# Macon County Health Department
# Board of Health Meeting Minutes

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

Tuesday, May 19th, 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 5:49 p.m.

**Attendance**

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

**Other Attendance:**

- N/A

**Consent Calendar**

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

**Public Comment**

- Jeff Entler stated there is no public comment.

**Employee Recognition**

- Jeff Entler congratulated and thanked the following people for their years of service: Betty Pritchett (21 years), Tina McKee (12 years), Emilie Swinford (3 years), Mary Bond (2 years), Julia Mackenzie (1 year).

**Old Business**

- Lindsey stated no old business.

**New Business**

- Lindsey started by stating that we are potentially partnering with the Mental Health Board. She said that they are wanting us to take on some of the clients from Heritage to provide representative payee services, and the MHB's proposal was that they would fund that position and we would house it. So, they will take on the responsibility of the salary and fringe of the position, we would just house it. Lindsey stated that this is something we already do under our CCU through the IDOA, so we already do Money Management, this would just be taking on a new set of clients. She said that all of our current clients are all eligible for the Seniors programs, meaning they are 60+. She said that this new set of clients could have any age range and presumably have some type of mental illness that they would need assistance in managing their funds. She said that the details are still being discussed, essentially just gathering the numbers on what it would cost to house a full-time employee in addition to some of the other costs of the Health Department, which she said she is hoping to get to them over the next few days to really work out the finer details. She said that we definitely would want to take on this agreement, as it's clear that this is a need in the community that is not being met, and by housing this position, it aligns with our core values. She said that the discussion about the resolution would be determined on if the salary falls under the current fiscal year's budget, but that she would keep the board informed on the process.
- Lindsey said that the next Seniors update is that we have Aging Cares, which is the online IDOA platform. She said that our Starting Point staff has been using paper files forever and are very large files, but that finally, IDOA has an online system that we will be transitioning to on the 26th of May. She said that this system has been talked about for around 6 or 7 years before it finally got released. She thinks that it will be very beneficial in making the process less daunting for the staff. She said that we're all very hopeful that this system will have no kinks in it, given it's been worked on for 6 or 7 years, and that the transition from handwritten charts to fully digital will be as smooth as we can hope for. She said that Teresa, our Starting Point Director, has been working very closely with the IDOA as well as other CCUs to prepare for the launch of this system. Lindsey stated that, with the fact that from now on, everything will be digital, we are wanting to take all 1100 clients and digitize those physical files. She explained that we've been looking into different companies that provide those services to see roughly how much that would cost and how long it might take. She said that if the quotes exceed $30,000 that we would have to initiate the 'competitive bidding process' but would know more once they nail down a solid quote from any of the places we are looking at.
- Lindsey's next update was to inform the board of the closure on the Bourbon Barrell. She said she likes to keep the board informed on all closures as the procedure for when a place of business has 2 closures in 12 consecutive months, the board is usually brought in to either revoke or reinstate their license. She said that the Bourbon Barrell did technically have those two closures within that 12-month span. However, the first closure was an administrative thing, as they just hadn't paid their food fees, meaning there was no health risk involved. She said this second one was because they had no hot water, which is more food code specific. She said that she ran the situation by our legal team, Tim Ty, and that he said that the first one was administrative and they weren't posing a risk, that's why it didn't come to the board for the proper voting. She said his advice was just to let them reopen unless she felt it was a danger to the community, which it did not seem to be, so she just permitted them to reopen.
- Lindsey's next update was to inform the board that Bill Holt, our Emergency Preparedness Director, has been called into active duty in the military until roughly late September. She said that he has offered to help remotely when he can to help maintain the Emergency Preparedness duties off-site as it is a hard role to find coverage for given it's such a niche role. She said that we don't typically require someone who is on leave like that to maintain some involvement in the role, but that Bill had actually offered to help out remotely and we were very grateful. She said there is not a lot of people in the building who are trained to do those jobs, so coverage is difficult as it, but that Bill has been giving us roughly 3-4 hours per week to maintain the baseline needs to keep the program functioning while Jerry, our Environmental director, has been maintaining all of the in-person duties. Jeff Entler asked if Tammy was able to fill in, who was clarified as being the one who does a similar role in another office, and Lindsey said that she is always helpful whenever she has the time to help us out.
- Lindsey stated that the dental grant has been submitted, but that we wouldn't find anything out until around October. She reminded the board that the grant would be for a total of $300,000 that would be divided up evenly over three years. She verbalized that she was very hopeful about getting the grant.

- Jeff Entler asked what our progress was with the new dentist, Dr. Osborne. Lindsey stated that he will be coming in on the 22nd to sign more insurance papers and further discuss what he intends to offer as far as how frequently he'll be here to offer services. Lindsey said that she is pretty sure that his services would probably be few and far between, most likely as a coverage option.
- Scott started his report by stating that last month, we managed to take our open positions all the way down to three, which is significant improvement. He stated that we had three new hires in the month of April: full-time I.T. Support Specialist Assistant, part-time CNS Public Health RN. Full-time WIC CPA (RN). He said that we had one notice of resignation in April from our full-time BBO-C Comprehensive RN Navigator due to a health issue with her husband as she was now needing a more hybrid or at-home job for his needs. He said we did not have any actual separations in the month of April. Scott said that we had five contingent offers that were extended and accepted in April: FT WIC CPA (RN), PT WIC Registered Dietician, FT CNS Public Health RN, FT CNS Public Health RN (Contingent on passing NCLEX and receiving RN licensure), FT CNS Public Health RN. He said that we had no internal transfers during the month of April. He stated that our turnover rate for the year so far is under 1.5%, which is remarkable numbers. He said that we are now focusing on filling our last three vacant positions: Starting Point Care Coordinator, Environmental Health Specialist, and a BBO-C RN Navigator. Jeff asked what changed in how we managed to get so many RNs within a short time frame. Scott responded stating that a lot of our applicants are people who no longer wants the "3 12s" schedule that they get at the hospitals and what something that would support a little more work-life balance. He said that he also always makes it a point to monetize the benefits that we offer to make sure our applicants and interviewees know exactly what they'd be getting. Scott said that, according to Lindsey, we haven't been this close to completely staffing the WIC department in at least nine years. Scott said that they are one person away from having WIC fully staffed. He also said that at that point, it becomes our responsibility to then retain the employees so that they don't leave, doing whatever needs to be done to keep us fully staffed. Jeff asked questions about our IMRF pension plan, and Scott confirmed that it is a 10-year vesting plan without a partial vesting, but that it is still a highly beneficial pension plan. Dr. Jeff Smith asked about how many of our current employees are ten-year-vested, and Laura answered, guessing off the top of her head that about half of our current employees are ten-year-vested. Lindsey made a point to praise Scott for all the progress his efforts have made into gaining and retaining staff members. Scott said that the goal is always to have our agency operate at 100%, and that having all of these vacancies adds stress and strain to those of us who remain as they start picking up extra duties and doing more than they should have to in order to cover. Scott stated that his goal is to come back next month with absolutely no vacancies. Jeff Entler asked what we are currently offering as a sign-on bonus for our RNs, and Scott said that we offer a $5,000 bonus that gets distributed as $2,500 at six months and the other $2,500 at one year. Lindsey clarified that it's the same bonus for dieticians and that it's only for full-time employees who have to be actively working when they hit the six month mark and then the twelve month mark, if they leave right after the six month mark, they don't have to pay back that bonus, but they don't get the twelve month bonus unless they are still an active employee at that point. Scott added that all full-time employees get a $375 bonus at six months as well, which just adds more incentive.
- Laura started her report by saying we are 41.67% of the way through the fiscal year. She said that we are looking at a total revenue of $1,938,258 and total expenditures of $2,525,879 for the fiscal year which puts us at a deficit of $587,621. She said that our revenue is still on the lower side because we haven't received any of our tax funds yet. She then said our investments have received a total of $63,288.51 for the fiscal year so far. She said that our IMET is recovering a bit from last months "mishap" in which we'd lost $12,897, but this month, we gained $7,283. She said that our interest in our checking was a little bit higher this month at $1,027 because we had money sitting in there a little longer than usual while waiting for things like payroll to clear. She then clarified that what had happened with the IMET account, was that it's based on a 6-month financial report deficit caused by the IMET market being down.
- Lindsey stated that the discussion regarding the IGA with the Park District will be tabled as she had not received the resolution from the Park District yet like she had anticipated. So, that discussion and action will be tabled for another meeting after she receives that resolution.
- Lindsey said that the Leave Policies that she brought forward were really just to make sure that the board was aware of our policies and to vote that they could stay as they are. She said that, because we are federally funded, we tend to follow the federal policies in these kinds of things. Lindsey stated that

Bereavement Leave was something that we provided to all full-time employees. She said that the amount of time off through Bereavement Leave is dependent on who it is used for (immediate family members would give three days off, distant family members are given one day, and four hours to attend the funeral of a close friend or fellow regular employee or retiree of the company). She said the next policy was the Leave of Absence policy, which would include military leave as well as medical leave for employees who may not qualify for FMLA yet, because you have to work for 12 months before FMLA kicks in. People on this type of leave still qualify for group benefits, they just have to pay the county auditor's office to maintain their account. She said that Leaves of Absences are approved first by the employee's department director, and then it gets brought to Lindsey, and she said 9 times out of 10, she is going to approve it as well. Lindsey said that the next policy was Leave to Serve on a Jury or as a Witness, which states that we pay the employee as if they were working that day and in return, they sign over any money they received by being on the jury. Lindsey stated that her next policy was the Absence without Leave, which just states that any employee who doesn't report to work for two consecutive days without notifying their director, we view that as a resignation, and the employee is terminated. Lindsey said that she wanted feedback on her final policy, which was the Continued Education policy. She said that the basic rundown of the policy is that we currently provide half of the cost for a professional license that is required for a position (nurses and dieticians). Jennifer Mahannah said that most places cover the full cost for those kinds of licenses. Lindsey said that this is just one of those policies that already existed whenever she took the role and has been highly considering updating and changing so that we are covering the full costs of licenses needed for a position. She thinks that it would be a nice 'thank you' to the nurses who work here if we covered their renewal costs and could help retention. She said that she would be fully on board if the Board decided they wanted to amend that policy to fully reimburse those licenses. Jeff said that he would definitely support it, and all of the other board members agreed. Jeff asked if anyone might be opposed to it, and no one said they would be. Scott clarified that it would only pertain to the licenses needed to function in that job description, for example, if someone had a social worker's license, but that wasn't required for the job, we would not reimburse that. Jeff asked how much each license would cost, and Lindsey said that RN's would cost $80, RD's (Registered Dieticians) would cost $160, and LEHP (Licensed Environmental Health Practitioners) cost somewhere around $150. Brett asked if we would need a motion to change the policy, and Lindsey said that if they just approved the policies as discussed, it should be okay. But Jeff Entler thought it might be safer to make a motion to amend that specific policy before approving the policies as a whole. *Jeff Entler made a motion to amend the "Continued Education" policy to fully reimburse professional licenses, Dr. Bret Jerger seconded the motion; all vote unanimous, motion carries.*

- Lindsey just reiterated that the Competitive Bidding for Backfile Scanning/File Digitization is going to be tabled for now until we can get a few solid quotes. Jeff said that the County building was just doing something similar and suggested getting ahold of someone over there to see who they went with and what that process looked like.

**Closed Session:**

- N/A

**Open Session:**

- N/A

**Adjournment**

The meeting adjourned at 6:37 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President: ______________________

Secretary: Deborah Pulleam

Date: 6/16/26