



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

Macon County Health Department Board of Health Meeting Minutes

Tuesday, November 18th, 2025 – 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 5:31 p.m.

Attendance

- Mark Scranton, President – present
- Jeff Entler, Vice President – present
- Jan Hack – present
- Cody Parks – present
- Debbie Hill – absent
- Dr. Bret Jerger – absent
- 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
- Jerry Brown, Director of Environmental Health and Emergency Preparedness

Other Attendance:

- Meredith Newman – Statewide Investigative Reporter (Illinois Answers Project)

Consent Calendar

- *Mark Scranton made a motion to approve the consent agenda, properly seconded by Cody Parks. 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: Jerry Brown Jr (7 years), Glenn Gentry (7 years), Kim Sabin-Pritchett (22 years), Amanda Briggs (7 years), Susan Hertel (5 years), Barb McMahon (5 years), Annie Haubner (2 years), Nick Burge (2 years), Randy McCay (1 year), Tami Fowler (1 year).
- Mark and Lindsey discussed having a certificate of appreciation or thank you card signed by the board president and administrator sent to each employee on the recognition list each month. Lindsey stated she currently provides certificates of appreciation for milestone years like 1, 5, 10, 15 and so forth years but that she is certainly open to opening the process to the board.

Old Business

- Lindsey stated no old business.

New Business

- Scott Parks discussed our October new hires and current openings. He brought up that three positions had been filled in the month of October; Assistant Director of Maternal & Child Health (FT), HWIL Assistant (FT), Better Birth Outcomes RN Navigator (FT). He also mentioned that the new employees were adjusting well to their new positions. Scott explained that he added a “days to fill” on the report to inform the board on roughly how long it takes for a position to be filled. Scott informed the board that as of November, there were only five open positions. Scott then listed the separations from the month of October; Assistant Director of Maternal & Child Health (which was replaced rather quickly), CPA/WIC Nutritionist, Clinical Nursing Services Clerical Support (the former employee did file an unemployment claim for benefits and a rebuttal has been provided by the County Auditor’s HR Staff), Maternal & Child Health Clerical Support, Public Health RN (which was replaced quickly), Administrative Assistant (replaced). He mentioned that November and December are always difficult months to find new hires, but that we are over all looking okay for the rate at which we are filling our empty positions. Jeff Entler made a comment about Scott’s report, acknowledging how thought out and engaged the information seemed to be, and how it reflected on him as the Director of Human Resources.
- Mark stated they would need to complete the FY26 BOH Officer Election. There was a discussion about whether Deborah Pulliam would continue to be both the Treasurer and the Secretary, Mark suggested that Deborah take on just one of the rolls and let one of the other board members take on the responsibilities of the other. Deborah stated that she would prefer to continue as the Treasurer and let someone else take over as the Secretary. Mark then asked Cody Parks and Jan Hack if either of them would be interested in the Secretary position, both declined. *Mark made a motion to vote Mark Scranton as President, Jeff Entler as Vice President, Deborah Pulliam as Treasurer, and to leave the Secretary position open for the time being, properly seconded by Cody seconded. Voice vote: all in favor; motion carried.*
- Lindsey brought up that the Secretary’s position is just in charge of reviewing and signing the approval of the previous meeting minutes, and that the entire board has to approve the minutes together anyway. Lindsey discussed uncertainty on whether a BOH secretary is required. Lindsey stated she would check the bylaws and with legal counsel and follow up with the board via email. *Mark made a motion to table appointing a BOH secretary, properly seconded by Cody Parks. Voice vote: all in favor, motion carried.*
- Deborah stated she could continue acting as an interim secretary until a permanent secretary is appointed.
- Lindsey presented Macon County Board Resolution Approving Increase in License Fee for Food Establishments Operated by a Unit of Local Government, School District, or Non-for-Profit Organization, effective January 1, 2026. Lindsey stated this is just the official document with the finalized food fees for Units of Local Government, School Districts, or Non-for-Profit Organizations to be increased to 50% of normal annual food fees. She explained the new amount for license fees for food establishments operated by a unit of government, school district, or non-for-profit organization; high risk will be \$300, medium risk \$200, low risk \$100, and temporary \$25. She stated that homeless shelters and food pantries will be exempt from all food fees, and that all other annual food fees and temporary food event fees will remain the same. She said that she, along with Jerry Brown Jr., will present the resolution as well as the facts and logistics about how long it takes Jerry and his team to prepare and set these events up and the revenue it would/could bring to the EEHW committee on November 20th, 2025. Mark and Jeff discussed the realistic judgment call on whether it would be logical to pass the resolution based on how the EEHS would receive it. Mark pointed out that it needed to be made clear that this resolution is not a “money-grab” for us, but a way to ensure that our staff can maintain the services we are providing without losing funds, and to balance the time and cost efficiently. Lindsey looked through documents and communicated with Josh Tanner to ensure that the resolution would not interfere with any inter-governmental agreements and would be a stand-alone thing. Jerry listed off the local businesses and shelters that utilize our services and roughly how long it takes per category to organize these inspections and stated that he would have the numbers and information prepped and

ready before the EEWH meeting. *Mark Scranton made a motion to approve the resolution, properly seconded by Cody Parks. Voice vote: all in favor; motion carried.*

- Lindsey proposed for the board meeting in March 2026 to be rescheduled or canceled to plan around spring break. Mark agreed that, given the advanced notice, it would be okay for us to cancel or reschedule the March 2026 meeting.

Closed Session:

- No Closed Session

Adjournment

The meeting adjourned at 5:57 p.m.

Respectfully Submitted,
Tiffany Reed
MCHD Administrative Assistant

President: _____

Secretary: _____

Date: _____