Macon County Health Department
Board of Health Meeting Minutes

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

Tuesday, June 16th, 2026 – 5:30 p.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521

Public Health
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Meeting called to order at 5:31 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 – absent
- Deborah Pulliam – present
- Jennifer Mahannah – present

Health Department Staff in Attendance

- Lindsey Munsterman, Public Health Administrator
- Laura Zuber, Chief Financial Officer
- Scott Parks, Director of Human Resources
- Tiffany Reed, Administrative Assistant
- Emily O'Connell, Director of HPPR
- Jerry Brown Jr., Director of Environmental Health

Other Attendance:

- Fnu Baharuddin, Owner of Tokyo Hibachi Food Truck
- Timothy J. Tighe, Jr., Assistant State's Attorney, Civil Division Macon County State's Attorney's Office

Consent Calendar

- *Cody Parks made a motion to approve the consent agenda, properly seconded by Jeff Entler. 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: Courtney McSherry (23 years), Leslie Matthews (8 years), Karen House (4 years), Nancy Gilbert (1 year).

Old Business

- Mark stated no old business.

New Business

- Lindsey started by stating that she had a short update for the Board, stating that her and Dr. Osborne had met the previous week to discuss what his schedule would look like, and they agreed that he would just be helping out every once in a while, (like if Dr. Kim was off, or sick, or on vacation). Lindsey said that Teresa Smith, the Director of Starting Point, had attended an event regarding a rate increase for the Care Coordination Unit, which is a part of the Medicaid Omnimous Measure Bill. Lindsey said that Teresa was a big part of advocating for the changes that were made at the event that will end up being a state-wide law effective July 1, which will increase a lot of the reimbursements on our CCU program as well as introducing new reimbursement opportunities for services we are already providing. This means that the Health Department will just be getting additional revenue for the services we are already providing. She gave a big kudos to Teresa for making that happen and stated that she had no other updates for the night.
- Scott started his update by stating that at the time his report was made, we had 3 open positions, but at the time of the meeting, we have four, but all four are actively interviewing. He said we extended offers and started four new hires in the month of May (FT WIC CPA RD, FT CNS Public Health RN, FT CNS Public Health RN, and a FT Family Support Specialist). He said that May's turnover rate was at 2.50% which is an overall very manageable number. He said that back in April, we started hosting monthly leadership meetings to provide skills and develop more universal leadership practices throughout the Health Department. To finish up, Scott said that he had provided Lindsey with his 30 day notice so that he could be more present in a situation at home. He expressed his deep appreciation to the Board and the Health Department for the time that he has been here. He stated that he had even mentioned Lindsey in his thesis for his PHD because he appreciates it so much. He said that he has been grateful for the opportunity he has been given. Mark said that on behalf of the Board, he really hated to hear that he was leaving, but that they understand that family comes first. Mark jokingly said that in the meantime, find someone else to replace him and that he had work to do.
- Laura started her financial report by letting us know that we're 50% of the way through the fiscal year. She said that we have a total revenue of $2,318,013.46 and a total expenditure of $3,220,346.79. She said that our revenue is at about 30% due to the timing of the collection of taxes and our expenditures are about 42%, which means we are not spending more than we allotted for the budget. She said that the expenditures being higher than the revenue is due to grant timing and the collection of taxes, so it's to be expected for now. She said that our total ending balance is $6,956,895.62. She then went through and explained what our interest on investments for the month of May was. Laura said that our checking account gained $1,688, our money market account gained $3,706, our IMET gained $4,703, and our IPRIME gained $50. She said that we are maintaining more money in our money market and that we maintain funds in our checking to prepare for payroll, which is why those are turning over higher than before.
- Lindsey stated that for the policy updates, she would discuss the Resignation, Retirement, and Involuntary Resignation policies. She said that in order for an employee to leave on good standings, they would need to submit a two-week notice to their director, who would in turn submit it to Lindsey and Scott. Lindsey said that their date of termination is their last full day of work, and that they would not get paid out for sick or personal time but would get paid out for vacation and flex. She said that the employee would have an opportunity to complete an exit interview. She said that if they have enough sick credit as well as being vested in their pension, they can roll that into service years for their IMRF. She said that the next policy is the retirement policy, which is basically the same information as the resignation policy with the addition that retirement benefits are paid in accordance to the IMRF plan, and that sick leave, vacation benefits, and personal leave cease at midnight on the date of retirement. She said that the last policy was Involuntary Termination which stated that disciplinary procedures may be utilized when an employee conducts inappropriate actions or behaviors, however management reserves the right to take appropriate actions which may include immediate termination. Lindsey stated that upon termination of an employee, the exiting employee will be escorted by a member of management to their desk to gather personal belongings and exit the building, and that all employees will be treated with as much respect and dignity as possible. *Mark Scranton proposed a motion to*

approve the policies as presented, properly seconded by Deborah Pulliam; all vote unanimously, motion carried.

- Lindsey started off by saying that the discussion and action regarding the approval of the IPLAN and Organization Self-Assessment plan is a requirement from IDPH as part of the process to become a certified local health department. She said that Emily O'Connell will be presenting the IPLAN portion and then Lindsey will present the Organizational Capacity Assessment portion. Emily started by reiterating that this is required and is the Illinois Project for Local Assessment of Needs. Emily said that this is something that needs done every 5 years and is what will determine our certification for being a health department. She said that information has been gathered from the staff at the health department, the community, as well as our community health committee which is the leadership team here at the health department. Emily said that the IPLAN is designed to identify three health priorities, concerns facing the community along with those, you have to identify the risk factors, the indirect and direct contributing factors, and then coming up with the plan. Emily said that their plan was a 60-page document that had been previously emailed to the Board. She said that her team and her began this process late October of 2025 and have been working on it diligently since. She said that they started with gathering the secondary data and then moved on to gathering information from the community. She said that to do that, they sent out numerous different surveys for people to complete so that they would be able to determine what the community wants. Emily said that they did not receive very much response but still gathered the information and presented it to the community health committee. She said that in the first meeting, they took 28 concerns and narrowed it down to five, and then at the second meeting, they narrowed it down to their top three, which are the mental behavior health, substance use, abuse, and misuse, and then sexually transmitted infections. She said that for mental behavior health, our priority focus is going to be improving access to mental health services and awareness as well as expanding the mental health first aid training and community collaboration. Emily said that one of our main goals is to have someone on site providing counselling at least two days out of the week. She said that for substance use, abuse, and misuse, we're going to continue to work on tobacco use prevention and expanding the tobacco and vape free policies throughout the community and increasing the awareness and education of the naloxone distribution. She said that for the sexually transmitting infections, the plan is to expand the STI testing, reduce the stigma that comes along with it, provide sexual health education, and assist in the follow up call in which someone would need to call and alert their partner of the test results. Emily stated that we are already starting to meet that goal, as Amber Holthaus, the Director of CNS, and her team has been working hard with the express STI testing that will be launching on July 1st of this year, which means that anyone would be able to come in at any day of the week and get an STI test for gonorrhea and chlamydia. Emily said that we have to have the IPLAN submitted to IDPH by July 20th, in which it will be reviewed, and we will receive some feedback on it moving forward. Lindsey then continued on by saying that she would briefly touch on one of the components for the IPLAN, which is the Organizational Capacity Assessment. She said that it is a structured, facilitated self-assessment tool that is designed to help organizations evaluate their capacity and develop actionable plans for improvement. Lindsey said that it is widely used in nonprofits and public sectors to strengthen governance, management, and operational effectiveness. She clarified that it isn't an audit or an evaluation, but rather a participatory process where management, staff, and sometimes board members discuss institutional abilities, systems, procedures, and policies across defined capacity areas. She said that the goal with the assessment is to be able to identify strengths and weaknesses, set priorities for capacity development, and build ownership of improvement plans. Lindsey stated that some of the areas that are included in that assessment would be governance and leadership, strategy and planning, human resources, financial management, administration and operations, and project and program management. She said that some of our highest priorities are governance and financial management given the amount of federal and state funds that we receive and the strict guidelines that go with each of those contracts. She stated that, even though it only needs to be formally approved every five years, these are things that get regularly assessed in the time between. Lindsey stated that in order to move forward with presenting the IPLAN and the OCA to the IDPH, the board is required to vote in approval of them. Mark asked if this plan was going to require any of our funding or if it was essentially a "no-cost" plan, to which Lindsey answered that it is something that is pretty much already in our budget and that the biggest resource is staff time. Jennifer asked if nursing students ever came out to help with the needs that we had as a lot of them have to complete a "project" for their degree and licensure. Emily stated that we do get called a lot, but in the sense that the students are usually asking for our data to utilize, not offering data to us, which is the most time consuming part of the process. Lindsey said that this was something they talked about during one of their leadership meetings, which was having Millikin nursing students help out in order to reach some of those priorities. *Cody Parks made a motion to approve of the IPLAN and OCA Plan, properly seconded by Dr. Bret Jerger; all vote unanimously, motion carried.*

- Laura started off by saying that every year, the East Central Illinois Area Agency on Aging (ECIAAA) will carry over on funding, meaning that whenever this happens, we don't present the board with multiple resolutions, we have combined them all into one. She said that the total carryover funding is $51,988.00 of additional revenue. The total expenses do not quite match that total, as they sit at $36,360.00 because that is what was already allotted for in our budget. She said that this will just help us not have to spread out the local tax dollars that were originally going to cover those expenditures. She said that this extra funding will go towards helping our Starting Point department and all of the services that they provide the community. *Jeff Entler made a motion to approve the Increase in Appropriations for the FY26 Budget for Starting Point, Mark Scranton properly seconded; all vote unanimously, motion carried.*
- Lindsey stated that the discussion for the Grant Extension and Award Notifications for SIS/CAS programming is an annual discussion. She said that it was discussed last July because they did not hold a June meeting, but that it is typically discussed in June to provide an extension for our Senior Information Services and our Caregiver Advisory Services in our senior department. She informed us that it is a requirement from ECIAAA that we submit the minutes from this current meeting as proof that the Board is still in support of the program. She said the Senior Information Services (SIS) provides free consultations to provide information, resources, and improved access to long-term care support services to eligible clients, which she stated was anyone 60 years old and older, 18 years old and older with a disability, and their families are eligible. Lindsey stated that the information provided can include, but isn't limited to housing options, in-home care services, assistance with completing applications for Medicaid, Low Income Subsidy, and others like that, and assistance with Medicare. Lindsey then said that our Caregiver Advisory Services (CAS) 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. She stated that the purpose of the program is to inform caregivers of available services, such as assisting caregivers in accessing services, provide emotional support through counseling and support groups, and provide training and education to caregivers in making decisions and solving problems related to their caregiver roles. Lindsey said that for our current fiscal year, we received around $133,000 for SIS with a 15% local cash match requirement and around $105,000 for CAS with a 10% local cash match requirement and that we can expect the numbers for the next fiscal year to be similar as it has been relatively level for the last five or six years. She said that we are just looking to the Board to approve the FY26 Grant Extension for SIS and CAS programming. *Cody Parks made a motion to approve, properly seconded by Dr. Bret Jerger; all vote unanimously, motion carried.*
- Lindsey started off by saying that a situation has recently come up and that she wanted to inform the Board on the fact that we had had to determine what to use salary wise for a recent hire who was an undergrad in nursing school with the contingent understanding that she had 90 days to receive her license. She stated that we had agreed that she would just make one level below what an RN or an RD makes, and then whenever she got her license, she would be bumped up to the proper level. Lindsey said that whenever we hire someone that is eligible to sit for a licensure, whether it be a Registered Nurse or a Registered Dietician, they will come in at $49,600.00 and whenever they receive their license, they will get bumped up to the $54,600.00 that was already predetermined for those positions. Lindsey reassured the Board that whenever we hire someone like this, we put a contingency in their offer letter stating they have to pass their exam within 90 days. She said that we haven't run into the situation where anyone hasn't passed it, but that if we did, we would probably be a little lenient and give them a second chance to pass it before we made any decisions. *Mark Scranton made a motion to approve the salary scale, properly seconded by Jeff Entler; all vote unanimously, motion carried.*
- Jerry started his presentation on his findings pertaining to the inspections of Tokyo Hibachi that made the decision to revoke their food permit by stating that this is something that we do not take very lightly. He said that he would be presenting the inspections as briefly as he could while still giving the Board a thorough understanding of the findings that he and his team have made about the different violations and the repeat violations they have noticed. He said that the first inspection that he was going to

present was not done by him, but that, unfortunately, the most recent one that he himself had completed did in fact result in the closure of the food truck. He said that this decision was based on multiple opinions, not just his, as his Assistant Director, Brittany Barreras, and a previous inspector who no longer works here, Erin Harkins, had reported their own findings on the subject matter previously. Jerry explained that every two years, they rotate zones that each inspector is assigned to in order to avoid complacency and to bring a new set of eyes and a different perspective to each location. He clarified that even though every one of them follows the FDA 2022 Food Code, each individual will see things differently and having a new set of eyes come in may prevent things from getting out of hand or spot problems that may have been missed. She said that at the time, Brittany was the one who had done the opening inspection. Jerry stated that whenever we have an application for a new local food business, they have to submit the following things: the application itself, the food manager's certificate, a menu stating what items they are going to offer with the process for how they will store and prep, and a layout and design of the facility. Jerry said that Tokyo Hibachi had completed everything they needed at the time of their application (back in June of 2024), and Jerry approved it. He said that Brittany was the inspector for that area at the time and had gone prior to their opening and had gone out to inspect their set up and the facility. During the first inspection, he said that Tokyo Hibachi had received 7 violations, 3 of which were considered critical. Jerry clarified that whether it is a new business owner or someone who is seasoned, they are there to educate people. So, during those first inspections whenever they see hiccups like that, they spend extra time with those folks to help set them on the right track. Jerry said that one of the bigger violations at that point was having raw eggs stored over ready to eat. He said the reason that this is so important is that for all 7 routine inspections that this facility has had this violation has been a recurring element. He said that 4 out of the seven times, they have also had a problem with cold holding. Jerry also stated that 6 out of the 7 inspections, pest activity has also been a recurring violation (roaches and other insects, multiple types of flies, and rodents, both dead and alive and their droppings). He said that at the point of Brittany's inspection, they were using the brick-and-mortar facility as a commissary kitchen. Jerry stated that they did tell the business that they could use that space for the restrooms, for the washing, and for dry storage only. So, since they were using it as a commissary kitchen, which was not part of the approved plan, they were told that they were to submit a layout and a payment for the plan review. Jerry said that they did meet those requirements, and Jerry had given them the approval to use that space. He stated that at the time of the approval for the usage of that kitchen, there were no critical risk violations, there were no problems with the coolers, but they expanded their process without approval. Jerry continued on by reiterating the big problem with cold holding that had been a recurring issue (eggs left out on the counter, coolers not getting cold enough, etc.). Jerry showed a few pictures from the report, which can be found on the Macon County Health Department website, that showed the progressive degradation of the state of the facility, and stated that the business had had three follow up inspections, one from Brittany and two from Erin, and had only had one improved process which was the kitchen, but had one closure. He said that in total, Tokyo Hibachi has had 68 violations, 27 of which were critical, and 16 of them being priorities, 19 being priority foundation. Jerry said that in 2 of the 7 inspections, they had food that was spoiled or rotten. Jerry also said that 7 out of 7 times they were putting food at risk by storing raw food over ready-to-eat foods. He stated that if a violation can be corrected on site, and is, they move forward with the inspection, however, there were instances where they had to temporarily close the food truck to get the violations fixed. Jerry said that there was no sanitizer on site to be able to clean the non-food contact surfaces. Jerry also noted that the employees present at the time of the inspection were very reluctant to listen when being told they had to throw the contaminated and rotten food away. Jerry said that there were two instances where they were still trying to prepare food and sell to folks even after they had been closed by Jerry with the sign up in the window. Jerry then pulled up the inspection from two months prior (April 2026) to show the pictures and the specifics of every violation that he was talking about. He detailed the violations again and explained in detail the reasons why they were violations to make sure everyone was informed on why the decisions were made, all of which can be found on the Macon County Health Department website. To summarize the reports, there were multiple areas of severe pest activity and even rodent droppings in open containers of food, deteriorating stability in the building itself, several cleanliness issues, a lack of cleaning supplies, not functioning coolers, and cross contamination risks. Lindsey stated that on June 10th, 2026, Tokyo Hibachi had their food license suspended and that normally they would go through the corrective action plan to get reopened, but after further investigation on their previous inspections and the frequency, repetitive nature, and severity of their violations, it was in the best interest of the public to completely revoke their license. She said that normally, they don't revoke a license unless there are two consecutive closures within a 12 month period, but in 91.26 of the Macon County Code of Ordinances, it does allow a health authority to revoke a permit for a serious or repeated violation of that chapter of the food code, so they had made that decision with all of that information in consideration. She said that she had, at that time, let Fnu, the owner of Tokyo Hibachi, know what the decision was that had been made and that at that time, he stated that, under his rights of the food code, he would like to appeal that decision in front of the Board and then let the Board decide if they would like to move forward with revoking the license or reinstating it, or a combination of both. Lindsey then handed the floor over to Fnu Baharuddin so that he could state his case. Fnu started by introducing himself and stating that he's had this business for almost two years now. He said that he has another business up in Lincoln, and that he had entrusted Tokyo Hibachi to a trusted friend of his to run, which is why he wasn't as active in Tokyo Hibachi as he probably should have been. He stated that he sees that that was a mistake on his part, seeing as the quality and cleanliness of the place had rapidly deteriorated in his absence. He asked the Board to give him one more chance to put the business here in Decatur on the right track. Fnu stated that he's had discussions with the landlord of the building to get the repairs scheduled that need done. He then said that the plan is to not use the truck anymore once the repairs are done and just use the building's kitchen to cook and serve. He stated that he's been given a quote for the flooring repairs but has not been given a go ahead from the landlord. Debbie Hill asked Fnu when he will be getting the building for his business, and Fnu stated that they want to sign a 5-year contract, but that he hasn't done it yet. Mark asked who owned the building, and Cody answered saying that it was owned by Chris Harrison and Zane Peterson. Jeff Entler asked Jerry to clarify whether or not it would be an entirely new license if Fnu got rid of the truck all together, to which Jerry said that it would be, given that their current license is for a mobile food facility with the approval to utilize that brick and mortar facility. Jerry said that if he were to get rid of the food truck all together, it would be a different license completely. Jerry said that, however, all violations will still need to be corrected in order to even attempt to go through with those applications and licensures. Jerry also stated that he understands physical repairs take time and capital, but that within even just the last two months, the gentleman Fnu has put his trust into should have held much higher cleanliness and sanitization standards given how frequently they got the same violations over and over. The decision was based on the fact that there was clearly no evidence to prove that they were actually trying to fix the violations with cleanliness and pest control. Mark stated that he was opposed to the idea of them even attempting to try a different approach with the brick and mortar as it is completely obvious to him that the violations are going to continue and it will put hundreds, if not thousands of people in danger because of their practices. Lindsey said that one of the biggest things they look at in these situations is the willingness to learn and the response to the inspections and the violations. She said that whether it's a core violation or something more severe, we look for the willingness to change. Lindsey said that, like Jerry said about the floors, she understands that there are some things that can't be fixed overnight, but that there has to be evidence of the growth and willingness to be better. So, the repetitive nature of the violations that we've seen with the violations speak for how set in their ways Tokyo Hibachi is about their standards of practice. Mark pointed out that, while Fnu had specifically requested the hearing to appeal, he brought forth no evidence or documentation to support his claim that he deserved another chance to run his business properly, which meant the Board had nothing to go off of in terms of whether or not to believe he could and would improve the qualities of his business's practices. Cody agreed saying that even just having proof that they had at least cleaned everything up, as cleaning costs nothing but time, could've proven their dedication to being better, and that since Fnu hadn't even attempted to clean the place up since the closure just proved his complacency. Jeff asked if there has been an HVAC company out to repair or view the coolers to see what was wrong with them, and Fnu said not yet. Jeff said that he was expecting to receive at least some receipts pertaining to the cleaning and repairs for the business to deliberate on. Tim suggested that it will be a roll call vote on the subject. *Mark Scranton voted in favor of permanently revoking Tokyo Hibachi's food permit. Jeff Entler voted in favor. Deborah Pulliam voted in favor. Jennifer Mahannah voted in favor. Debbie Hill voted in favor. Cody Parks voted in favor. Dr. Bret Jerger voted in favor. All votes were unanimous in favor of permanently revoking Tokyo Hibachi's food permit, motion carried.* Lindsey stated that she is open for any follow-up questions Fnu might have, and he asked for clarification about whether or not that meant he was shut down. Lindsey responded with verbal confirmation that yes, his license for Tokyo Hibachi has been permanently revoked. Fnu asked if they would try to give him one more chance, to which jeff responded by stating that he was sorry but that the decision was final. Mark, then added with a reiteration that tonight had been his chance to provide proof that he was going to change and he didn't, and that the Board had already voted and the decision was made.

Closed Session:

- N/A

Open Session:

- N/A

Adjournment

The meeting adjourned at 6:56 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President: ______________________

Secretary: Deborah Pulliam

Date: 7/21/20