



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for November 15, 2023

Location: DeWitt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 19:01 on November 15, 2023

Roll Call

Jerry Edwards – Present, Dr. Lauren Fore – Present, Dr. Mark Hobbie – Present, Melonie Tilley – Present, Dr. Annilee Rohrscheib - Present

DeWitt-Piatt Bi-County Health Department Staff Present: Michael Schroeder, Teale Hall

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health Meeting on July 26, 2023 at the DeWitt County office were provided for review and approval.

Jerry Edwards made a motion to approve; 2nd by Melonie Tilley; motion carried

The minutes for the Board of Health Special Meeting on August 30, 2023 at the DeWitt County office were provided for review and approval

Jerry Edwards made a motion to approve; 2nd by Dr. John Sochor; motion carried

Public Comments/Guest Speakers

No guest speakers or members of the public present

Division Reports

Michael Schroeder noted that all non-actionable division reports were suspended for this meeting to allow for more extensive review of actionable items under new business.

Financial

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- M. Schroeder noted the amount of \$5,912.50 payable to Paramount Painting Plus was the final bill for repainting the exterior of the DeWitt County office.
- M. Schroeder noted the amount of \$1,528.00 payable to Aseptico on August 7, 2023 was for the purchase of dental supplies, more specifically a hygienist’s chair and patient chair back for the school program.
- M. Schroeder noted that the amount of \$7,309.71 payable to Damaris Teale Hall was for the purchase of dental promotional material (water bottles). Due to the credit limit on the agency card, reimbursement was necessary.
- M. Schroeder noted the amount of \$4,706.75 payable to Dental Health Products was for Oral Health Promotion Grant supplies. This cost would be reimbursed under the grant.
- Dr. Annilee Rohrscheib asked for further clarification on the role of Robert Lowers at the agency. M. Schroeder noted that Ted is the last remaining contact tracer and was retained to provide assistance at the agency and act as a mental health liaison since he currently serves on the DeWitt County Mental Health Board.
- Dr. Sochor asked for clarification on the large payments to Health Alliance. M. Schroeder replied that those payments were for employee health insurance and any dependent coverages.
- Jerry Edwards questioned the role of Cincinnati Insurance, more specifically the payment on 10-06-2023. T. Hall responded that payment was for the Workmen’s Comp Policy

Dr. John Sochor made a motion to approve; second by Dr. Mark Hobbie; motion carried

Profit/Loss Report

- The Profit and Loss Report was provided to the Board of Health for review and approval. The total income between the dates of July 1, 2023 and November 9, 2023 was \$540,728.09 and the total expenses were \$435,474.48. The current total income for Fiscal Year 2024 is \$105,253.61

Dr. John Sochor made a motion to approve; second by Melonie Tilley; motion carried

Balance Sheet

- M. Schroeder provided the balance sheet for review and approval. Noted was that the total assets matched or equaled the total liabilities and equity.

Jerry Edwards made a motion to approve; second by Dr. John Sochor; motion carried

Cash Flow

- Non-actionable item.
- The cash flow was provided which details the operating activity costs of the agency and the USDA construction loan payment amount for the DeWitt County location. M. Schroeder noted that after operational activities and payment of the DeWitt County building loan, the total net cash increase was \$93,097.21

Expense Reports

- Non-actionable item.
- This report is provided to the Board of Health to show comparison between the projected/proposed budget and actual current amount. This report also details how much of the overall grant funding has been utilized.
- M. Schroeder noted that the agency has sent out annual food permit renewals which will increase profit over the last months of the year.
- M. Schroeder noted that there continues to be an extensive delay in the payout of the FY24 PHEP (Emergency Preparedness) Grant. T. Hall noted this amount at \$62,000.00. M. Schroeder noted that staffing issues at IDPH are the result.

New Business

Approval of the FY25 Budget

- M. Schroeder provided the proposed FY2025 budget for review and approval by the Board of Health.
- M. Schroeder reminded the Board of Health that these figures are based on actuals from previous years and grant funding availability.
- Under grants and contracts, M. Schroeder noted the increase to the Local Health Protection Grant and new funding available under the Strengthening Illinois Public Health Administration (SIPA) grant.
- Personal services and fringe rates have increase due to additional staff. Also figured into this expense is the hiring of a new nurse who will eventually replace Tara Chapman who recently announced her planned retirement in Spring 2025.
- Inflation continues to have an influence on good and products purchased by the agency resulting in an increase on expenses.
- It was noted that an increase in permit fees for the Environmental Health Division would be necessary at the beginning of the FY25 fiscal year.
- T. Hall noted that WIC and Family Case Management were reduced significantly in the current fiscal year and she expects a similar result in FY25.

Melonie Tilley made a motion to approve; second by Dr. Lauren Fore; motion carried

Nomination of Sharon Mills to the DeWitt-Piatt Bi-County Board of Health

- M. Schroeder recommended Sharon Mills for nomination to the DeWitt-Piatt Bi-County Board of Health which Melonie Tilley mentioned that this nomination remained contingent until approved by the DeWitt County Board.

Jerry Edwards made a motion to approve; second by Melonie Tilley; motion carried

Fiscal Year 2023 Annual Report

- The Annual Report was provided to the Board of Health for review and approval.
- M. Schroeder noted that the format was changed from brochure to booklet style to allow for more information to be shared. Also revised were the division summaries. New additions to the report included a listing of all Board of Health members, the financial statement, and sentinel events (Ex: Rabies positive bat).
- Once approved this report will be uploaded to the website and sent to all county board members.

Dr. John Sochor made a motion to approve; second by Dr. Annilee Rohrscheib; motion carried

2024 Staff Salary Increases

- M. Schroeder explained that to figure the annual salary increase for all staff, he refers to Consumer Pricing Index (CPI) data provided by the Bureau of Labor Statistics for the 12-month period. He noted that inflation at the beginning of the calendar year exceeded 6% but had decreased steadily as the year progressed. The most recent CPI data was at 2.9% and was remaining stable. The prices of commodities such as food and utilities were also on a downward trend.
- Provided with this data, M. Schroeder requested a 3% salary increase for all staff members at the DeWitt-Piatt Bi-County Health Department.
- Dr. Mark Hobbie asked: Is this the standard used each year when figuring staff salary increase requests? M. Schroeder replied that this is the standard he will use moving forward but he was unsure as to how it was figured by previous administration. The second factor in making these requests was budget availability. Dr. Sochor also noted that salary increase requests were also necessary to remain competitive with private entities.

Melonie Tilley made a motion to approve; second by Dr. Lauren Fore; motion carried

Personnel Policy Revisions

- These revisions were necessary to comply with state laws and acts that become effective January 2024.
- First is the Paid Leave for All or Paid Leave Law. The agency is now required to award all staff (except contractual workers) with 1 hour of paid time off per 40 hours worked. Paid time off can be used for any purpose and can roll over into the next calendar year. Eligible staff may only use 40 hours of paid time off per calendar year.
- *The Family Bereavement Leave Act.*
 - Although the agency bereavement policies will remain in effect, it must now allow for additional unpaid leave of up to 10 consecutive days for an employee experiencing the loss of a family member. An employee that experiences more than 1 life event in a calendar year is eligible for up to 6 weeks of unpaid leave. Any staff member may substitute unpaid leave with accrued vacation or sick time.
 - Expands eligibility to include on who is covered. This includes, but is not limited to: miscarriages, failed adoptions, contested adoptions, still births, and failed surrogacy agreements.
- *Victims Economy Security and Safety Act*
 - This is not a new act but should have been in the agency policies. Employees who are victims of domestic or sexual violence or who are caring for a family member who is a victim of such crime, are eligible to receive up tot 8 weeks of unpaid vacation leave non-consecutively throughout the calendar year.

Jerry Edwards made a motion to approve; second by Dr. Lauren Fore; motion carried

2024 Board of Health Meeting Dates

- The proposed 2024 meeting dates were provided to the Board of Health for approval.
- The new meeting time proposed to the Board of Health for discussion was 06:00pm with the TB Board meeting at 05:45pm.

M. Schroeder entertained a motion to approve the current meeting schedule with a change in time to 06:00pm

Melonie Tilley made a motion; second by Dr. Annilee Rohrscheib; motion carried

Vaccine Updates

- Non-actionable item
- M. Schroeder noted that the agency will no longer offer the COVID-19 vaccine for private pay individuals following commercialization. This is mostly due to high cost of the vaccine and uncertainties with individual insurance payouts.
- The agency will continue to offer the vaccine through the Vaccines for Children (VFC) program and the Bridge Access Program. The Bridge Access Program offers the COVID-19 vaccine to those who are uninsured or underinsured. M. Schroeder noted that underinsured includes those who are required to pay a co-pay prior to receiving the vaccine.
- M. Schroeder noted that he was unsure of the quantities but assumed it would be limited.
- The agency will offer the RSV vaccine through the VFC program.

Health Educator

- Non-actionable item
- Hannah Batchelder has been hired as the new Health Educator for the agency.
- Since this is the first time that this position has been filled in over a decade, she is re-establishing the division by extending outreach to community partners.

Open Discussion

No items were presented for discussion.

Next Meeting

The next Board of Health meeting will be held on January 24, 2024 at 06:00pm in the Piatt County office.

Adjournment

Melonie Tilley made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:57 on November 15, 2023; second by Dr. Annilee Rohrscheib; motion carried

****Meeting Adjourned****

Respectfully Submitted,

Michael Schroeder, BS, LEHP
Public Health Administrator

I hereby certify that the minutes above hereto accurately represent the actions taken by the DeWitt-Piatt Bi-County Health Department Board of Health on the above occasion.

Board of Health President

Date