



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

Macon County Health Department Board of Health Meeting Minutes

Tuesday, July 21st, 2026 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521



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Meeting called to order at 5:35 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 – absent
- Deborah Pulliam – present
- Jennifer Mahannah – absent

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Elizabeth Alvis, Director of Human Resources
- Tiffany Reed, Administrative Assistant
- Jerry Brown Jr., Director of Environmental Health

Other Attendance:

- No other attendees

Consent Calendar

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

Public Comment

- Lindsey stated there is no public comment.

Employee Recognition

- Mark Scranton congratulated and thanked the following people for their years of service: Amber Holthaus (20 years), Melissa Williams (14 years), Susan Urquhart (9 years), Lindsey Miller (7 years), Nicole Kotty (2 years), Heather Albertorio (2 years), Kenneth Kellerman (2 years), Shelley McGraw (2 years).

Old Business

- Mark stated no old business.

New Business

- Lindsey started by reminding everyone that at the beginning of the year, Molina had decreased their reimbursement rates for Medicaid, and that we had had really no warning leading to that. She said that about a month ago, Molina informed us that they would be returning us to our normal rate as well as reimbursing us for everything that they did not pay us for the first half of the year. Jeff asked if Molina was the carrier that was all around relatively tough to work with, and Lindsey confirmed that they are very difficult to get ahold of. Lindsey said that we will be receiving \$11,775 as a lump sum from Molina.
- Lindsey also reported the completion of an agreement with Heritage and the Macon County Mental Health Board to expand the Money Management Program through a fully funded position. She said that this will be a partnership between us, the Macon County Health Board, and Heritage, and that they will completely [pay for the personnel and fringe expenses as well as 15% indirect cost of that expense for a one-year contract for this new position. She said that this wouldn't be a new program, it would just be adding an additional position, and that with Heritage discontinuing their representative payee program a couple of years ago, there is definitely a demand for the service in the general public. She said that currently, with only having two money management positions, it just was not feasible to provide service to the growing number of individuals who need it. Lindsey said that we have already filled that new position with an internal person who is interested in that line of work versus what she is currently doing. She said that the goal is to have it up and running within the next month. Mark asked if the program itself was something that people are taking advantage of and actually asking for, to which Lindsey answered by stating that yes, some people are required to use the money management program in order to receive their Social Security benefits. She said that they're mandated to have a representative payee, and that that is something we provide free of charge. Mark asked what kind of feedback we receive from the people who actually utilize the program, wondering if it's something people know that they can use to climb out of a financial hole and learn how to make the most out of the money they have. Lindsey said that the people who use the program voluntarily receive it really well because they're appreciative that we help them pay their bills and allocate their money for groceries and whatnot. She said that our employees do a lot of the at home administration work for their clients by paying their bills directly and on time for them. Lindsey then stated that the people who are mandated to go through the program don't always like it because in their eyes, we might be withholding their money. She said that we have a lot of clients who struggle with mental health issues or substance abuse issues, so it brings a very diverse crowd. Mark asked if we get a lot of backlash in regard to SNAP benefits being changed, stating his own observations in how that government program is sometimes abused, and wondered if people were starting to show up to blame the health department for those changes. Lindsey stated that we do not provide SNAP benefits, rather we provide WIC benefits, which is still an EBT card, but with its own restrictions and limitations, and that if we were to start getting complaints about SNAP, that we would have to redirect them to the proper lines of communication.
- Lindsey introduced Elizabeth Alvis as the new Director of Human Resources. Elizabeth provided a summary of her professional background, stating she lives in Champaign and actually spent about 10 years in banking in a leadership role. She stated that she was in corporate human resources before coming to Macon County. She said that she is very passionate about procedure, compliance, workplace environment, and employee recognition and expressed her enthusiasm for joining the Health Department. She said she is really involved in the community in Champaign through her professional and personal outlets. Elizabeth said that her husband is a police officer with the city of Champaign, and that he's a Sergeant Major in the Army National Guard. She said that they have a six-year-old who's about to go into first grade. She said that she is very excited to be part of this community and to get to know everyone. Lindsey said that we are very happy to have Elizabeth as part of our team.
- Lindsey let us know that Laura is on vacation at the time of the meeting, so she would not be here to provide her normal financial report, but that it is in the packets provided to the board members if they wished to review it.
- Lindsey reported staffing changes involving the security program, stating that one of the security officers is no longer working with us, and informed the Board that Macon County Sheriff's Office personnel would attend evening Board meetings moving forward, as she felt the only person who should be sitting alone in the hall just outside the meeting room should be somebody who actually has the ability to respond should an incident occur. Lindsey said that we previously had two security

officers, and one is no longer employed with us, and his position has been filled with a more secretarial, clerical type position. She said that we will retain the other security officer who's going to take on a more hands-on approach by roaming the building and looking at the cameras. Mark asked which of the two officers is no longer working with us, and Lindsey answered, stating that it was Randy who no longer worked here. She said that Ken will be here as a security officer for as long as he wants to be, but that she is going to continue to evaluate the real need to have security as they are not armed and they do not have restraints or pepper spray. She said that they are really just a presence in the building, which is important, but they could not respond should anything actually happen. Cody asked if we've ever had an incident, and Lindsey said that we actually had an incident about a week prior, but all we were able to do was call the police and let the officers respond. She said that it was a money management client who is very ill and needs help, but he had come in looking for money that we didn't have for him, and it escalated. Cody asked if whenever the money management clients walk in to get their money, if they walk into an office to have a face to face. Lindsey answered no, they get it from that front security office box which has a teller-like window and locked doors, in which is a locked safe that all of the money is stored in. Deborah asked if there's a more one on one conversation whenever the service is established, and Lindsey said yes, they sit down with the client one on one to establish the service, but after that, everything is handled at the front security box. She said that we did, unfortunately have to terminate this particular client's services because of how many incidents there have been. She said that we have the ability to terminate, but that we have to provide a lot of documented evidence to the Social Security office to prove that it is necessary. She said it's not something that we do often, claiming that it has only happened one other time since she's been in her role.

- Lindsey explained that IDPH requested revisions to the approved IPLAN regarding community needs assessment documentation. *Jeff Entler made a motion to approve the revised IPLAN, properly seconded by Cody Parks; all voted in favor, motion carried.*
- Lindsey started the discussion regarding unlicensed food sales occurring through social media and private residences. She said that it is difficult for us to mandate it because it is social media and it is not easily traceable in a logistical stance. She said that one of the main issues with these illegal food operations, is that we have people who comply, pay their licensing fees, and doing everything right, only to see their "competition get away with not paying taxes or their food fees. It creates unneeded tension and a distrust in the Health Department for not being able to stop these individuals from selling food illegally. Lindsey said that historically, we have taken a more gentle approach, however, because of the frequency of this issue popping up, we were going to have an open discussion about how heavy-handed the Board thinks we should be. She said that we can legally fine them up to \$500 but thinks that that might be a little excessive in comparison to how our current fee schedule comes. Mark said that one of the things he had discussed with Lindsey about this issue was how limited the Health Department truly is in how we can actually handle these issues. He suggested doing PSAs and get a little media action to talk about how this is actually impacting the local business owners and how they can take the right steps into doing things legally. Mark suggested letting the public know not to patronize these businesses that are operating illegally. Cody asked if these people are mostly cooking the food and selling it or if people selling fresh produce counted. Lindsey said that they're preparing food in their homes and then going out to these places and selling portions illegally. Jeff Entler asked where we are finding all of these illegal food operations, and Mark said that these places are posting on Marketplace under a page like 'Support Decatur Businesses' and gaining their clientele that way. Lindsey said that we aren't advising staff to get on social media and seek out these illegal food operations, nor are we telling them to drive around to search for where they're located. She says that she knows that a lot of these complaints about the operations are valid, but with most of the communication between the "business" and the client happening over private Facebook messages, and with there very rarely being an actual contact number, it's hard to really go in and do anything because we have no way to know where to send the documents needed to make sure they get the proper citations. She also stated that a lot of the ways we can actually do something about these operations are easier said than done, because we need tangible evidence that and pictures to prove what's going on. Jerry wanted to make sure that the Board knew that his first concern pertaining to these concerns is the safety of him and his team, stating that there were two incidents where these individuals who were illegally selling food had physically threatened him. He also stated that we could reach out to Emily O'Connell with Health Promotions to see if we could get the information posted on the Health

Department's website so that people know where to reach out to whenever they see these illegal food operations. He said that fruits, vegetables, and raw agricultural products are allowed, it's just the foods that are time and temp sensitive that need to be regulated with a permit. He said that things like hunting wild game and foraging for mushrooms can't be turned around and sold legally because they aren't from an approved source. Jerry stated that one of the biggest hurdles with cracking down on these illegal food operations is that a lot of their "sources" is hearsay and that's not enough to legally go off of. That, and the fact that a lot of these organizations don't have their phone numbers, email addresses, or physical addresses to be able to send them the warnings or citations. He said that a lot of these operations could easily get their cottage food license, they just refuse to listen and even have gone so far as to threaten his life over the phone. He explained that with cottage food, they can't go onto the property for routine inspections, they can only inspect if a proper complaint has been filed. Jerry said that it had been agreed that after proper warnings have been issued and the operation continues, a cease and desist will be issued and they will be fined \$75. Jerry also stated that the goal is to always help these organizations find ways to stay in the county and be able to continue providing business, just legally. He also said that they always reach out to these operations with the hope of educating them on the proper procedures and how to prevent issues in the future. Board members discussed public safety concerns, enforcement challenges, education opportunities, compliance requirements, and impacts on licensed businesses. Staff were asked to continue exploring public awareness and educational outreach efforts.

- Lindsey and Jerry presented proposed increases to Environmental Health violation fees. Discussion included Priority, Priority Foundation, and Core violations. Lindsey said that the Priority fee is increasing from \$75 to \$100, the Priority Foundation is increasing from \$50 to \$75, and that we are adding the Core fee as it was not something we previously issued and it would be \$50. Jerry said that the purpose of adding the Core fees was because up until this point, there was truly no real intermittent motivator for these businesses to fix their Core violations. He said that the goal is to not have to fine them, of course, but if they are returning to the business over and over again and seeing absolutely no effort to remedy the Core violations, that's when they'll be fined. Cody and Jerry discussed the reason why the grease traps in a restaurant weren't something that they have to thoroughly inspect given that restaurants can be docked on their inspection for improper garbage handling. Jerry stated that they check the lids and the perimeter of the grease traps, but that the contents themselves were under the city's jurisdiction. *Mark Scranton made a motion to approve the revised fee schedule, properly seconded by Jeff Entler; all voted in favor, motion carried.* The recommendation will be forwarded to the Macon County Board.
- Lindsey presented updates to the Emergency Situations, FOIA, and Mandated Reporter policies. She started with the Emergency Situations, briefing the Board that the policy stated that all staff are expected to be on call 24 hours a day, but that certain staff are more likely to be affected by that than others given what their job description actually entails. The next policy was the FOIA (Freedom of Information Act), which states that no matter what type of device you are using, if you are discussing business related to the public, you are legally required to present any and all conversations had if requested. The final policy was the Mandated Reporter which states that all employees at the Macon County Health Department are required to act as mandated reporters. And, if an employee makes a report, they are required to give their full name, full business address, and work phone number. Lindsey said that every employee does an annual training on being a mandated reporter. *Mark Scranton made a motion to approve the policies as presented, properly seconded by Jeff Entler; all voted in favor, motion carried.*

Closed Session:

- N/A

Open Session:

- N/A

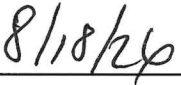
Adjournment

The meeting adjourned at 6:53 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President:  _____

Secretary:  _____

Date:  _____