



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for January 22, 2025

Location: Piatt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:00 on January 22, 2025

Roll Call

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

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

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 September 25, 2024 were provided for review and approval.

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

Division Reports

Michael Schroeder provided the Board of Health with division reports for Environmental Health, Maternal Child Health, VFC/Immunizations, Notifiable Diseases, and Financial. Teale Hall presented on behalf of the Dental Program and also provided input on the financial reports. A summary of updates is provided below:

(Continued on next page)

Financial

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- The following expenses were noted by M. Schroeder:
 - The amount of \$842.00 payable to Up-North Printing was for death certificate paper
 - The amount of \$168.00 payable to the Institute of Brain Potential was for two staff to attend a conference in Champaign, IL
 - The amount of \$182.00 payable to Walters Kluwer was the annual subscription renewal for the Journal of Public Health Management and Practice
 - The amount of \$75.31 payable to the Piatt County Mental Health Center was a donation to ROSC that was incorrectly sent to the health department
 - The amount of \$248.00 payable to CLIA Laboratory Program was the annual renewal of the agency CLIA
 - The amount of \$640.00 payable to Don Hulvey Plumbing was for toilet repair and replacement at the DeWitt County office
 - The amount of \$5,308.34 payable to Concordance Healthcare was for the purchase of two Leadcare II lead analyzers. M. Schroeder noted that this cost was eligible for grant reimbursement
 - The amount of \$240.29 payable to Cinco de Mayo was the catering bill for the annual staff appreciation party
 - The amount of 3,310.00 payable to Telus Health was the annual bill for the agency EAP.

Sharon Mills made a motion to approve the Accounts Payable; second by Dr. John Sochor; 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 current fiscal year (FY25):
 - Total Income from Contracts: \$30,392.30
 - Total Income from Dental Services Fees: \$87,439.30
 - Total Income from Nursing Services Fees: \$11,830.36
 - Total Income from EH Fees: \$42,210.50
 - Total Income from Grants: \$155,793.23
 - Total Tax Levy Income: \$329,994.03

 - Total Expenses from Personal Services: \$591,396.52
 - Total Expenses from Contractual Services: \$86,976.42
 - Total Supply Expenses: \$43,131.29
 - Total Staff Travel Expenses: \$13,953.32

Net Income for the Reporting Period: \$50,134.15

Dr. John Sochor made a motion to approve the Profit and Loss Report; second by Jerry Edward; 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 the total liabilities and equity (\$3,412,852.94)

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

Statement of Cash Flows

- Non-actionable item.
- The Statement of Cash Flow was provided for review. M. Schroeder noted that since the agency has still not received a number of grant payouts (mostly quarterly) for FY25, the balance is currently negative. As the agency begins to receive these payouts, the net cash will increase.
- Once all operating activities and the construction loan are applied to the total net income for the current fiscal year, the adjusted net cash increase for the reporting period is \$-1,628.81. The total cash at the end of this reporting period is \$1,422,554.93.

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.
- M. Schroeder noted that for FY25, the agency income was at 58% of the proposed budget.
- M. Schroeder noted that for FY25, agency expenses were at 52% of the proposed budget.

Notifiable Diseases

- M. Schroeder noted that for the lead program there are currently 3 capillary tests pending confirmatory venous testing. There are currently 8 confirmed venous cases in DeWitt County and 2 in Piatt County. Three home visits were completed during the reporting period.
- A total of 33 TB tests have been administered in FY25. M. Schroeder noted that effective 01/01/25, TB requirements changed to waive the 2-step TB requirement for certain professions. New requirements state that a 1-step TB test + annual assessment is considered compliant.
- For the STI/STD program, there were a total of 2 tests administered. Both were a negative result. The infection control nurse investigated 1 confirmed syphilis case.
- For the reporting period, the following infectious diseases were reported to the agency for further investigation: Cryptosporidium, Histoplasmosis, RSV, and Salmonellosis.
- M. Schroeder noted that for COVID-19, reporting is now only required for novel cases, ICU admissions, and deaths. For the reporting period, there were 2 deaths in Piatt County from COVID-19 infection.

Maternal Child Health

- The FY25 goal set by the State of Illinois for our agency is 360 participants. For the reporting period, the agency has ranged between 75-80% of that goal. Although the agency would like to see higher participation, these rates are typical given the time of year.
 - October 2024: 293 participants (81%)
 - November 2024: 289 participants (80%)
 - December 2024: 270 participants (75%)
- The FY25 goal set by the State of Illinois in the Family Case Management program is 91 participants for our agency. The willingness of clients to enroll in this program and allow for the potential of a home visit are significant factors in this engagement percentage. In October, it was reported that the agency was at 90% of the state goal. In November, the agency was at 85% of the state goal and in December the agency was reported at 80% of the goal.
- The agency completed 44 administrative case reviews for the Healthworks of Illinois (HWIL) program during the reporting period.

VFC/Immunizations

- M. Schroeder noted that a total of 188 vaccines were administered during the reporting period
 - VFC: 170
 - 317 Program: 2
 - Adult Immunizations: 16
- A total of 45 flu vaccines were administered (29-VFC, 14-Private Pay, 2-317 Program)
- Under the VFC program, a total of 13 COVID-19 vaccines were administered

Environmental Health

- The food establishment inspection report was provided for review. Between the months of September 2024 and January 2025, a total of 125 food inspections were conducted.
- Environmental Health staff inspected a total of 75 vendors at the Apple n Pok Festival in September
- M. Schroeder noted that a total of 15 private sewage applications were approved during the reporting period. For the private water well program, a total of 12 applications were approved

Dental

- Clinic numbers were provided for review. T. Hall noted that there has been a significant increase of clients in all services since the agency expanded the dental schedule.
- T. Hall noted one particular statistic of concern. Of the 60 kids in total that were seen at Clinton Elementary School, there were 29 with noted decay.
- T. Hall noted that the goal of the agency was to extend outreach to teachers and stress the importance of the education program we provide. Currently not all are participating in this free program.
- The agency Community Health Worker is currently contacting the parents of students with decay in an effort to provide services. The CHW is also contacting WIC families to schedule appointments for routine dental care.

New Business

*Actionable Item

**2025 Salary Schedule*

- Actionable Item
- The proposed salary schedule was provided to the Board of Health for review and approval.
- M. Schroeder noted that the cost-of-living and Consumer Pricing Index (CPI) increase minimally over the 12-month period (0.29%). This increase was applied to the salary schedule for all positions at the health department.

Sharon Mills made a motion to approve the Salary Schedule; second by Dr. Annilee Rohrscheib; motion carried

**Review and Approval of the Audit Completed by Floyd & Associates*

- The findings from the audit completed by Floyd & Associates were provided to the Board of Health for review and approval.
- M. Schroeder noted that there were no deficiencies or instances of non-compliance

Dr. John Sochor made a motion to approve the audit and audit findings; second by Sharon Mills; motion carried

****Employee Retention and Recognition: Discussion on the addition of December 26, 2025 to the holiday schedule***

- In effort to retain staff and recognize their continued hard work, M. Schroeder proposed that December 26, 2025 be added to the holiday schedule for 2025. If approved, both offices would be closed for services on that date.

Jerry Edwards made a motion to approve the addition of December 26, 2025 to the 2025 holiday schedule; second by Danika Frye; motion carried

****FY24 Annual Report***

- The annual report was provided to the Board of Health for review and approval. M. Schroeder noted that the report was reformatted to allow for more information.
- M. Schroeder noted the following additions to the report: Staff Listing, Board of Health Listing, About Us, and What's New at the Health Department.
- Once approved, the Annual Report will be posted on our website and social media account. M. Schroeder noted that a final copy will be provided to each county board representative.

Dr. Annilee Rohrscheib made a motion to approve the FY24 Annual Report; second by Jerry Edwards; motion carried

Update: Lead Testing

- M. Schroeder noted that effective January 1, 2025, the Blood Lead Reference Value has been reduced from 5ug/dl to 3.5ug/dl.
- M. Schroeder provided a demonstration of the Lead Care II analyzers. These units will allow the agency to perform on-site capillary testing and provide immediate results to clients. Danika Frye asked the what the margin of error was on the units. M. Schroeder replied that he was unsure of the value but would research and provide an update.

Update: TB Code

- M. Schroeder provided updates to program standards when reporting TB program updates. No further discussion.

Review of Board of Health Terms

- The term lengths for all Board of Health members were provided for review
 - Dr. John Sochor – 2025
 - Dr. Annilee Rohrscheib – 2025
 - Dr. Mark Hobbie – 2026
 - Dr. Lauren Fore – 2026
 - Sharon Mills – 2027
 - Danika Frye - 2027

Open Discussion

No items were presented for discussion

Next Meeting

The next Board of Health meeting will be held on March 26, 2025 at 06:00pm in the DeWitt County Office

Adjournment

Sharon Mills made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:24 on January 22, 2025; second by Dr. Lauren Fore; 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