



Public Health
Prevent. Promote. Protect.
Macon County
Health Department

Macon County Health Department Board of Health Meeting Minutes



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Tuesday, December 16th, 2025 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521

Meeting called to order at 5:33 p.m.

Attendance

- Mark Scranton, President – present
- Jeff Entler, Vice President – present
- Jan Hack – absent
- Cody Parks – present
- Debbie Hill – present
- Dr. Bret Jerger – present
- Dr. Venkat Minnaganti – absent
- Dr. Jeff Smith – present
- Deborah Pulliam – present

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Accounting Director
- Scott Parks, Director of Human Resources
- Tiffany Reed, Administrative Assistant

Other Attendance:

- N/A

Consent Calendar

- *Cody Parks made a motion to approve the consent agenda, properly seconded by Dr. Bret Jerger. Voice vote: all in favor; motion carried.*

Public Comment

- Mark stated there is no public comment.

Employee Recognition

- Mark congratulated and thanked the following people for their years of service: Jennifer Hardin (25 years), Jenelle Hockaday (19 years), Susannah Borowczyk (19 years), Tiffany Shield (9 years), Lindsey Munsterman (8 years), Courtney Dick (5 years), Luke Leach (5 years), and Aniyah Bullock (2 years)

Old Business

- Lindsey stated no old business.

New Business

- Scott Parks discussed our November new hires and openings. He talked about how November and December are slower months for turnovers and for new hires. He mentioned that we had four current positions that have been open for more than 90 days, and are hard to fill, the positions being Family Support Specialist, Competent Professional Authority, Registered Dietician, Healthworks Lead Agency Case Manager Coordinator. He stated that he felt our chances would significantly improve in January, as it is the time that most people who are ready to make a career change would be ready to move. He then went over the November new hires, including a part time Administrative Assistant, and two positions that were filled and then vacant once again including a Clinical Nursing Services Clerical Support that was set to start and then never showed up, and a Public Health Registered Nurse that allegedly became injured during her lunch period on her first day and never returned. He said we currently had no contingent offers, but that we have a Family Support Specialist starting January 5th. Mark commented that he was impressed by the amount we were promoting and advertising our open positions as he had noticed our listings on EDC posts.
- Laura brought up our financial reports for the fiscal year 2025. She said that at the end of the year, we had spent 85.51% of our budget so we were \$1,092,926.19 under budget for our expenses, and our revenue was at 85.42% so we were pretty in line with the revenue vs. expenses. She also said that we were \$22,244.10 positive for the year. She has started including more reports for the board, including accounts payable totals for each department in their expenses so that the board can see how each department handles their expenses throughout the month. In the month of November, the accounts payable total was at \$65,328.55. The next thing she discussed was the payroll totals by department, which she broke down into the two payroll totals, bringing the month total to \$308,390.65. Next, she discussed our interest on investments for the end of the fiscal year. She said we had originally budgeted our investments at \$210,000.00 for the year but ended up receiving \$274,398.00 which is a surplus of \$64,398.00 for the year. Mark asked what the percentage of increase was, and Laura informed that we were currently at a 130% total, meaning we were 30% higher than anticipated.
- Mark mentioned that the dental truck we had been looking into hadn't really provided adequate amount of time for us to prepare for and purchase the truck, meaning it had gone past the bidding due date. Cody mentioned keeping an eye on the site just to see if the purchase falls through. Lindsey mentioned staying in contact with the seller, who had already accepted the other bid. Mark said to keep an eye on future possibilities in similar fields.
- Lindsey brought up the IMRF Policy changes that needed to be voted on, which would just change that our employees would contact our internal agent instead of the Macon County Auditor's office. The next policy was the Liability Policy, which was not having changes made, just being ran through the board as a formality. And finally, the Workers Compensation Policy which is also not having changes made, just being ran through as a formality. Cody made a motion to approve the policies, Dr. Bret Jerger seconded, and all voted unanimously to approve.
- Lindsey stated that the mileage rate increase could not be discussed as the IRS had not put out the federal rates at the time of the meeting.
- Lindsey brought forward handouts pertaining to the reimbursements for meals and accommodations. She proposed that we increase our rates as our current rates could not feasibly cover anyone's meals in the current market. She wanted to adopt the rates from the FY 2026 per diem rates for Illinois from the U.S. General Services Administration. Mark and Cody agreed that the increase in rates was a good idea. Dr. Bret Jerger asked how frequently we have the need to reimburse meals like this, and Lindsey informed that we do not have to very frequently. Mark asked for a motion to approve the rate increase, Jeff Entler agreed to make a motion, Cody seconded, and all voted in agreement with the new rates.

Closed Session:

- Mark Scranton made a motion to enter closed session at 5:57 p.m. Mark request that all MCHD exit during closed session and stated he would call Lindsey back shortly.

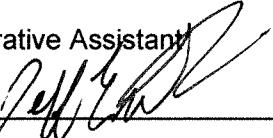
Open Session:

- *Mark made a motion to provide Lindsey Munsterman an annual raise as discussed in closed session effective December 1, 2025, properly seconded by Cody Parks. Voice vote: all in favor; motion carried.*

Adjournment

The meeting adjourned at 6:12 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President: 

Secretary: 

Date: 1-20-26