



**DeWitt-Piatt Bi-County Health Department**

**Board of Health**

**September 24, 2025**

**Meeting Minutes**

**Call to Order**

The meeting was called to order by Michael Schroeder at 10:04 on September 24, 2025

**Roll Call**

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

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 May 28, 2025 were provided for review and approval.

Mills made a motion to approve the minutes; 2<sup>nd</sup> Dr. 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 these reports is provided below.

## **Financial**

### ***Accounts Payable***

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- Total Accounts Payable (between May 23, 2025 – September 19, 2025): \$189,623.81
- Expenses noted by M. Schroeder
  - 5/30/25 payable to LEC in the amount of \$347.50 was the registration for Arnetta Barr, RN to receive IBCLC certification
  - 5/30/25 payable to William McGill and Company in the amount of \$30.00 was for calibration services on hearing and vision equipment
  - 6/10/25 payable to Covenant Animal Clinic in the amount of \$101.87 was for the euthanasia of a bat submitted for rabies testing
  - 6/16/25 payable to Teale Hall in the amount of \$4,574.57 was reimbursement for vector program outreach material
  - 6/20/25 payable to Striglos in the amount of \$4,310.00 was the purchase of two new staff computers. This amount is reimbursable through the PHEP grant
  - 6/20/25 payable to Halo Branded Solutions in the amount of \$10,483.42 was the purchase of PHEP outreach materials. This is reimbursable under the PHEP grant
  - 6/23/25 payable to Kirby Medical Center in the amount of \$5834.42 was the return payment for the Piatt County Help Book.
  - 07/01/25 payable to USPS – Monticello and USPS – Mansfield in the amounts of \$799.01 and \$149.86 was the purchase of postage for mailers with information on the Piatt County Help Book.
  - M. Schroeder also noted that the agency has opened an Amazon Business account and payments issued under that account would be noted as Amazon Capital Services, INC.

Dr. Rohrscheib made a motion to approve the Accounts Payable; second by Dr. Hobbie; motion carried

### ***Profit and Loss Report (FY26)***

- 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 (FY26):
    - Total Income from Contracts: \$4,684.47
    - Total Income from Dental Services Fees: \$71,104.04
    - Total Income from Nursing Services Fees: \$6,309.49
    - Total Income from EH Fees: \$6,327.58
    - Total Income from Fees: \$87,935.21
    - Total Income from Grants: \$13,520.50
    - Total from Previous Year Income: \$86,403.95
    - Total Income from Tax Levy Distributions: \$142,568.26
- Total Income for FY26 To-Date: \$343,774.03
- M. Schroeder noted that current expenses for FY26 are currently \$323,721.47
  - The current net income for FY26 is \$20,052.22

Mills made a motion to approve the Profit and Loss Report; second by Dr. Sochor; 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 in the amount of \$3,252,664.27

Dr. Fore made a motion to approve the Balance Sheet; second by Dr. Rohrscheib; motion carried

### ***Statement of Cash Flows***

- Non-actionable item.
- Once all operating activities and the mortgage payment are applied to the total net income, the total cash at the end of the reporting period was \$1,262,366.26

### ***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 FY26, the agency income is currently at 22.65% of the proposed budget amount
- M. Schroeder noted that for FY26, agency expenses are currently at 18% of the proposed budget amount

### ***Profit and Loss (FY25 Final)***

- The final Profit and Loss Report for FY25 was provided to the Board of Health for review and approval.
  - Total Income for FY25: \$1,369,661.08
  - Total Expenses for FY25: \$1,507,423.06
  - FY25 Income: (137,761.20)

Dr. Sochor made a motion to approve the FY25 Profit and Loss report; second by Edwards; motion carried

### ***Balance Sheet (FY25 Final)***

- M. Schroeder provided the final FY25 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 in the amount of \$3,243,358.30

Dr. Hobbie made a motion to approve the FY25 Balance Sheet; second by Mills; motion carried

### ***Statement of Cash Flows (FY25 Final)***

- Non-actionable item
- Once all operating activities and the mortgage payment are applied, the total cash at the end of FY25 was \$1,253,335.29

### ***Income and Expense Reports (FY25 Final)***

- Non-actionable item
- M. Schroeder noted that final actual income was 110% of the proposed in the amount of \$1,452,490.42
- M. Schroeder noted that final actual expenses were 118% of the proposed in the amount of \$1,547,556.71

### ***Budget Actuals (FY25)***

- Non-actionable item
- This document provided a more extensive breakdown of FY25 expenses.

## New Business

\*Actionable Item

### ***Proposed FY27 Budget\****

- The proposed FY27 budget was provided to Board of Health members for review and approval.
- M. Schroeder noted that changes in health insurance may have a further impact on the budget as the provider and cost for premiums remain unknown. More information will be provided at the November meeting.
- M. Schroeder noted that utilities continue to increase and may have a more detrimental impact on the budget. The proposed amounts are based on trends from the previous fiscal year.
- M. Schroeder noted that auditing costs are expected to increase as the agency will need to find a new auditor as Floyd and Associates is no longer providing services.

Dr. Sochor made a motion to approve the FY27 budget; second by Mills; motion carried

### ***2026 Employee Salary Increases\****

- M. Schroeder noted that employee salary increase were based on three primary factors:
  - The twelve-month trend of the Consumer Pricing Index (CPI) which averaged 3.21 for the Midwest Region and 2.65 for the United States (Sep 2024 – August 2025)
  - Current budget allowance or availability
  - Estimated cost of employer provided insurance
- Based on these factors, M. Schroeder proposed a salary increase of 3% for all employees, effective January 1, 2026

Edwards made a motion to approve a 3% salary increase for all employees effective January 1, 2026; second by Dr. Sochor; motion carried

### ***Salary Schedule\****

- Adjustments were made to the salary schedule to account for minimum wage increases and to remain competitive in the job market. This review and adjustment is completed annually.
- The salary schedule is only utilized when negotiating and finalizing the salary of new hires

Mills made a motion to approve the Salary Schedule; second by Dr. Hobbie; motion carried

### ***2026 Board of Health and TB Sanitarium Board Meeting Schedule\****

- The 2026 meeting schedule was provided to BOH members for review and approval

Dr. Hobbie made a motion to approve the 2026 meeting schedules for the BOH and TB Board; second by Dr. Rohrscheib; motion carried

### ***Revisions to the DeWitt-Piatt Bi-County Health Department Fiscal Policies and Procedures Manual\****

- M. Schroeder presented revisions to the Unpaid Leave Policy in the DeWitt-Piatt Bi-County Health Department Personnel Policies and Procedures Manual

It was determined that revisions were necessary prior to approval so this topic was tabled. Revisions will be presented at the November meeting for review and approval

## Open Discussion

No open discussion items

**Next Meeting**

M. Schroeder noted that the next meeting of the DeWitt-Piatt Bi-County Health Department will be held on November 19, 2025 at 06:00pm in the DeWitt County office

**Adjournment**

Edwards made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:48 on September 25, 2025; second by Dr. Hobbie; motion carried

**\*\*Meeting Adjourned\*\***

*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.*

Respectfully Submitted,

Michael Schroeder, BS, LEHP  
Public Health Administrator

Verbatim recording of this meeting is available upon request