit before this meeting.

Carolyn Wagner responded okay.

Brandi Binkley responded so there was no intention to try to get anybody.

Marsha Webb responded that is not what we, what I am speaking of. I was speaking that it's here now and it's being defended that they, that, that the interrupted should be recognized when that's not what was discussed. That's what I was trying to convey.

Mark Scranton responded but I guess not being here for the meeting, though, both documents contain the same thing, they both say uninterrupted.

Brandi Binkley responded one is your red line version and one is the clean version.

Mark Scranton responded yeah, but the red line version was it nothing's been added, nothing's been struck out on that.

Brandi Binkley responded there's a different email that she sent.

Bethany Krieg responded this is I guess we're moving forward. Is there any trust there? I mean I can show you the original email.



Mark Scranton responded oh I'm not disputing. I'm going by what I'm reading in front of me right now, because I wasn't here for the meeting, so I don't know what the conversation was. This has got stuff in here that's been crossed out and changed or modified. I'm saying item number B, under definition, it says years of uninterrupted full-time employment. And that's the same as on the final document that I'm looking at, or supposedly the final document. Those are one in the same thing. As far as that goes.

Marsha Webb responded we're not questioning whether anyone's telling the truth or not. It was just that it's here and then we're hearing right. Brandi said but you said should have said this the other night.

Brandi Binkley responded yeah, because I do feel pretty strongly, I'm not saying the time that they don't work here should be included, if that's how I'm coming across. No, I'm just saying the time we've recognized the time that people have been here in total, I honestly, we've kept these records for years and years. Longest term employee now I think we're at 27, 28, something like that, 29 years. There might have been people that left and came back that aren't recorded as well from before I was even in HR. So, you might also have situations where this has been recorded over time, and there's really great documentation now that has everybody up to speed and agreeable on years of experience, all of that. But there might be somebody that left at some point well before I was HR, that there wasn't as good record keeping. So, you might end up with somebody saying, oh, I had uninterrupted, or I had interrupted time, and I got full, and I didn't. So, I don't know if that will cause, and I can't predict that because I don't know what happened before I was.

Mark Scranton responded I think that might be a small amount. You deal with it on a case-by-case situation, but we need to set the tone for what the purpose of this is to start with.

Bethany Krieg responded sorry, like I said, Mike just gave us this, and now I'm like, I should have looked at it before I gave it to you all because I was trying to be transparent and just bring it straight to you. But I'm wondering without and maybe I'm mistaken on this, but the milestone is, like, where they meet these. So that date, but the anniversary date, maybe that definition is used in the sense of looking at like number four. They would have to have uninterrupted time because those within the first 90 days to 180, I don't know if that's where that was connected, where that comes into play, or if I'm mistaken, but I need some time to, like, like I said, I haven't seen this looks very different than when I sent it to Mike. So, I also need to digest it and make sure that it matches how it should and like, with our record keeping system, that we can then actually get it into play how it's intended. We can spend more we can spend more time.

Carolyn Wagner responded so Mike was taking notes that night, and then he gave them to you, and you typed them up and then no, I don't need it, but my recollection is Mike was taking notes that night, and he said, I'm going to have it for you tonight.

Brandi Binkley responded, and he wrote, like, a tiny little thing, so we had to do all the background work. How does it get implemented in payroll?

Bethany Krieg responded this is exactly what he wrote me.

Carolyn Wagner responded okay, got you.

Bethany Krieg responded and then.. Carolyn said I literally did an email. This will look very familiar to you, what you wrote. I literally took what you wrote and put his piece in.

Carolyn Wagner responded got you, gotcha, and this is his finished copy?

Bethany Krieg responded yes, correct, like we've noticed.

Carolyn Wagner responded this is his clean copy. Okay.

Bethany Krieg responded, and he said in that response to me, like I said, I just got it before we came here tonight. Carolyn said I understand. Bethany continued he said, now I can't find it, but anyway, basically you'll find a red line of your draft as well as a clean version that's easier to read. Please review and let me know if you see anything that you'd like to change. And so, we might have some changes here tonight, I think.

Carolyn Wagner responded let's just take a moment reading.

Mark Scranton and everything. Those that were here for the conversation and stuff, like I said, wasn't here to partake in this. Do you have any concerns on this clean version that you need to be changed?

Carolyn Wagner responded yes; I would strike full time. Okay.

Mark Scranton responded okay that part I understand, and I have no problem with that.

Carolyn Wagner responded okay.

Mark Scranton responded that's what we discussed to cover all employees part time and full time both because some of the part time people work close to full time hours. You said there's been some work 25, 30 hours a week. Brandi said 28 hours. Mark continued, so I mean, yeah.

Carolyn Wagner responded I would say anniversary date, first day of the month following an employee start date, for example, who begins then I would strike full time, who begins employment on January 24. She'll have an anniversary date of February 1 for a subsequent year of employment, for each subsequent year, I would not have anything about a part time person hired becomes full time.

Mark Scranton responded you just change it to employee.

Carolyn Wagner responded strike that whole, I would just strike that entire thing. You've already set it up in the first one. Mark said right. Carolyn continued okay, an employee's most recent date of hire and then strike. Marsha said or status. Carolyn continued will determine the anniversary date, semicolon prior interrupted employment shall not be considered. I would leave it at that. That's my personal opinion. And that was the intent. And there are some other places I think I see, like, under B, take full time out. Under a two A, take full time out.

Marsha Webb responded milestone bonuses shall pay first, paycheck following that's, what we discussed will not be paid to employees or on a corrective action plan on their milestone day.

Mark Scranton responded okay, Carolyn, can I just take this section by section and make sure we're in agreement? Carolyn said absolutely.

Mark Scranton responded so on definition number one, anniversary date would be the first day of the month following the employee start date as an employee.

Carolyn responded I would just say start date period.

Mark Scranton responded okay, and then, for example, employee who begins employment on January 24, she'll have an anniversary date of February 1 for each subsequent year of employment. Carolyn said period. Mark continued period. Prior interrupted employment shall not be considered.

Carolyn Wagner responded no wait, you would start with the last sentence, an employee's most recent date of hire will determine the anniversary date. Semicolon prior interrupted employment shall not be considered.

Mark Scranton responded but isn't that what you're really saying in the previous sentence?

Carolyn Wagner responded it is, but it's a nice little recap.

Mark Scranton responded okay; Candi said it defines prior right? Mark continued that is what we are looking for that definition there. Milestone anniversary date, nothing to change there other than full time. Carolyn said strike full time. Mark continued okay. And then the number two, everything's okay with that. Carolyn said except strike full-time under A. B is fine, C is fine, D is fine.

Carolyn Wagner responded okay, this is where we're going to really have to and Mark, you weren't here for this discussion. And this is when we came up and we were like, you're right, somebody who should have got it a year or two, Mark said you got a big start point. Carolyn continued well, we, we, felt that way, too, but then we also felt like, okay, man, we got it, we don't want people to be completely so Jeff, help me. Because you were, you can't double dip. You're not going to double dip.

Mark said right, we talked about that, and I understood that. Marsha said that is what I was going to explain. Carolyn continued oh I'm sorry. So Mark lets..

Mark Scranton responded so you guys are okay the way this is I went in second go through this again.

Carolyn Wagner responded I want us to read it.

Mark Scranton responded you guys are okay with the way this is written right now because you had the conversation.

Carolyn Wagner responded softly do you have or will celebrate?

Mark Scranton responded I mean, I see in line two, full-time is in there again.

Carolyn Wagner responded i.e., with the first paycheck bonus. If an employee has achieved a milestone prior to 2023, then the milestone bonus must recently achieve milestone shall be paid no later than the second paycheck after adoption of this policy by the Board of Health and appropriations made there by every employee shall receive only one bonus based on the most recently achieved milestone date. I think that should very clearly worded. Marsha said but it should say employees shall receive only one bonus based on the most recently achieved milestone in the year 2023. Carolyn continued no. Marsha said because that's how we were going to keep it from double dipping.

Carolyn Wagner responded no, read the first part. For employees who have or will celebrate. Marsha said sorry, got it. Mark said yeah, yeah. Carolyn continued we are okay, it's covered.

Bethany Krieg responded and to your point, Marsha, I think that maybe that's like captured in three there, like in the bullet point, to your point maybe.

Carolyn Wagner responded because there are numerous employees but yeah. Marsha said it says we'll only because there are employees who have reached various milestones but who may not reach their next milestone for years. The policy there okay, very good. Carolyn continued employed full time for at least five years. Marsha said strike full-time. Carolyn continued hold for January, oh, gosh. For employees who have been employed full time for at least five years prior to January, but who will celebrate a milestone in calendar year 2023 said employee will receive a bonus.

Several talking.

Carolyn Wagner responded Bethany what's the difference between one and two?

Bethany Krieg responded this is my first time looking at it, too. I said this is my first time looking at it.

Candi Clevenger responded I am confused.

Carolyn Wagner responded I have four employees who have or will celebrate a milestone for time in calendar year 2023 said employees will receive their milestone in the normal fashion in the normal fashion. Okay. If an employee has achieved a milestone prior to 2023, then the milestone bonus would most recently achieve no later than the second after adoption of appropriations made, whichever occurs later. Employees shall receive only one bonus based on the most recently paid who have been employees. Marsha said wait a minute, there was something else. We discussed Jeff, Carolyn, in the full Board meeting that this was to be on a separate check, so they don't get killed on taxes. Carolyn continued they were going to try it. She didn't know. Jeff said they were going to check, weren't they? Marsha said and see if that could be done so it didn't kill them on taxes. Carolyn said they were going to try it.

Bethany Krieg responded is this, I could be mistaken, but is this saying, so if you're, if you in 2023, if you're hitting your milestone, is the first one recognized? Like, talking about that, and then the second one is, if you've been here five years or say you've been here seven years, is it addressing that?

Several talking.

Carolyn Wagner responded then take a look, take a look at the second sentence of one of I, I don't know. IAIA one, take a Roman numeral you know. If an employee when you're looking at that second sentence, if an employee has achieved a milestone prior to 2023.

Bethany Krieg responded I can just ask Mike if that helps. Carolyn said yeah. Bethany continued what the intention between those two? Carolyn said I am completely confused why there's two, and it.

Bethany Krieg responded, and it might have just been an oversight.

Carolyn Wagner responded I would just say, please explain this. Okay, employees.

Jeff Entler responded we know the intent.

Carolyn Wagner responded yeah; I think I do. Jeff said I think we all.

Candi Clevenger responded I think we all I want to say, but I can't see the difference between the two.

Bethany Krieg responded it might have just been an oversight.

Carolyn Wagner responded every year after the first 90 days, provided they have a satisfactory first year, employees shall receive an additional 250 after 180. That's right. Provided they have a

satisfactory okay. Employees in years two through four oh, my God, of full-time employment applicable in 2023 only. Okay. In recognition of an employee for more than one year, but who will not achieve the five-year milestones, such employees will receive one tax payable not later than the second paycheck after adoption of this policy shall be paid only to employees who are in good standing at the time. Yeah. Okay. Policy shall not be to create or vest in any employee right to such bonus. You may be terminated by the Board of Health at any time. No recourse for the failures.

Candi Clevenger responded and when you say this is a definition, when you say terminate, does that mean they're end date, or they give notice between those time periods?

Bethany Krieg responded good question; I don't feel like that was defined.

Carolyn Wagner responded where are you talking, where are you talking.

Candi Clevenger respond B6 I believe.

Carolyn Wagner responded employment termination between a milestone payment of the milestone bonus shall not be entitled to receive the milestone.

Bethany Krieg responded I mean, personally, I would like some clarification on that, because I don't think that was discussed among the Board. Carolyn said it wasn't even brought up. So, Mike must have put this in. Marsha said so that is so somebody can't grab their bonus and quit the next day. Carolyn said and ditch out.

Candi Clevenger responded it's more so if, like the first, they resign on the third, but their pay period wouldn't be till the 14th. So, is it the resignation date or the termination date? They may have their last day of work, maybe past them. If termination is last day of work.

Carolyn Wagner responded wait a minute, employment terminates between a milestone date and payment of the milestone bonus. Oh, okay. Oh, I see what you're saying. So, if my milestone was February 1 and I terminate February 15. Is that what you're saying?

Candi Clevenger responded yeah, and due to the if you give your notice February 15 and let's say your termination date is the 21, but the paycheck is going to be the 21st.

Marsha Webb responded yeah; let's say your anniversary date is February 1, you terminate February 5, but the bonus check isn't due until February 10.

Carolyn Wagner responded oh okay, but you have the intent of leaving.

Marsha Webb responded that's what this is saying, shall not be..

Candi Clevenger responded you're here on the first. Carolyn said so you agree.

Carolyn Wagner responded I mean; the whole thing is retention.

Candi Clevenger responded I'm not arguing for it.

Several talking at once.

Candi Clevenger responded I'm like I would disagree on what we mean, because then it's, it's whether terminate, but it's resignation.

Mark Scranton responded yeah, but everybody's got to quit and they're going to give their notice. They're going to look at this and say, well, if I decide to quit, I'm going to wait till some such date to tell them I'm going to quit or whatever because I'm going to pick up this extra money on my way out the door. If it's termination, there's no predetermined date. So, it's a little bit different situation.

Carolyn Wagner responded yeah; I mean.

Mark Scranton responded I mean, if Carolyn's eligible for this tomorrow and I fired her tonight, she's not getting it. Marsha said so should that say.. Mark continued I mean that's what you look at and say and could somebody argue for it, but we got this rights that? Several talking at once.

Carolyn Wagner responded let's ask Mike. I'm sure he's tightened this up, and I'm sure he probably left it somewhat vague so that it didn't get into the weeds also. But I think it's pretty cut and dry, dry. Employees whose employment terminates between a milestone date and a payment of the milestone bonus shall not be entitled.

Bethany Krieg responded because that could get like really? I mean, it could be, to your point, like a matter of days. I don't know, maybe in the processing payment.

Carolyn Wagner responded maybe he could clean it. Maybe Bethany can he clean it up? Just to make absolutely certain that no way can somebody scoop in and grab a bonus when they've let's just say they've turned in their two week notice and their milestone happens in the middle of that two week notice. Excuse me, don't think that you're going to get your bonus. Am I right?

Candi Clevenger responded I think that to make it easier down the road to not have people come back on you.

Carolyn Wagner responded yeah, maybe he can tighten it up a little bit.

Candi Clevenger responded he's right that if somebody is planning to quit, if they can all possible they'll wait until after they get their bonus and then they will turn it in resignation and give us a 2 day resignation.

Mark Scranton responded well, and you've got, you've got, you've.

Bethany Krieg responded like, I mean, there's a situation like, I guess that maybe comes back to the corrective action plan. But yeah, depending on what happens, they could I mean, they might not even be on a corrective action plan, I guess, and they get a bonus on Friday or something, and I can't stop that bonus. And then they do something they get fired on; you know what I mean? They're just like those random situations. I mean, it's just we can't somebody. Several talking at once.

Carolyn Wagner responded yeah, somebody who doesn't have a good night, you know what I mean?

Mark Scranton responded but I think you've got everything covered in item six because you've got provisions in there that this is not guaranteed to be terminated by the board. Employees shall have no recourse or the failure, refusal of the board to pay any bonus employees whose employment terminates. So, I think you've covered all the basics there.

Carolyn Wagner responded this is a bonus, not an entitlement.

Mark Scranton responded right, exactly. And I think the whole purpose of doing this is to the goal end of the day is to keep retention. So, are you going to ask the people that are going to use this? Sure, you are. You're going to have people that are going to take a run at and test it to see what will happen. But I would think the people that have been here and have given several years of service, I would think that they're probably not going to be thinking about this, hey, I could do this on the way out the door if I've been here for 15 years. It's probably not going to be like, rampant. I think this is going to be you're going to have occasional situation where this comes up. And I guess we have provisions in here that we can say, hey, you're not entitled to this, there's no guarantee of it. So, I think you got, I think you all bases covered other than change these few little things in regards to full time and definition up here in the front, I think the document covers, covers all bases. So, I would suggest that we, we make sure that we're all on the same page as what these changes are in here.

Carolyn Wagner responded and get it ready for the Board.

Mark Scranton responded so if you want to do that, since you come in ramrodding this project.

Carolyn Wagner responded Bethany's going to have Mike clear this.



Mark Scranton responded okay, that's fine. But I want to make sure what we've all talked about now we can do this and make sure that if there's any questions, you can send it out and we can all look at it and say, oh, you forgot to cross this word out. Carolyn said are you wanting her to send it out to all the Board members now, so they have a pre look at it? Mark continued no; I think we're solving this tonight. We're solving this tonight because this needs to be on the agenda for next month. We can vote on it.

Bethany Krieg responded I said I have the notes that you all just went through, or granted, I'm human, and I could have made a mistake. Mark said what I'm saying, so you rewrite it up and then send it out to us and if we see anything. Bethany continued, okay. I was going to send it to Mike, but I can send it back to you all because there are pieces that I don't know what the intention was. So, I was going to help you, and then I would share it with you.

Carolyn Wagner responded we're all kind of unclear about this, right? Here the way he second.. Jeff said two paragraphs. Carolyn continued yeah. So, if Mike could just look at that and then just send it back to us. What's the final cutoff date? I would say put it on the agenda. We know we're going to do something.

Mark Scranton responded you need to have it by no later than the week before.

Carolyn Wagner responded well; we know we're going to vote on it.

Mark Scranton responded no, I mean, as far as having this corrected. You can send it out to all of us.

Bethany Krieg responded I know this is out of my hands, but, yes, I will send it to Mike.

Several talking at once.

Bethany Krieg responded, and I can send it to you all when I send it to Mike.

Mark Scranton responded okay, I had one more question real quick for you.

Brandi Binkley responded I have one more question about that. Are you going to a different topic?

Mark Scranton responded well, yeah.

Brandi Binkley responded okay; real quick on that before we move on. So, it does say on there if someone's on corrective action plan, if they don't get it, we did put well, Bethany did it, but put a note in there.

Mike asking him, like, what time period within the correct the last corrective action that they received is a year. Like, what should that cut off be? He didn't answer that. So do you have wishes with that?

Carolyn Wagner responded I would say, my personal intent was if they were on corrective action at the time.

Mark Scranton responded but the date hits.

Brandi Binkley responded if somebody got a disciplinary action six months ago, but on their milestone date that's sitting in their file, have they not done anything else?

Carolyn Wagner responded have they, when you do a corrective action and you give them their action plan, you have a reevaluation, right, taking them off?

Brandi Binkley responded no, we've not done that in the past because some of it's like, ongoing expectations. So, an example, if someone was unprofessional, let's say with a client or something like that and they get, and there's a whole template you go through, then there's the expectations. And if there is action like this, you could be subject to more disciplinary action up to and including termination. So, there's not necessarily, like, a remedy about that particular topic as far as, like, the legal guidance we see time about calling in.

Carolyn Wagner responded I am a little confused, so you give them, like, a period of time?

Brandi Binkley responded it depends. Yeah, I guess some corrective actions. Yeah, they'll have a period of time, and then we implement the different steps of accountability. We check in with them.

Candi Clevenger responded but it seems to me it's the highest level of disciplinary action. I think that's the way we do it. You had a verbal warning when you had a written warning and things like that, and then we eventually went to a plan, or I forget what we called it, but it said if you do ABC, then you could be terminated. We reevaluated in the zoning days, and so that's more concrete than just if you discuss them just a step.

Marsha Webb responded if you've moved into the final state, final phase of man, you're walking the line here. Here's your corrective plan. It's got to be turned around, and you give it a date, right?

Carolyn Wagner responded no, that's what she's saying. They don't know.

Brandi Binkley responded no, no, no not on all the disciplinary.

Marsha Webb responded but the biggest stuff you do.

Brandi Binkley responded yes, and depending on what it is, some of them do have dates. It's just not every single one. If there's not a relevant date to say, we're going to check back on this specific thing by this date, it's like an ongoing thing. If it's a professional yes, I know what you mean, Candi, and I'm thinking of a situation. So, if that's the only thing that that policy means by corrective action plan, that's all I need to know for you.

Carolyn Wagner responded and you all are going to have to live with the ramifications of somebody saying, I know she's on da da da.

Mark Scranton responded yeah, I think it happens right in the middle of that date, that time period. If you wrote them up the week before for something, if it warrants some type of disciplinary action, you're going to have to use discretion on that because, like Carolyn said, you're going to have somebody else going to say she got suspended. Why is she getting the bonus now?

Bethany Krieg responded for that to like, I'm trying to think of putting this into play that I'm going to have to know their anniversary date, because that'll have to notify payroll. So maybe like if that..

Carolyn Wagner responded if somebody has to find out their date?

Bethany Krieg responded we have that list. I'm just thinking, like, when someone's in a disciplinary meeting, I'm not thinking, oh, they're going to get paid out their bonus.

Carolyn Wagner responded as we know the chips fall where do. Bethany said okay.

Carolyn Wagner responded the idea is we aren't good until we got our bonus, and then we're not acting right. You know what I mean? So, I hope you're not stressing over oh, my goodness. I don't want to do a disciplinary action on him.

Bethany Krieg responded no, no, no, I'm just saying that I have to remember to notify payroll. Like, I have no problem with them not getting it. Several people talking. Bethany continued I'm just saying that my human oversight could make them get a bonus because there's not really, like, a good reminder to pop up to tell me, like. Several talking. Bethany continued And I would notice when I, like, signed payroll. Several talking.

Carolyn Wagner responded rare or never occurs. Several talking.

Mark Scranton responded I got one more question. Several talking.

Brandi Binkley responded you weren't like, oh, we've never seen the resolution before. Once it got to that, but it won't be changed with numbers and then some.

Mark Scranton responded and that's what I got a question on this resolution. Brandi said it's just a draft. Mark continued right; I understand that. So, you've got this stuff here. So, what is this debit up here for \$64,000? What does, what does that, what does that mean into this? The credits I understand what you're saying it's money available.

Candi Clevenger responded that's what's come out of the Health Fund balance.

Carolyn Wagner responded that is what, that is what, that is not funded by these grants.

Mark Scranton responded okay, but it says admin bonus pay.

Carolyn responded yeah.

Marsha Webb responded what is that?

Carolyn Wagner responded that's what we're doing.

Candi Clevenger responded that is what the account number on it. Several talking at once.

Brandi Binkley responded it has to be pulled from the correct line item in the budget. I'm not looking at it because I gave Marsha my copy, but I know Sheree said that had to be pulled, like put into the correct line-item budget. That would be the amount that would come out of the health fund if it was approved. And that resolution is not final, final. We just drafted that before last week's meeting so that you all would know, like, hey, there will be a resolution with this since we have to take it to the County Board, and we were just trying to be on top of it so you didn't see it for the first time when everything was finalized. So, it will be edited as you change wording and as numbers change and stuff like that.

Mark Scranton responded okay. Anybody got anything else?

Carolyn Wagner responded Brandi's finally her the rest of her evaluation, get that done.

Mark Scranton yeah, I'll have you go over that with her on her exit interview. Carolyn said oh okay, okay.

Mark Scranton responded that makes the most sense to do that. Carolyn said okay, okay. Mark continued yeah, okay

Jeff Entler responded I do have one thing. We want to keep Tammy and Kevin apprised of what we're doing. You know I think that is advised to do that. You and I invited Kevin to this meeting, and he just seems to be involved.

Carolyn Wagner responded Kevin Greenfield. Jeff said right. Carolyn continued do you anticipate concerns about.

Mark Scranton responded well, he's probably saying the same thing, and we just want to keep the County Board president and administrator up to speed on where we're at in this process.

Jeff Entler responded, and I think at the final point that they would, would have the opportunity to have an interview with them or a talk with the people.

Carolyn Wagner responded oh, you mean the candidates. See, I thought you were talking about the bonus. I thought you were worried about...

Mark Scranton responded I think we afford them the opportunity to be invited to come sit in on the interviews, but to the degree of whether or not they're involved in the conversation, I think this needs to be a Board decision.

Jeff Entler responded that's a good point.

Mark Scranton responded and if they have some things that they would like to have asked, I think they could say, hey, I've got a lot of questions here because they might not be available, but I get where you're coming from. But they may say, hey, because we're looking at administrative things, here are some items that you might want to ask about, and that would just help us as a committee for the interviewing process. Okay.

Carolyn Wagner responded well; I would just ask one thing. Since we've got this monumental task ahead of us, and since the newest member showed up on personnel committee to sit in, is there any chance we could enlarge our personnel committee or mine?

Mark Scranton responded well, any board member that wants to attend a committee meeting has the ability to attend the meeting. But I'm going to table that request pending elections next month so we can find out who's in charge going forward. Carolyn said oh okay, gotcha. Mark continued if we make any changes, because that's part of the president's responsibilities. Carolyn said do we change committee then too? Mark continued not necessarily, but it would be at that discretion. I think that would probably be a more appropriate time to make any changes on committee assignments because we have had change in some Board members and we have Board member that was on a committee that's no longer on the board, i.e., she took his place. So, we'll look at what Dr. Schneider was on and obviously we've got other, other, other people. So, I'd like to invite everybody to have the opportunity that they're interested in serving on a specific committee that we can have that discussion at the board meeting next month. If you desire to be on a certain committee, then you can express that next month. And I will check the bylaws because I think there's I know there's on some of the committees we have, there's a requirement of who, from an officer standpoint, to be on what committees, and we can have a certain amount of people on a committee or a minimum. So, we'll go through that and just

double check everything in regards to that. Because you're going to be on a committee. I guarantee you're probably on a couple. Okay, well, we've got enough committees with eleven people. You have to have, you got to be involved more than one thing.

Jeff Entler responded let me throw something out that's fairly important, that kind of laces all of this. And I kind of like your perspective. But Dr. Minnaganti, we still can't seem to get him here and engaged. Do you have any ideas or recommendations? I called him personally and he led me to believe that he would be here more because he's either a locum tender or a temp over at Sarah Bush. So, he's not on an 80 hour week DMH thing, but yet I think twice he still hasn't been here. What's your, and I know he's a very astute guy.

Brandi Binkley responded yeah; and he has historically been really busy and unable to come and we would call on him for things that we really needed that were urgent. He's always been super responsive. I don't know what's going on now. I haven't talked to him personally and just generally speaking, not about him. But in the bylaws, there is something about I think it's maybe the Nominating committee, but reviewing in March, I believe the attendance of Board members and making a recommendation to the Board that if there's someone who's not active or whatever, that proceeding, if that person needs replaced. So, I'm not speaking specifically about him, but just kind of reminding you that is in there if you feel like you need to do something like that. But yeah, I mean, he's been an asset to the Health Department for sure, and the Board, but I know some people just don't have the time or just can't make it. And you've talked to him more since his employment change than I have. Jeff Entler said just once.

Marsha Webb responded is he our medical director? Brandi said no.

Candi Clevenger responded do we have a medical director? Brandi said yes. Candi continued who is it?

Brandi Binkley responded Dr. Dutt at SIU.

Mark Scranton responded okay. Anything else?

Brandi Binkley responded do you have something you go ahead and go first.

Bethany Krieg responded well, no, I have had a few things that while we're kind of I don't know what to call it because it's not interim, but while we're in between the interim, I don't know if it's better. I don't want to keep taking up all of your time, but there were a few things that neither of us like, we, we feel like it's beneficial for staff to move forward on things that are approved in the budget, but we wanted to kind of run it by someone while we're in this. So, I don't know some of those things. I don't know if you want me to bring them forward now or talk to one of you after the meeting.

Several talking at once.

Brandi Binkley responded I think what she's asking is before the money is spent that maybe she just likes some input on are you as a Board.

Bethany Krieg responded all, and the money is accounted for. They're in the they're in grants, but it's just typical. Like, one of them is like it's already accounted for and one of their grant funding that needs to be spent by June. And it was doing like a leadership training and just making sure that it was okay to move forward with that because it's kind of a larger amount than we normally spend.

Carolyn Wagner responded it's been approved the budget money been approved?

Bethany Krieg responded it is, yes. Mark said yes there is no reason not to. Bethany continued we might make some changes to masking in the next week or so. Just another tier approach of our ability because we're in low transition.

Jeff Entler responded lessening use.

Brandi Binkley responded yes, it more patient and client contact, less, like hallways, great room, stuff like that.

Bethany Krieg responded just like, some of these are kind of not typical things. And so it's like I didn't want to just be making those changes while.

Marsha Webb responded can I ask a question about that? Because a lot of the doctor's offices are dropping the mask mandate altogether. When do you see as long as we're low transmission, when do you see going back to that?

Brandi Binkley responded so we followed the healthcare guidance really directly, and not all medical providers have. So, we really have just because we felt like it was appropriate for us to follow that guidance you know. So that's conversation we've been having with how can we lessen it, get it more closely aligned with the real world but still be compliant, which is where we're looking at. We would really like to make the change to making it just direct client patient contact as far as moving into not requiring them at all ever. I think we're still a little bit from that because we are not in low transmission for the health care guidance numbers. So, we have to take that into consideration as well. You know, if whoever becomes the administrator or the Board makes a decision saying no masks anymore required anywhere, ever. Some positions we do have required PPE you can't really change that. It has nothing to do with COVID, and then, of course, we do allow employees, even if they're not required in this space, you're still allowed to wear them if you want to. But I think that's something that we've between administration and then the board have kind of just been working through, trying to lighten those restrictions that still adhere to the healthcare guidance. And we did check this week when we were looking at making some of these changes. The healthcare guidance hasn't changed since September.

Carolyn Wagner responded are you talking to CDC when you say that?

Brandi Binkley responded CDC IDPH healthcare guidance, yeah, that we've been talking about for a while. Just trying to adhere that, but also be very realistic that people aren't aware masks forever, even in every place in the healthcare facility. That's why we do feel comfortable, as comfortable as you can to move to another tier at this point, because we were also talking about isolation quarantine guidance, making sure that we are being compliant with healthcare guidance, but also not putting staff out or getting out of compliance. So, we recently checked that was legal, we're still compliant, what we've been doing, but kind of looking at a phased approach to get out of that as well.

Marsha Webb because and I'm sorry, I'm not arguing, please don't take it that way. The original pandemic plan that has been around for years does not quarantine or mask the healthy. So, I guess that's where I'm confused why they're required instead of optional when that is against this pandemic plan that has been in place for years. Because we all know paper masks don't work with COVID. You have to have a P 100 or higher for it to stop COVID. Now, if you're doing it for flu season, I understand. So, I guess I'm asking to help me understand.

Brandi Binkley responded so if you're talking about like the restore Illinois plan with the different phases and everything, health care guidance has always been different than that being like the broad grand plan for everybody out in the general public. So, we've always followed that because we are a health care facility. Of course, not every office in here is health care. But that is what we have followed. Again, just to be as safe as possible, protect staff, protect the clients and patients that come in here. And then of course, the people whose homes we're going into who may be in vulnerable population. So again, it is to the discretion of whomever's administrator and then the board of health to make those decisions. But we've always just tried to be on the air of being compliant with all of that health care guidance and then ensuring that we were keeping people as safe as possible. And healthcare guidance has required different levels of masking. And our staff have to wear level three masks. There not just wearing your cloth fabric mask so you get the store.

Mark Scranton responded okay.

Brandi Binkley responded are you done with your question?

Bethany Krieg responded I was going to say with the all-staff meeting, we will be closed for a few hours that Monday morning, just so you're aware. And then this was kind of different day, but just so you can start thinking about it. Some other things as we talked about the next priorities or some of those policies of help with employee retention, the ones at the forefront right now. But if there's any other ones that we had talked about, what was that two or three months ago that I should be working more heavily on, that you want me to bring to the forefront, please let me know. I know that a couple that we didn't necessarily have on that we didn't bring to you at the time. But then I thought of that I forgot about was like, having a team lead, like kind of a tier and so someone would be the team lead and they kind of take on training and like a little bit extra than some of their peers. So looking at something like that, that maybe would fit into our pay grade scale. And maybe it's just that because I



would see my train of thought with the other scale. So maybe it's just that. So just like I said, not anything that I necessarily need from those, but thinking of those things, of what, if anything, you want me to be working on to bring forward the Board.

Carolyn Wagner responded thank you.

Bethany Krieg responded and then also, I guess I know that this came up, but as kind of something to think about. But I am curious tonight, I guess, as we're in this limbo, but I guess maybe that's something that would be brought up at the February Board meeting if there would be any compensation to go along with covering essentially two roles. And I know I talked about that with Jeff. He seemed supportive of that from our conversation, but I'm not sure what the pulse I couldn't read the room of what the pulse of the rest of the Board is on that.

Mark Scranton responded I think that's part of conversation we'll have at the Board meeting when we got everybody else there to kind of just take the pulse there by it and see. And again, depends on, you know, we're looking at this, do we do something right away? Do we say after a certain period of time, we're going to make this change in regards to that because we know how it's going to take to fill the position?

Bethany Krieg responded yeah, I understand and respect all of that, but yeah, but also, this is a two-way street. Kind of too of me to make the decisions of what's best for me, you know, and if I have if the Board stands behind me in some of that, so, so, I appreciate you, you know, entertaining that and thinking about that in the future, I guess.

Brandi Binkley responded okay; I have a few things. You're going to send me the letter tomorrow, right? Mark said yes. And you're going to let me know about Evan's availability. Brandi continued I already got it. 01:00 p.m. on Thursday.

Carolyn Wagner responded put it in there.

Mark Scranton responded let me see.

Carolyn Wagner responded no, you already said.

Brandi Binkley responded I did tell him you said all day in the middle of day.

Mark Scranton responded so usually my mornings or afternoons are better. That'll be fine because I will have to go back to the Doctor.

Carolyn Wagner responded do you need us to put on our phone to set reminders for you?

Mark Scranton responded no; I don't know. What time did you say. Brandi said 1:00.

Jeff Entler responded everybody is doing a good job with it.

Brandi Binkley responded okay. The next thing I had was about two things about my evaluation that I know was brought up. The first one was, I know when you started my evaluation on November 1, you had given me a score, but was there any raise to go with that at all to be implemented? Because I don't think Sheree ever got anything. I never got anything. I don't know if that was your intent or if it just kind of got missed, but I thought now is the time I better ask.

Carolyn Wagner responded are you hearing?

Mark Scranton responded yeah; I'm listening.

Carolyn Wagner responded wasn't it, wasn't it the scoring?

Mark Scranton responded the score triggered what the percentage was. That's why I thought the valuations were set up.

Brandi Binkley responded oh, yeah, it triggered it. Sheree just get anything from the Board directing like, hey, Brandi is eligible for this amount for this year's rate.

Carolyn Wagner responded were we supposed to do something.

Mark Scranton responded I didn't know we had to do anything.

Brandi Binkley responded okay.

Mark Scranton responded we gave you that information. So, I mean I know we scored it.

Several people talking.

Brandi Binkley responded so I'll give that to her according to your score.

Carolyn Wagner responded okay.

Brandi Binkley responded and another thing I was going to say.. Bethany said like, would it serve better if you email someone? Could somebody reply like, yes, that's approved. Brandi continued will

somebody reply to me for that? Would you feel more comfortable or just discussing this is the recorded meeting enough? Is that fine with that?

Mark Scranton responded I just assumed it was already done.

Jeff Entler and Carolyn Wagner responded yeah, me too.

Mark Scranton responded because we presented that information at the time that we did the evaluation, I thought based on what her bosses was, it was done, signed off, so I assumed it was changed, effective the date.

Candi Clevenger responded kind of like a trust signature kind of thing. She would have approved everybody else's, but there's nobody to sign off on hers.

Mark Scranton responded okay. I honestly thought we did that, that day that we went through that, I thought we did.

Brandi Binkley responded well, I'll let her know and I'll tell her that it's recorded in the meeting minutes.

Mark Scranton responded I mean, if nothing else, email me the documents, I'll double check it and then I'll sign off on it and I can give it to someone else here and they can sign off on it too, so we get two signatures on it. I'm good with that.

Brandi Binkley responded okay, thank you. And then the only other question I want to ask was, if I decide not to do an exit interview, will I just not have my email finished? If you're thinking to do it at that time, or.

Carolyn Wagner responded I was just curious why you wouldn't do an exit.

Brandi Binkley responded I don't know if I want to do, I am not sure, I know they're optional for staff, so I mean, if you feel like it's very helpful for the Health Department and staff moving forward, then?

Mark Scranton responded oh year I think it is, that's why it has to do it, because I think it is important.

Brandi Binkley responded okay.

Mark Scranton responded okay is that it.

**Closed Session**

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**Adjournment**

Meeting adjourned.

Meeting adjourned at 6:33 PM

Respectfully Submitted,

Susan Hertel  
Administrative Assistant

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_