Paige Toth, Board of Health Secretary, called the meeting to order at 5:37pm via virtual/phone.

**Roll Call**

Candace Clevenger, President – present/on-call  
Vivian Goodman, Vice President – present/on-call  
Paige Toth, Secretary – present/on-call  
Mary Jane Linton, Treasurer – present/on-call  
Jan Hack – absent  
Carol Hendrian – absent  
Dr. Bret Jerger – present/on-call  
Dr. Venkat Minnaganti – absent  
Dr. Janet Patterson- present/on-call  
Phil Tibbs- absent  
Laura Zimmerman- present/on-call

**Health Department Staff:**

Present:

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator  
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator  

Virtual/Microsoft Teams:

Carol Carlton RN, BSN, Director of Clinical Services  
Becky Edwards, Director of Starting Point  
Marisa Hosier, Director of Health Promotions and Public Relations  
Kathy Wade, Director of Environmental Health and Emergency Preparedness  
Sheree Zalanka, Chief Financial Officer

**Public in Attendance**

None

**Approval of Agenda Topics**

Mary Jane Linton moved to accept the agenda, seconded by Paige Toth. Motion carried.

**Public Comment**

None

**Approval of Previous Meeting Minutes**
Mary Jane Linton moved to accept the minutes from the Tuesday, February 18, 2020 Board of Health meeting that was held in the MCHD main conference room that were included in the packet, seconded by Laura Zimmerman. Motion carried.

**Communications**

Brandi gave an update regarding COVID-19. Our building is only offering essential services to the public until April 1, 2020. There will be limited members of the public and visitors in the building. Staff members, working in the building, are also being limited. If divisions are working, they are working half staffed. Staff that are able, are working from home. Visitors, as well as staff, are being screened if they are coming into the building, doing home visits and/or inspections, etc. The policies in the packet have been implemented for our staff effective Monday, March 16th - this can be done in the case of an emergency. We will adjust as the situation evolves, and continue to respond to the COVID-19 pandemic.

Nominating Committee – The nominating committee will need to meet to review attendance. They will bring their recommendations back to the April Board of Health meeting.

Statements of Economic Interest – We will bring next month for Board members to complete.

**Presentation and Acceptance of Financial Report**

Sheree Zalanka, CFO, presented the financial report through the end of February, we are 25% into the fiscal year. Accounts Receivable is $650,359.14 and Deferred Revenue is $225,039.70. Ending fund balance is $4,896,212.11. Total Revenue is $1,740,891.39, which is 26.7% of budgeted revenue for the year. Total Expenditures are $1,431,427.38, which is 22.2% of budgeted expenditures. Vivian Goodman moved to accept the Financial Report, seconded by Mary Jane Linton. Motion carried.

**Review of Department Expenditures**

Laura Zimmerman moved to pay the bills, seconded by Mary Jane Linton. Motion carried.

**Grant Applications and Review**

Starting Point has applied for a Technology grant from the Illinois Department on Aging. We requested $18,400 to purchase new laptops, phones and portable printers for the 8 Care Coordinators. There is not a financial match required. Laura Zimmerman made the motion, and Paige Toth seconded to accept the Grant Applications for Review, motion carried.

Starting Point received a 2020 Census Advocacy grant from East Central Illinois Area Agency on Aging. The grant award is $4,100. This grant will assist older residents in Macon County filling out the 2020 Census and promote and educate the community on the importance of completing the 2020 Census. Vivian Goodman made the motion to accept the Grant Application for Review, and it was seconded by Paige Toth, motion carried.

**Department and Division Reports**

Included in packets

**Employee Recognition**

Candace Clevenger acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work. Included in packets.

**Old Business**
Looking to move forward with the dental clinic expansion/partnership. We have asked for feedback from SIU regarding budgetary suggestions/guidance. The Decatur Public Building Commission also needs to run the contract through their board before work can begin.

**New Business**

BOH Member Appointments - Jan Hack, Carol Hendrian, and Laura Zimmerman are up for BOH member re-appointments. Brandi will check with these board members to see if they would like to be re-appointed. Paige Toth moves to approve the re-appointment of Jan Hack, Carol Hendrian, and Laura Zimmerman to Board of Health; Vivian Goodman seconded; motion carried.

Macon County Board Resolution Approving Increase in Appropriations in the FY20 Health Fund Budget for 2020 Census Advocacy. This is a grant from East Central Area Agency on Aging for $4,100. This grant will assist older residents in Macon County filling out the 2020 Census and promote and educate the community on the importance of completing the 2020 Census. Paige Toth made a motion and Laura Zimmerman seconded to approve increase in appropriations in the FY20 Health Fund Budget for 2020 Census Advocacy, motion carried.

COVID-19 Temporary Policy Updates: Bethany Stapel wrote these policies, and they were also reviewed by legal. However, Administrator, Brandi Binkley, has the authority to implement these policies in an emergency situation like the current COVID-19 pandemic. However, we still wanted to bring them to our Board of Health.

- Infectious Disease Control Policy – Motion made by Paige Toth and Seconded by Dr. Jerger, motion carried.
- Telecommuting Arrangements Policy – Motion made by Mary Jane Linton and seconded by Dr. Jerger, motion carried.
- Temporary Suspension of Nonessential Business Travel – Motion made by Mary Jane Linton and seconded by Laura Zimmerman, motion carried.
- Temporary Flex Time Accrual Recommendations – Motion made by Mary Jane Linton and seconded by Paige Toth, motion carried.

**Closed Session**

Review next meeting

**Adjournment**

Paige Toth moved to adjourn, seconded by Dr. Bret Jerger. Meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Bethany Stapel, MPH, CPHA

Assistant Public Health Administrator

President: _______________________________

Secretary: _______________________________

Date: ________________________________