



DeWitt-Piatt Bi-County Health Department

Board of Health

Meeting Minutes for July 24, 2024

Location: DeWitt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:00 on July 24, 2024

Roll Call

Dr. John Sochor – Absent, Jerry Edwards – Present, Dr. Lauren Fore – Present, Dr. Mark Hobbie – Present, Dr. Annilee Rohrscheib – Absent, Sharon Mills – Present, Melonie Tilley – Present

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

Public Comment/Guest Speaker

No public comment or guest speaker(s)

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health meeting held on May 22, 2024 meeting at the Piatt County office were provided for review and approval.

Jerry Edwards made a motion to approve the minutes; 2nd by Dr. Lauren Fore; motion carried

Division Reports

With the exception of Financial, division reports were suspended and will resume at the next scheduled Board of Health meeting.

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 \$914.12 payable to Best, Inc was for dental equipment. This included a new sterilizer manifold and gaskets.

(Continued on next page)

- M. Schroeder noted that BPC has changed its business name to Chard-Snyder. This company handles the FSA accounts for staff members at the health department.
- M. Schroeder noted that the bill in the amount of \$602.00 payable to Select Screenprints is for agency apparel. This cost is reimbursed by employees placing an order.
- M. Schroeder noted that the bill payable to Covenant Animal Clinic in the amount of \$94.00 was for rabies testing on a suspect bat.
- M. Schoeder noted that the bill payable to ICOT in the amount of \$145.00 was the registration fee for staff to attend the TB conference.
- M. Schroeder noted that the bill payable to Office Ally in the amount of \$39.00 was for non-participating claims.

Sharon Mills made a motion to approve the Accounts Payable; second by Melonie Tilley; motion carried

Profit and Loss Report

- The Profit and Loss Report was provided to the Board of Health for review and approval.
- M. Schroeder noted the following income and expense totals for the entire 2024 fiscal year:
 - Total Income from Contracts: \$67,456.65
 - Total Income for Dental Services: \$159,001.94
 - Total Income for Nursing Services: \$25,875.17
 - Total Income from Fees: \$254,847.57
 - Total Income from Grants: \$724,811.87
 - Total Income (All Sources): \$1,585,691.86
 - Total Expenses for the Fiscal Year: \$1,233,134.17
 - Total FY24 Net Income (to-date): \$352,557.69

Dr. Mark Hobbie made a motion to approve the Profit and Loss Report; second by Dr. Lauren Fore; motion carried

Balance Sheet

- M. Schroeder provided the balance sheet for review and approval. This details all assets and equities of the agency. Noted was that the total assets matched or equaled the total liabilities and equity (\$3,322,412.07)

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

Statement of Cash Flows

- Non-actionable item.
- The Statement of Cash Flow was provided for review. M. Schroeder noted that since this is the first report at the beginning of the new fiscal year, the balance is currently negative as the agency has not yet received income from grants or contracts. This will only increase as the agency receives grant and contract payouts.
- Once all operating activities and the construction loan are applied to the total income for the current fiscal year, the adjusted net income is \$-92,069.68. The total cash at the end of this reporting period is \$1,332,114.06.

Income and Expense Reports

- Non-actionable item.
- These reports are provided to the Board of Health to show comparison between the projected/proposed budget and actuals for the current fiscal year. This report also details the percentage of State issued grant funds that have been utilized for the current fiscal year.
- M. Schroeder noted that for FY24, the actual income received totaled \$1,585,691 which is 127% over the proposed budget amount of \$1,240,250.00.
- M. Schroeder noted that for FY24, expenses totaled \$1,272,843.41 which is 103% over the proposed amount of \$1,240,250.00. Factors such as rising utility costs and the hiring of an additional nurse to allow for succession planning attributed to increased and unexpected expenses.

New Business

Nomination of Danika Frye to the DeWitt-Piatt Bi-County Health Department Board of Health

- M. Schroeder presented Danika Frye, a Piatt County resident to fill the final vacancy on the DeWitt-Piatt Bi-County Health Department of Board of Health.

Sharon Mills made a motion to approve the nomination of Danika Frye; second by Dr. Lauren Fore; motion carried.

This nomination will now go before the Piatt County Board for final approval through a majority vote

Election of Board of Health Officers

- M. Schroeder noted that Dr. Hobbie currently serves as the Board of Health President and Dr. John Sochor as the Secretary/Treasurer. M. Schroeder requested nominations to serve in these positions.

Sharon Mills made a motion to retain Dr. Hobbie as Board of Health President and Dr. John Sochor as Board of Health Secretary/Treasurer; second by Melonie Tilley; motion carried

Piatt County Office Building – Repair and Improvements

- M. Schroeder noted that garage portion of the Piatt County office is in need of construction and renovations as it is beginning to exhibit significant signs of deterioration. Insulation and paneling issues have resulted in the entrance and harborage of pests and birds. Since this is likely a cost to exceed \$20,000.00 requiring bids, he requested approval from the Board of Health to begin the bidding process.

Jerry Edwards made a motion to approve the bidding process; second by Dr. Hobbie; motion carried

Grant Updates

- Non-Actionable
- The agency has applied for all applicable grants for the 2025 Fiscal Year.
- M. Schroeder noted at the agency was still awaiting the Notice of Funding Opportunity for the Comprehensive Health Protection Grant. This grant provides a funding source for all core programs at the agency.
- M. Schroeder noted that there were no additional updates regarding the Sharps Collection Grant through the EPA.

Dental Clinic Update

- Non-Actionable
- In an effort to increase dental clinic offerings and openings, the agency has hired Dr. Kathy Eaton who will be on-site on Tuesdays and Wednesdays from 08:00am – 04:00pm.
- Her tentative start date is August 10, 2024 but that is dependent upon the IMPACT registration process which could take up to six weeks.
- A dental assistant will be hired full-time to provide support.

Open Discussion

No items were presented for discussion.

Next Meeting

The next Board of Health meeting will be held on September 25, 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 18:27 on September 25, 2024; second by Jerry Edwards; 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