

**Macon County Board of Health Meeting  
Open Session Meeting Minutes  
Personnel Committee**

**Macon County Health Department  
MCHD WIC Conference Room 1221 E. Condit Street, Decatur IL 62521  
November 1, 2022, at 1:00pm**

Mark Scranton called the meeting to order on Tuesday, November 1, 2022, at 1:02 PM and this is a special meeting of the Personnel Committee for reviewing items regarding some Personnel matters. So, Carolyn if you would do roll call. Roll call was taken.

**Roll Call**

Mark Scranton, President – present

Jeff Entler, Vice President - present

Carolyn Wagner, Secretary – present

Candi Clevenger, Treasurer - absent

**Health Department Staff in Attendance**

Brandi Binkley, MPA, SHRM-CP, CPHA Public Health Administrator  
Bethany Stapel-Krieg, MPH, CPHA, Assistant Public Health Administrator

**Public in Attendance**

None

Mark Scranton responded I am going to bypass doing the Pledge since we're just a small group.

Mark Scranton responded okay, approval of agenda topics. Can I get a motion to approve the agenda topics? Carolyn Wagner made a motion to approve, Jeff Entler seconded. Roll call taken, all votes yes, motion carried.

**Old Business**

**Discussion and Action on Emergency Preparedness Coordinator Role**

Mark Scranton responded okay, old business. We had had a little bit of discussion with Brandi last week when we were in here about Emergency Preparedness. So, I'll let you speak to that.

Brandi Binkley responded okay so, based off the direction of the conversation that Carolyn, Mark and I had, Bethany, Kathy and I did go through and make the updates to the job description. So, it does reflect in the education experience required, it does align with our pay grade scale still as we had talked about. But it is

more broad in the sense of what type of person, as far as what their qualifications are, can apply. If you recall, with the Environmental Health Specialist, they had to have all the certain types of credit hours in order to meet the law. But because we're pulling that Environmental Health Specialist piece out then, now it just requires that bachelor's experience and one year of related type of experience. We also took out the bullet points that referenced emergency, excuse me environmental health specialist function and added in bullet points twelve through 14. Those are some things that we talked about in the last meeting altogether. And then when I also met with Carolyn and Mark, we talked more about what our wishes and goals would be for this position. So, we did add those in, and you can see it references that community engagement and trying to grow that. And then also working with Medical Reserve Corps and CERT in case that does come into play. We realize right now that it's not, but in hopes that it will, we went ahead and included that. And then the writing for grants, that was something that we had talked about last week with the three of us adding that in so that potentially this person could write grants to fund their position as time goes by. So, we do have a posting drafted that Bethany worked on as well. So as long as you give us the green light, we can go ahead and post it. We do already have two people that had applied before, that are, potentially, that are qualified. And so, Kathy, as long as we can move forward, would like to go ahead and call them and see if they're interested in an interview and then we'll get it posted to get more applicants.

Carolyn Wagner responded do they have a strong background in emergency preparedness?

Brandi Binkley responded they do.

Carolyn Wagner responded okay, so like paramedic or...

Brandi Binkley responded one of them is in emergency preparedness over in Champaign area. And then another one of them does have a history of emergency preparedness. She actually used to be employed here in another role but was involved in emergency preparedness in that role. So, they possibly weren't even qualified for the position when it had those Environmental Health Specialist requirements. But they're very much appearing qualified on paper for this. If they're still interested.

Jeff Entler responded how did you find them?

Brandi Binkley responded they applied to the position the way that it was posted before.

Mark Scranton responded so it says here, minimum bachelor's degree in emergency preparedness or related field and one-year related experience. So you're, we're still required to have a bachelor's degree of some type then? Is that the way I read that then?

Brandi Binkley responded yes, for the level nine positions.

Mark Scranton responded okay, so it's not a bachelor's degree in emergency preparedness or something else plus the experience then.

Brandi Binkley responded correct. It just says related field. That's referencing the bachelors. Because as we all know, someone may not have an emergency preparedness degree, but they may have been working in that field for many, many years and be very qualified. And so that's why we decided to word it that way, so that we could have other people, if they have the experience, but not necessarily a degree specific to that, that they would still potentially be able to fill that position.

Mark Scranton said okay.

Jeff Entler responded okay, so they still have to have a degree?

Brandi Binkley responded yes.

Carolyn Wagner responded, and that's because of grants, or is that because of grants require it?

Brandi Binkley responded that is to align with our pay grade and our structure. As far as what is required for someone to be a level nine, off the top of my head, I'm not sure if that specific grant also requires it, but our pay grade scale does require it.

Carolyn Wagner responded is that countywide?

Brandi Binkley responded no, that's just the Health Department.

Carolyn Wagner responded ok Health Department wide, okay. Because I'm thinking about maybe somebody who's spent their life doing like work for American Red Cross or so that kind of, if they don't have a degree, that just x's them out.

Brandi Binkley responded true. And what I will say with the pay grade scale, that's something that moving forward. If the board wanted to make changes to it, that can be done. In the level eight, if you look at that really closely, it does reference bachelor's degree or equivalent experience, because not all the roles, grants, or statutes require that bachelors. So, we have moved to that in the past just to be able to grow our capacity to hire people. Maybe if they don't have the bachelors. If it's not required, then by that grant, they may be still very qualified. So that's something that we could definitely look at changing in the future that comes to the Board. So, we don't just change that, we bring that to the Board for approval.

Mark Scranton responded well, if you got some the people that are already applying that will meet those requirements, I think you're in a good place. I would just say that if you feel like you're getting bogged down by that stipulation in terms of getting applicants, as Carolyn is saying, I can see somebody that has got significant experience with years in fire service or EMS related. Those people don't always have degrees. They might have an associate degree, for example, or they've taken 200 hours of classes at the U of I at FSI, for example, which gives them a lot of credibility in combination with also having real world experience. So, I'd hate to turn people like that away, because that would be a stipulation. They'd have to have a bachelor's degree, because I can tell you most people that are in fire source probably don't have a four-year college degree, probably not, unless they're aspiring to administrative aspirations or something like that. So, I would just hate to pass up on the chance to get some really good people with that being a roadblock. But if you got people already, you know already applied that meet that criteria, then I think that's great.

Candi Clevenger responded so you just drop it to an eight instead of changing the rules for a nine?

Brandi Binkley responded um.

Mark Scranton responded yeah, that's a good question.

Brandi Binkley responded it could be. And that's one of the things that the three of us chatted about. Like, do we keep it a level nine? Do we change it to a level eight? I'm definitely open to what the Board wants to do if there's different thoughts on that.

Carolyn Wagner responded well; I think we thought there was a tremendous amount of responsibility with this job.

Brandi Binkley responded right. And based on that conversation, we left it at nine. But if anybody, if we want to talk more about that, I'm happy to do that.

Mark Scranton responded if you did, if you did an 8, would that take the bachelor's degree off the table then?

Brandi Binkley responded it would, so for the pay grade scale, it would reference bachelor's degree or equivalent, but we would need to determine if there was any requirement with anything that that person would work in that would require the bachelors, which we can certainly do. I just went with the level nine.

Mark Scranton responded that's, it's grant, it's grant related type things.

Brandi Binkley responded grant, yeah, anything that would be because I don't believe off top of my head, I don't think there's any statutes that dictate this one, like there is with the Environmental Health Specialist. I think it would just only be any of the grants that they work in specifically.

Mark Scranton responded okay.

Candi Clevenger responded and there's, is the difference between eight and nine also, whether they are exempt or non-exempt?

Brandi Binkley responded no, anything eight and higher that's exempt. Yeah. That would be the same.

Mark Scranton responded okay. I think you guys are a good place with that, and hopefully you got some good applicants.

Brandi Binkley responded okay, so we'll go ahead and get it posted then, and move forward. If you're all okay with that.

Mark Scranton responded okay.

Bethany Krieg responded do we need to vote on that or no?

Carolyn Wagner said pardon.

Bethany Krieg replied, do we need to vote on that?

Carolyn Wagner responded I don't think we need to vote on that, do we?

Mark Scranton responded no, you guys have just made adjustments to the job description. It was more of a conversation.

Bethany Krieg replied okay.

Carolyn Wagner responded thank you.

Mark Scranton responded about changing that role in terms of having it dedicated for that. And whoever you get, obviously on a personal note, I'd like to see a concerted effort made to bring Tammy into the conversation to kind of get things off to a good place from the get-go, get her included with some of the meetings, get to know type thing and what Tammy's looking for from the EMA side. Because if you've got somebody new, they don't understand that relationship maybe fully and what she brings to the table, but also what her needs might be. Because when she brought up the CERT program, I was like, yeah, it would be great to have that. And you guys are still struggling for people for the Medical Reserve Corps, too, right?

Brandi Binkley responded we don't, it's been doing better. We were able to recruit some people that were really active during COVID response, but there can definitely be more energy put into that, into recruiting more people. I think you can never kind of have too many volunteers that are active when you have situations like that. And so, I do want them to also focus on energy on that for sure. And like, we talked about going to some of those community meetings and talking to groups and doing presentations and trying to recruit more people, not just from an awareness point of view, but also from a volunteer recruitment point of view. Mark Scranton said, yeah. Brandi Binkley continued, so, I hope that that will help, and we can definitely make sure that the person gets involved with Tammy right away. Tammy's always been a real great partner of ours, and we want to make sure to continue to support..

Mark Scranton responded I think it would mean the world to her, because she's kind of a one-man band over there in her role. Okay.

Brandi Binkley responded I'm sorry, I want to give you a heads up to that with this change because there will be some more coming out of Health Fund. That small dollar amount that I sent you, we will have to do a resolution for that. So now that we know we're moving forward in this way, then we can go ahead and get ready for that. It'll just be basically to adjust the FY 23 budget to be able to just increase that amount coming from the Health Fund. So just want to give you a heads up.

Bethany Krieg responded we'll get that posted, though, in the next couple days or so.

Brandi Binkley responded all right, that's all I have on that one. Thank you.

### **Discussion and Action on Board of Health Hosting Christmas Party**

Mark Scranton responded okay, discussion and action on Board of Health hosting Christmas party.

Brandi Binkley responded okay, so there's a copy of this at each of your spots. And I did have one color version, but it costs a lot more for color. So, I made your copies in black and white. But someone can have this if they want. But you can see the numbers were pretty close for yes and maybe as far as attending and a very small number of no. So, I think we definitely have some great interest there. Definitely more people voted for adults only option than the kids and family option. I did add some notes on here because the way that the forms print out. So, you can see the top three were all adults only and it was Saturday first, then Friday, then a weeknight, and then you can see the family event Saturday morning with lunch or the family event Sunday afternoon with lunch. But I think you can tell pretty clearly from there what the top preferences are.

Carolyn Wagner responded adults only and on a Friday.

Brandi Binkley responded and then I did get the kids, like the range of kids ages. If you did family friendly, because I know you had asked about that. And then I did leave a spot for staff to put in comments, just that they would like to share with the board. So, I did just add those on the very back. I think you'll see there's lots of positive feedback there and appreciation and some excitement about the possibility of doing this with you.

Carolyn Wagner responded sounds good.

Mark Scranton responded okay, so it sounds like we're talking adults only on a Friday or Saturday night. Carolyn Wagner said well no, Mark Scranton stated no, well, I mean yeah, but they're all split there on Friday and Saturday, so we're going to have to make adjustments to do whatever works best for them, I suppose. But a, so you basically got roughly about half the people here responded.

Brandi Binkley responded right now we're around like that 76, 77 people. So, you got a really good response.

Mark Scranton stated that's what I was wondering. Brandi continued especially for being I think we had ended up having four days or so of surveying. So, people were excited to respond, it looked like.

Carolyn Wagner responded just because they said maybe, and there were maybe 20 maybe, so..

Brandi Binkley responded and I'm sure those are the people that are like, well, I won't know until the date has been set, you know what I mean, whether I can attend or not. But yeah, like we had talked about, I think the sooner we have a date the better. And then we can do those RSVPs for you and get things moving along so that you have an actual number as soon as possible.

Mark Scranton responded okay.

Carolyn Wagner responded do you have the calendar in front of you?

Mark Scranton responded if you want to select the date? We can select the date. Let's see, we got the month of November. We definitely want to do something like past Thanksgiving for sure. We have events going on at the theater on the 8th and the 10<sup>th</sup> of December, so not to wear ourselves out for that time frame, I would be okay if you feel it's enough notice, I think December 2 or 3rd would be good. Or we wait until the 16th or the 17th.

Carolyn Wagner responded what's your preference?

Mark Scranton responded as of right now. I don't have one myself, but I know the closer you get the holidays, a lot more things are going on, kids school programs and things like that.

Brandi Binkley responded I agree with you.

Mark Scranton responded so I lean to try to do it early that we get. And the other thing, make sure I got that right on my calendar because I put it in twice.

Bethany Krieg responded I think it's just so hard, it's such a tossup kind of what people are going to be going on.

Mark Scranton responded um, well, I had this looked up and I put two different dates in because somebody told me one date, and somebody told me another. The Christmas Parade, we wouldn't want to do it on the same night as that because then that would definitely create a conflict.

Carolyn Wagner responded what night was that? Was it decided?

Brandi Binkley responded I don't remember. We did talk about it.

Mark Scranton responded it is December 3 from 4:30 to 6:30. So, I would say that the third is definitely out because you got parents want to take their kids to Christmas parade, then you'll have that.

Carolyn Wagner responded yeah, good thinking.

Mark Scranton responded so, yeah, thinking about that, I would say we shoot for December 2.

Carolyn Wagner responded okay.

Mark Scranton responded that puts it in a good time frame. They're done with their work week. It's after work.

Carolyn Wagner responded yep, yep. It's not too soon into the season.

Jeff Entler responded you don't have a lot of people taking off for deer hunting, I take it.

Brandi Binkley laughed not that I'm aware of.

Jeff Entler laughed and said, in my area, we do.

Brandi Binkley responded okay so, do you want to give us a time and we'll go ahead and get that RSVP out or...

Carolyn Wagner responded what time Mark?

Mark Scranton responded when does everybody typically leave here? For most part? 4 or 4:30pm?

Brandi Binkley responded depending on their role, 4pm, most people by 4:30, some five, but most of the people..

Carolyn Wagner said so pick up the kids..

Mark Scranton responded so, if we do 6:00, say 6:00 to 6:30 social hour, dinner at 6:30 or seven, does that give us enough breathing room for people?

Brandi Binkley responded I think that sounds fair. I mean myself, because like Carolyn was saying, when you get off work, you got to go run around. And if they do have kids, they got to get them dropped off somewhere and feed them maybe. So, I think given that little window of time where people can start coming

before dinner would start, I think is nice. Maybe like you said, do the dinner maybe at seven and then do the arrival 6:30. Or even pushing it back to that 06:00 time that you said.

Mark Scranton responded okay.

Carolyn Wagner responded so you think eat at seven?

Brandi Binkley responded is that too late?

Mark Scranton responded well; we could do it earlier. I'd say we do social, social hour, if you want to have an hour socializing. Socializing, you're socializing with the people that you work with, so I don't know how it would be. Interacting with them.

Carolyn Wagner responded 6:00 to 6:30 social.

Mark stated dinner at 6:30.

Brandi Binkley responded and approximate end time. Because they will probably want to know that for their babysitters.

Mark Scranton responded I would say 8:00. If we eat at 6:30 I can't, that's hour and a half, that's plenty of time. I think. So that way they got a two-hour window there.

Carolyn Wagner responded yeah, that sounds good. Okay.

Brandi Binkley responded so we can go ahead if you're good with it and send out an RSVP. And is the deadline by the November 15 meeting, is that good or do you want it sooner than that?

Mark Scranton responded um no; I think that's good. That is, that would be almost two weeks out. Yeah, we'd like to have a head count by that date and that's two weeks from now. So that way you got plenty of time to get responses from people.

Brandi Binkley responded okay.

Mark Scranton responded that would work really good for planning for food and things. So no, that'd be good.

Bethany Krieg responded okay. So, recap. Adults only. December 2nd at 06:00 PM social, 6:30 dinner. RSVP's by the 15th.

Mark Scranton responded and not to try to make this more complicated, but because I know people that are sensitive to certain food allergies or anything like that, if somebody has a preference, they want something that's vegetarian only, for example, that type of thing, it would be good to maybe know that I'm not going to take orders for 20 different special requests. I want my steak medium; I want mine rare. I don't want to get down the weeds that deep. But if somebody says, I guess if somebody, I guess the foods I'm thinking about, they'll be gluten free, so you don't have to worry about that issue. But if somebody says, hey, I'm a vegetarian. Would you have something for me? Because I have one of the guys at work one time and I never thought about it. He says, hey, I don't eat pork. He said, can you make sure there's some beef there? I'm like,



sure. That wasn't a problem. And that's what I would do for this. We'd make sure we got a couple of different varieties on meat which would meet most people's needs or whatever. But if there's somebody, I'd hate for somebody to come and say, well, gosh, there's nothing here for me to eat - have this bowl of salad and that's it. I feel really bad about that because I know we'll finalize what we want to do for food, but I know like Napoli's, we've been talking to them about working with us, doing some stuff at the theater, and they got a, and they don't really promote it on their menu, but they've got a vegetarian lasagna.

Carolyn Wagner responded oh yeah, that's a great idea.

Mark Scranton responded if somebody's got a specific need, I'd hate for somebody not to go because they felt like there wouldn't be anything there for them. So, if you do get somebody request a special need, I would make an effort to try to accommodate that. If we know they're coming. If we just got one or two people, then we're kind of trying to make that work for them. I don't want somebody showing up and saying, oh, by the way, I don't eat meat. What have you got? I'd rather know ahead of time. So, we kind of plan for that.

Bethany Krieg responded I mean, I appreciate you mentioning that. We can make a little note like food restrictions or allergies, and they can type it in there.

Mark Scranton responded just the highlight if you get some people that do that, because especially in the environment we're in, I'd hate to have somebody working at the Health Department to get food allergies to eat.

Brandi Binkley responded really.

Mark Scranton responded they get a reaction to eating something because nobody knew about it. But I think, I think most businesses nowadays are pretty accommodating and try to provide some options for people that want meatless type options or gluten free or whatever. So, I mean, a lot of products now prepared that way anyway, but just thinking about that as well. Okay, so that covers that.

Carolyn Wagner responded thank you for doing this. This is a very good piece of information. Very helpful.

Mark Scranton responded yeah.

Brandi Binkley responded thank you for being willing to do this for staff. We were getting the feedback that they're pretty happy and excited.

Carolyn Wagner responded yeah, that was nice, yeah good, wonderful.

Mark Scranton responded good idea Carolyn.

Carolyn Wagner replied, good idea, Mark.

Mark Scranton said now we have to get, now we got to get everybody else to show up and serve. We did all the hard work. We planned it.

Carolyn Wagner responded turn it over.

## **Discussion and Action on MCHD Personnel Manual**

Mark Scranton responded okay. Discussion and action on personnel manual. I had not planned on doing anything with that today.

Brandi Binkley responded that's fine, I know we chatted about it on the phone, so I put it on there. But I will ask you a question if you're good with that. I know we've printed and given copies to board members, like, three times, and it's pretty thick, so I don't have any problem doing that again. But if you think that it's not needed for the November meeting, then we won't print it again. Brandi seeing Mark shaking his head, asked no?

Mark Scranton responded no.

Brandi Binkley responded that was my question on that. What about bylaws?

Mark Scranton responded we'll put it on the agenda as a reminder, please make sure you bring your copy, and if for we're a couple of copies short or whatever, people can share, whatever. We need to get that squared away.

Bethany Krieg responded we can attach it to the email.

Brandi Binkley responded and then I know that I sent an email to By-Laws committee with Mike Baggett's changes, but I didn't know if you wanted us to bring that clean new copy to the meeting or wait until the committee meets first.

Carolyn Wagner responded well, no, wait a minute. I don't know that I did see his changes.

Brandi Binkley responded he had me just send it to the committee only. So, it was like Mark, Dr. Jerger, Dr. Minnaganti, Dr. Snyder.

Carolyn Wagner responded oh, I was thinking, oh, okay, sorry.

Brandi Binkley responded you didn't miss it. He just had me send it to four of them. So, I just want to know, do we wait for the committee to meet and then you let us know when you want it back on the agenda, or do we go ahead and print the new copy for the meeting? If I'm working too far ahead, you can also tell me that I'm just trying to help, be prepared since I'll be out.

Mark Scranton responded no, I think if we don't have a lot of other issues this coming month, I'd like to try to get the bylaws and the personnel thing squared away.

Brandi Binkley responded okay.

Mark Scranton responded because I'd like to get that done before the end of the year, and I hate to push it off till December in case something else comes up.

Jeff Entler responded we need to press the By-Laws committee because I don't think they're going to jump together unless they...

Mark Scranton responded yeah, I'm going to try to institute a request for me, get everybody together here next week, hopefully, because I definitely can't do it this week myself. So, we'll try to get everybody together, even if it's a real brief conversation, we'll try to get that done.

Brandi Binkley responded okay. And then we'll make sure it's on the agenda, and that it is in the packet as well.

Mark Scranton responded okay.

### **Public Comment**

Mark Scranton responded okay, we got any public comment?

Brandi Binkley responded can I ask one more question? This is more, I think, for you, Carolyn, but for everyone. But Carolyn and I had talked about it as far as bringing the exit interviews from now on to the meeting. Do you want, so for the next meeting, Bethany is already on top of it. But do you want them just from since, like, we had that last discussion? Do you want her to go back a certain number of years for all board members, or what do you prefer for that?

Carolyn Wagner responded actually; I would think month by month. If you have any, just give them.

Bethany Krieg responded so just like starting, like I know we had an employee like..

Carolyn Wagner responded if you have somebody that leaves November 1 on. Bethany stated okay. Carolyn continued then from that point, I guess it would be month by month, so we don't miss any.

Brandi Binkley responded okay, I just didn't know.. Sorry.

Bethany Keirg responded I was just going to say I have one that their last day was Friday, so that's one you were missing. Carolyn stated I would like to have it. Bethany continued ok I'll throw that in, so really technically, I guess, the 28<sup>th</sup> on..

Carolyn Wagner stated that's perfect, so what I am doing is I am kind of going to go through these and make sort of like a, if I can see any trends, you know, that's the purpose of that.

Brandi Binkley responded yeah okay, I just did know if you wanted everybody to have three years of past ones, okay.

Carolyn Wagner responded no, no.

Brandi Binkley responded I think well...

Carolyn Wagner responded, "I think they'd be overwhelmed."

Brandi Binkley responded yeah; I think that's all my prep questions. So, thank you for letting me ask that. We do not have public comment.

## **Approval of Previous Meeting Minutes**

Mark Scranton responded okay. All right, approval of previous meeting minutes.

Brandi Binkley responded so the ones from last month, I did put this on here just in case they were all the way finished, but they were not. Like the parts that Sue did, the open part.

Carolyn stated Sue's doing.

Brandi continued so I just wanted to let you know you will get that then at the next meeting, but we don't have anything for tonight and then from today, Carolyn, will you do all of the meeting minutes or just the closed part? And then, you want Sue to do open?

Carolyn Wagner responded I'm just doing the closed part.

Brandi Binkley responded I thought that but I just want to make sure I'm very very clear.

Carolyn Wagner stated please.

Brandi Binkley continued so she's doing open, and then you'll do close. Okay, perfect.

### **Closed Session**

Mark Scranton responded okay um, make a motion to go and close session pursuant to section 2.C.21 openings act and closed section pursuant to 2.C.1 for the employment, employment, compensation, discipline, performance, support, dismissal, specific employees in the public body.

Carolyn Wagner responded I make that motion, seconded by Mark Scranton. Roll call taken, all votes yes, motion carried.

Went into Closed session at 1:29PM.

Left Closed session at 3:35pm.

### **Open Session**

Mark Scranton responded okay, any other business to bring before the Personnel Committee to discuss yet today. Brandi, do you have anything else?

Brandi Binkley responded no I don't.

Mark Scranton okay, with that being said, meeting adjourned.

The meeting adjourned at 3:40 pm.

Respectfully Submitted,

Susan Hertel

Administrative Assistant

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

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

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