



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

Macon County Health Department Board of Health Meeting Minutes

Tuesday, July 15th, 2025 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521



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Mark Scranton called the meeting to order at 5:32 p.m.

Attendance

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

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Accounting Director
- Amber Balfour, Administrative Assistant
- Jerry Brown, Director of Environmental Health and Emergency Preparedness

Other Attendance:

- Brian Wood
- Amy Scranton

Consent Calendar

- *Mark Scranton made a motion to approve the consent agenda, properly seconded by Cody Parks.
Voice vote: motion carried.*

Public Comment

- No public comment

Employee Recognition

- BOH President, Mark Scranton, congratulated and thanked Amber Holthaus for 19 years of service, Melissa Williams for 13 years of service, Susan Urquhart for 8 years of service, Lindsey Miller for 6 years of service, Nicole Kotty for 1 year of service, Heather Albertorio for 1 year of service, Kenneth Kellerman for 1 year of service, and Shelley McGraw for 1 year of service.

Old Business

- Lindsey stated there is no old business.

New Business

- Lindsey recognized our new Administrative Assistant, Amber Balfour. Amber introduced herself to the board stating she was excited to be in her position and is ready and willing to help.
- Lindsey informed the board that Brian Wood retired on June 30th, 2025, after 9 years of service. She presented him with a certificate of appreciation and thanked him sincerely for the service he gave to the Health Department. Brian commented that he was very fortunate to have worked for the Health Department and appreciated the opportunity. He recognized the staff he had who did such a great job of keeping things going. Brian also thanked the BOH for their support that they provided to the Environmental Health department. Jerry Brown was recognized as taking the Director of Environmental Health and Emergency Preparedness position and was recognized by Lindsey for doing a great job so far, being very knowledgeable and meticulous with his work. Lindsey looks forward to seeing him grow in his role and is very confident that his department will continue to thrive. Mark also spoke on the positive qualities Jerry possesses for this role, such as having a great demeanor and working very well with the public. He also spoke of the feedback he's received from within the community regarding how well the Environmental Health department has worked with business owners and the community. He stated that we're on a good track and have a very great team overall at the health department. He also recognized Lindsey for what she's done in her leadership role coming in and her financial knowledge and expertise has been amazing. He states he's very happy with where the Health Department is at this point and there's no doubt that Jerry and Brian worked very well together prior to Brian's retirement and will continue to do what Brian started in the Environmental Health Department.
- Mark discussed current Board of Health Officer Vacancies, including the BOH Treasurer and BOH Secretary. Mark asked for volunteers and opened the floor for volunteers/nominations. Jeff Entler nominated Deborah Pulliam to fill a position. Deborah asked for descriptions, which Lindsey read, and stated she would serve as BOH Secretary. *Mark Scranton motioned to approve Deborah Pulliam as BOH Secretary, properly seconded by Jeff Entler; all in favor; motion carried.*
- Due to no volunteers or nominations, Mark Scranton tabled discussion regarding BOH Treasurer.
- Laura stated that we are requesting approval to extend SIS/CAS (Senior Information Services and Caregiver Advisory Services) services in the Starting Point Division. Lindsey stated that we typically only present new grants to the board, but we are presenting tonight due to funding agency requirements. Jeff questioned doing this in the past. Lindsey and Laura both stated that it has been done in the past, typically every 3 years. Laura briefly explained SIS/CAS services. Laura explained that Senior Information Services will assist individuals with accessing options for counseling, information, agency referrals, and other services. Laura explained that Caregiver Advisory Services are provided to informal caregivers of adults who are age 60 or older or developmentally disabled and to grandparents and other kinship caregivers who are raising children under the age of 18. *Mark Scranton motioned to approve the FY26 Grant Extension and Award Notification for SIS/CAS programming, properly seconded by Cody Parks. All in favor; motion carried.*
- Laura provided information regarding the East Central Illinois Agency on Agency Funding that is provided to us each year in April. We are receiving an additional \$59,451 and that will get split between salaries, fringes, and a few other items including travel, training and contractual. *Mark Scranton motioned to approve Macon County Board Resolution Approving Increase in Appropriations in the FY25 Health Fund Budget for Starting Point; properly seconded by Dr. Jerger. All in favor; motion carried.*
- Laura stated that we've still not received any payments from the treasurer's office for taxes, so our percentages are very low on what we've received vs budgeted. In General, as of right now, we have received \$2,423,629.92 in revenue and we've budgeted the 7,417,000.00, so we're at 32.67% in our revenue. Some of this is revenue and taxes that have not received yet, which is why we're below what we've spent so far. In Salaries, we've spent 1.894 and we've budgeted 4.691 so we're at 40.38% in our salary expenditures. Total fringes so far are 564,076.00 which includes health insurance, IMRF, Social Security and we've budgeted \$1376 so we're at about 41%.

Materials and Services, including contractual we've spent 355,770.00 and we've budgeted 895,000.00 so we're about 40% through that. We just aren't spending as much as expected. Supplies we are at 36%. Equipment we have 37,000 budgeted and we've spent \$9,486. Dental has purchased a new dental chair for our dentist which isn't included in the equipment budget as of May 31st, 2025. Laura asked for questions; Mark asked what we anticipate for tax payments. Laura noted that our first tax payment is generally received in mid-July and is around \$600,000 and then distributions throughout the rest of the year. We estimate to receive 1.6 million over the course of the year. Mark asked Laura to talk briefly about our investments. Laura mentioned interested rates and investments are current as of April 30th, 2025 due to Treasurers office being a little behind us. We received \$826.61 in checking account interest. We have a high balance in our money market account which receives 4.33% and we've received \$19,805.00 in that. As of April 30th, 2025, we received \$86,741.00 in interest in IMET. In IPRIME, we've received \$10,919.00 at an interest rate of 4.24%. As of April 30th, 2025, we've received \$118,292.73 in interest payments. Mark asked what the interest rate carry over was from last year. Laura noted that we carried over \$83,038 in IMET and \$6,121 in our IPRIME and our Money Market account ended at \$50,557.00, roughly \$139,000 last year. Laura noted that our numbers are looking good for the year and shouldn't have to dip into it this year and will continue to grow and contribute to the health fund.

- Jerry Brown discussed the water sample program and our current pricing for private well water samples that are conducted in our division. Due to the increased costs of testing supplies, it was determined that the fees will be increased effective immediately. Previous pricing was \$10 in county, \$15 out of county, and \$5 for retests within 30 days of initial testing. Jerry proposed pricing be increased to \$15 in county, \$20 out of county and \$10 for retests within 30 days of initial testing. Cody Parks suggested a flat fee of \$25 for all in and out of county testing. Mark Scranton agreed. *Mark Scranton motioned to increase testing pricing to \$25 per original test (in and out of county) and \$10 retests within 30 days of initial testing, properly seconded by Cody Parks; all in favor; motion carried.*
- Lindsey stated that they paused going over policy updates while she was on maternity leave and would be picking back up. She recommended that the conditions for employment policy be removed from the policy manual due to not being pertinent to active employees. This policy is for people who are not employed yet and we already have procedure in place for prescreening all potential employees. *Mark Scranton motioned to remove the conditions for employment policy from the policy manual, properly seconded by Cody Parks; all in favor; motion carried.*
- Lindsey noted that we cannot require employees to receive certain immunizations for employment, but we do require them to sign off on the declination form. We made mostly grammatical changes but wanted to share this with the board to see what our policy is. We do offer vaccinations to our staff in accordance with ACIP. All new employees must undergo a TB test within 7 days of their start date and if positive, we have procedure to follow up with staff members. Staff can decline any immunization, so the declination form just goes in their file if something were to happen. *Mark Scranton motioned to approve the updated Conditions for Certain Categories of Employment Policy, properly seconded by Jeff Entler; all in favor; motion carried.*

Closed Session:

- Lindsey requested a motion to enter closed session to talk about a personnel matter. *Mark Scranton motioned to enter closed session at 6:21 p.m., properly seconded by Jeff Entler; all in favor; motion carried.*

Reopen Session:

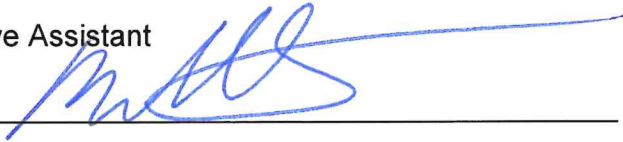
- *Mark Scranton made a motion to approve change in personnel compensation as discussed in closed session, properly seconded; all in favor; motion carried.*

Adjournment

The meeting adjourned at 7:41 p.m.

Respectfully Submitted,
Amber Balfour
MCHD Administrative Assistant

President: _____

A handwritten signature in blue ink, appearing to be 'MHB', written over a horizontal line.

Secretary: _____

A handwritten signature in black ink, appearing to be 'Deborah Pulliam', written over a horizontal line.

Date: _____

8/19/25