



Public Health
Prevent. Promote. Protect.

Macon County
Health Department

Macon County Health Department Board of Health Meeting Minutes

Thursday, September 4th, 2025 – 10:00 a.m.
Main Conference Room - Macon County Health Department
1221 E. Condit St., Decatur, IL 62521



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Mark Scranton called the meeting to order at 10:05 a.m.

Attendance

- Mark Scranton, President – present
- Jeff Entler, Vice President – present
- Cody Parks – present

Health Department Staff in Attendance

- Lindsey Munsterman, MSND, Public Health Administrator
- Laura Zuber, Accounting Director
- Amber Balfour, Administrative Assistant

Other Attendance:

- N/A

New Business

Review of the CFY26 Budget-FY 26 to 25; Laura provided and explained the FY2025 Budget summary and the FY 2026 budget proposal summary. She explained that revenue is up-partially due to a 4% increase recommended by John Jackson on the tax levy. We also received more money from BBO Family Case Management grant; and are receiving more money from home visiting grant. Mark Scranton questioned if we were increasing the tax rate-Laura explained that this is coming from John Jackson and we're not increasing the tax rate. Mark Scranton explained that he just wanted to clarify because he feels the tax rate should not be raised right now. Lindsey explained that Laura property values are going up, which in turn are making taxes go up and more occupancy in Macon County which is creating more tax revenue, but nothing is changing with our tax levy. Laura continued by explaining that the salary increase is about a half a percent due to restructuring departments and getting rid of positions that aren't necessary and making sure that we have more positions the grants have funded. This includes the 4% increase across the board for all employees, except those who have started after 6/1/25 due to them being ineligible for a raise in December of 25 because they're still within their probationary period. Fringes-the reason for the 3.85% increase is due to the employer portion of IMRF is going up from 5.19% to 6.2%, so that increases our IMRF rate for the employer rate. Mark asked if it was just us or county wide. Laura confirmed county wide.

Material Services which include contractual. Lindsey discussed with contractor to get a software for environmental management. Lindsey stated that we're going to try to implement this this year because we've budgeted money last year for this possibility. We've since been working with a company called CDP who are serving about 30 of the counties in Illinois at minimum and all they do is Public Health. She stated the counties that are using the software and Lindsey is confident about this software and that this is the right direction to go in. Mark questioned the legal recourse/action to recoup some of our monies that we lost previously. Lindsey shared that Pat Sullivan came a couple of months ago and the board voted in closed session to dismiss the legal action entirely due to the legal cost vs what we could potentially

recoup. Just as a refresher, it was just over \$100,000. The contract had language in it that wasn't going to allow us to recoup the entire amount spent, only a percentage, and Pat determined that his legal fees would've exceeded that amount, so the board decided to dismiss it. Jeff asked if this program would be implemented by the end of the year; Lindsey confirmed. Mark asked if Jerry had looked at this-Lindsey also confirmed that Jerry and Brittany are both involved, and they've had 2 meetings with another one scheduled for tomorrow to talk about the septic portion of this as well as food inspection. Mark stated it was encouraging that other health departments were also using this program. Lindsey stated that this program will automatically link with our website so all of our food inspections will be public again after having IT issues that prevented those inspections from being public. She shared that it would cost \$27,000 in the current fiscal year, and then \$17,000 moving forward stating that it's significantly cheaper than the previous investment. Mark asked if they would be able to use this program via tablets out in the field to which Lindsey confirmed. The meeting tomorrow is another demo with the company to make a final decision. The money has already been budgeted because everyone feels very confident that this is the right direction to go in.

Laura shared that there is a 7.22% increase in the supply's column due to the grant budgets allowing for updated computers. Grant increases are also allowing us to restructure the home visiting department with new furniture and to provide more client privacy. Jeff asked about redoing the offices. Lindsey shared that currently the home visiting section of the health department is misplaced in the nursing division. So, our plan is to migrate them into their correct division of Maternal and Child Health, which will take place in July of 2026. Jeff Entler asked how many grants we have; Laura said about 35 grants. Jeff asked if the grant revenues were split up. Lindsey stated that if they wanted to see the grant revenues by division, they would be within the department budgets under revenue. Jeff asked if our grant revenue is over half of our general revenue. Laura confirmed. Laura offered to share a separate grant spreadsheet with the finance committee. Laura went on to share that if you look at the bottom figure, we don't have a balanced budget; Lindsey and Laura have worked and tried to balance the budget but can't figure out where to spend another \$68,887.

Laura went on to share about the SIPA grant, which is a grant to better the morale of public health workers. We have received the grant in full \$350,000 and we have until 2027 to spend the money; we thought a holiday bonus would be a good way to boost morale; we have around 80 employees-each receiving \$1,000 totaling \$80,000 of the \$105,000 in salaries would be the bonus. The rest is our retention and nursing bonuses. Mark questioned anticipating spending roughly half of the money this year and then we would have to spend the rest of it the following year. He also confirmed that we've already received the entire amount-Laura confirmed and said the money is sitting in our fun balance right now and we need to start booking expenses to it. Laura stated that last year we just booked our retention bonuses to SIPA in the amount of \$13,875. It used to be that the part time deputy's that would come and work for us, that money would come out of the SIPA grant but since we don't have them anymore, we don't have that expense, so we didn't have anything but retention bonuses to come out of it this year. Jeff asked what the odds for us to get it again; Lindsey stated unlikely to get this grant again. Mark talked about replicating the same thing next year, but not the 3rd year and expectations arising. Cody suggested making it very clear that it's a one-time deal this year and then again next year if it were to happen just to prevent employees from expecting it year after year. Mark suggested distributing the money after Thanksgiving, first of December so families can plan their budget for Christmas, etc. Laura mentioned if we did it closer to Thanksgiving, we'd have to do a budget resolution this year. It was determined best to wait until the first of December so we're in the new fiscal year. The finance committee were very on board and thought this would be a great way to spend the money. Lindsey shared that she looked into other ways to spend the SIPA money, such as extra visits within EAP; but shared that not everyone uses the EAP program, so it wouldn't touch all of our employees. Jeff asked how many employees use EAP; Lindsey shared that it was 100% confidential and we didn't have that information. Mark asked how the bonus would be noted on checks. Lindsey stated that it would be documented as a holiday bonus. Mark mentioned taxes and said they wouldn't get the full \$1,000 and suggested increasing the amount of the bonus so the employee would receive \$1,000 after taxes were taken out. He also asked if Laura would do more calculations to see if we could increase the bonus to get the employee as close to \$1,000 take home as possible. Laura

and Lindsey agreed to rerun calculations. Lindsey would love to see a higher bonus for her team, but questioned how the increases to offset the taxes would work-Cody shared that his company does something called a "clear bonus" which means his employees bring home the amount of the bonus, so if a bonus is \$1,000, the employee would bring home that amount. Lindsey shared she thought it would go over well with staff, and everyone will be pleasantly surprised to receive this bonus. Jeff asked how this would go over with other county departments; we don't think it will be an issue. Lindsey shared that we also put \$10,000 in SIPA for training opportunities, professional development, public speaking, etc. Lindsey shared that the biggest takeaways were the SIPA grant, the environmental health software and IT updates in FY26. Jeff asked what document gets shared with the county board at the finance meeting. Laura confirmed that she will share the budget summary/proposal summary in the packet that goes to the county auditor.

Mark Scranton motioned to approve the FY26 budget as presented; Cody Parks seconded; voice vote; all in favor; motion carried.

Closed Session, if appropriate

- No closed session.

Adjournment

- *Mark Scranton made the motion to adjourn, properly seconded. Voice vote: motion carried.*

The meeting adjourned at 10:56 a.m.

Respectfully Submitted,
Amber Balfour
Administrative Assistant

President: _____

Secretary: _____

Date: _____

9/15/25

