



Public Health
Prevent. Promote. Protect.

Macon County
Health Department

Macon County Health Department Board of Health Meeting Minutes

Monday, October 21, 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 5:32 p.m.

Attendance

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

Health Department Staff in Attendance

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

Other Attendance:

- Amy Scranton

Consent Calendar

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

Public Comment

- Lindsey stated there is no public comment.

Employee Recognition

- Mark congratulated and thanked the following people for their years of service: Karen Shiflett (31 years), Debra Martin (28 years), Jaclyn Irvin (12 years), Melissa Woodard (11 years), David Wasserkug (5 years) and Brittany Barreras (3 years).

Old Business

- Jerry shared that Lindsey did some additional research regarding the food fee schedules for non-profit facilities. Lindsey shared that at some point, the BOH and the County Board presumably waiving fees for these facilities. Lindsey also shared that the county hasn't been able to pinpoint when this took

place. Jerry shared that some facilities fall under different categories, such as nonprofit, unit of local government and school district, making things a little bit confusing. He shared that out of 15 counties, only 4 counties have fees they charge for facilities to the facilities in the above-mentioned categories. Lindsey shared that last month we discussed prorating nonprofit fees to 50% last month, so this a continuation of that discussion after we looked into this further. She shared that we cannot change fees without the approval of the county board. She shared that we currently are not charging any of these nonprofit facilities food fees. If we were to charge the nonprofits at full rate, we would bring in approximately \$49,800, and if we were to charge these facilities half price, we would bring in \$24,900. Lindsey suggested we go back on our vote last month and return to doing things as status quo. Mark shared that he felt these facilities were basically getting a free pass. The MCHD staff take time to go out and do these inspections, and he thinks with the economy the way it is now, we should look at charging some type of fee. Lindsey shared for perspective that we don't receive any sort of discount for services from, for example, the Decatur Park District. Mark suggested we forget the category and just charge \$100 flat fee. Other members of the board felt that \$100 was too little and we should try to recoup more of our cost. Bret shared that as our board, we need to stop worrying about what the county board will do/say, and we need to make a decision on how we're going to move forward. He shared that he thought \$100 flat fee was too little. Lindsey shared that if the board really wants to move forward with charging/recouping the cost, there needs to be a science to it so prorating based on category makes the most sense. Many members of the board shared that they agreed with charging \$100 per visit. The number of visits MCHD makes to each facility is dependent upon what category the business/facility falls under. Members of the board shared that they felt food banks shouldn't be charged. Lindsey shared some updated figures-if we began charging all nonprofits, school districts and units of local government at the full rate, we would gain \$50, 000, if we charged them at half the rate, we would gain \$25,000. If we only began charging school districts, units of local government, and hospital systems at the full rate, we would gain \$31,600, If we charge school districts, units of local government and hospital systems at half rate, we would gain \$15,800. Mark suggested we leave it at charging at the half rate and make food banks exempt. Proposal is to charge 50% to all nonprofit with the exception of homeless shelters and food pantries. *Mark Scranton made a motion that the licensing fees for food establishments operated by units of local government, school districts and not for profit organizations would be 50% of the standard fees based on their respective category with homeless shelters and food pantries being exempt from any fees; properly seconded by Jeff Smith; All in favor; motion carried.*

New Business

- Scott Parks shared that personnel recruitment, and retention had a good month, taking our current open positions from 8 down to 4. He shared that we had both a FT and PT/Seasonal Environmental Health Specialist, a FT BBO Navigator, a PT Dental Assistant and a PT WIC CPS RN start employment with MCHD in the month of September and we had one separation of employment-a PT dental assistant. Scott also shared that we extended offers of employment to two- Assistant Director for Maternal and Child Health and a Public Health Registered Nurse. Scott ended his report stating that our September turnover rate was down to 1.26% from previous August's 3.84%.
- Lindsey shared that we are still in the state of a federal government shutdown, and we aren't currently being affected by this. We are still seeing reimbursements and are being told by our funding agencies that we will continue to see reimbursements. She shared that a lot of our grants are using previous fiscal years dollars to fund those grants. Communication from DHS and IDPH states that we have funding for the foreseeable future. If any of this information changes, the board will be contacted. She expressed that we are in a good place and aren't hurting at the moment but are hopeful things will come to an end soon.
- Lindsey shared that this holiday bonus has been budgeted in our FY26 budget as part of the SIPA grant. All FT and PT employees will receive this bonus of \$1200 if they are actively employed on the date of disbursement. *Mark Scranton made a motion to approve the holiday bonus policy as presented; Jeff Entler properly seconded. All in favor; motion carried.*
- Lindsey shared that she would like the board to consider a parental leave policy for our staff. This policy states that after employees are employed for a consecutive 12 months, they would be eligible for parental leave. This is 2 weeks of paid leave in one consecutive 2-week period not to extend 10 business days. Mark asked what employees are currently getting if they are out for a parental leave

now. Lindsey explained that the employee uses any benefit time they have and then the rest of their leave is unpaid. Mark confirmed that if an employee doesn't use their benefit time, there is no pay- Lindsey confirmed. The board also asked how many employees would have been affected by this policy in the last 12 months, to which Lindsey responded 1. Scott shared that it would be a great thing to include when recruiting new employees to MCHD, especially with a younger work population coming in who are possibly thinking about starting families and could be seen as a real comfort measure. *Cody made a motion to approve policy as presented, Jeff properly seconded. All in favor; motion carried.*

- Lindsey shared that this is a typical policy that states when we offer a job to someone, we provide an offer of employment. Right now, policy states that the offer comes from administration and we would like to change it to say the offer comes from Human Resources. *Jeff made a motion to approve policy as presented, Jan properly seconded. All in favor; motion carried*
- Lindsey shared that there is no change to the probationary period policy and we're just looking for approval so we can have a fully approved personnel policy manual. *Mark made a motion to approve the policy as presented, Cody properly seconded. All in favor; motion carried*
- Lindsey shared that there isn't a big change on the orientation policy. She proposed removing the wording "each employee may have the opportunity to observe field and office activities of the various divisions in order to acquire an understanding of the interrelationship of the various services the department offers"- *Mark made a motion to approve the policy as presented; properly seconded. All in favor; motion carried.*
- Lindsey shared that we would like to propose a registered dietitian sign on bonus. She shared that our WIC division currently has 2 RD, and we need 5. This will hopefully aid in recruitment for licensed registered dietitians. Mark asked where we were on the pay scale itself for this position. Scott shared that that isn't generally the issue, we just need something to entice prospective employees and get some applications for this position. *Cody made a motion to approve sign on bonus as presented, Bret properly seconded. All in favor; motion carried.*
- Mark gave the reminder that an election of officers will be held in November. If anyone is interested in being on the board, let him or Lindsey know.
- Lindsey spoke about the end of year celebration that is already in the budget, She plans to hire a keynote speaker for the event that will take place on December (12th) at St. Paul's Church. She stated that MCHD would be open until 11 a.m. and then all staff would go offsite for this event so the building will be closed for business the rest of the day.

Closed Session:

No Closed Session

Adjournment

The meeting adjourned at 6:37 p.m.

Respectfully Submitted,
Amber Balfour
MCHD Administrative Assistant

President: 

Secretary: 

Date: 