

## **Macon County Board of Health Meeting**

**Macon County Health Department  
MCHD Main Conference Room  
1221 E. Condit Street, Decatur IL 62521  
June 16, 2020 at 5:30pm**

Candace Clevenger, Board of Health President, called the meeting to order at 5:41pm.

### **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 – present  
Dr. Bret Jerger – absent  
Dr. Venkat Minnaganti - absent  
Dr. Janet Patterson – present/on call  
Phil Tibbs - absent  
Laura Zimmerman - present/on call

### **Health Department Staff in Attendance**

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator  
Sandy DeDios, Administrative Assistant II

### **Virtual/Microsoft Teams Attendance**

Brandi Binkley, MPA, SHRM-CP, CPHA Public Health Administrator  
Carol Carlton, RN, BSN, Director of Clinical Services  
Becky Edwards, Director of Starting Point  
Marisa Hosier, Director of Health Promotions  
Karen Shiflett, RN, BSN, Director of WIC/FCM  
Kathy Wade, REHS, RS, LEHP, Director of Environmental Health  
Sheree Zalanka, Chief Financial Officer

### **Public in Attendance**

None

### **Approval of Agenda Topics**

Brandi asked to remove New Business item - Approval of Macon County Board Resolution from the agenda. Vivian Goodman moved to accept the amended agenda, seconded by Paige Toth. Motion carried.

### **Public Comment**

No citizen remarks were received via email prior to the deadline and even prior to this meeting time.

### **Approval of Previous Meeting Minutes**

Mary Jane Linton moved to accept the Minutes, seconded by Jan Hack. Motion carried.

## **Communications**

### ***Board Education***

Brandi provided a COVID-19 update. IDPH is offering funding for health departments for contact tracing expenses. We applied for this funding but have not heard back as far as what will be allowed. It is exciting to know that additional funding is available to help get us through what we have done during this pandemic.

Covid testing is now available throughout the state for anyone with or without symptoms. The health department continues to remind people that proactive measures still need to be taken to ensure that they do not spread the illness.

There have been a lot of changes with Restore Illinois. You may have heard various things around the community about businesses not being compliant. The health department is limited on what we can do. We continue to educate with a phone call as our first step. Then if the business continues to be non-compliant and we need to notify the state, we will do so. If it requires us to post a cease and desist order, we only do that with direction from the States Attorney's Office. We have had to serve a couple of those. Other than that, we are trying to be as much of a partner and play a supportive role.

Another thing we are seeing a lot of, primarily in the Environmental Division, are organizations submitting plans for upcoming functions. We are reviewing them and offering feedback, but we are not giving approvals. Such as, if you choose to open or hold a function, these are the guidelines we recommend you follow to keep everyone safe.

As for staffing, we continue to edit schedules based on the needs of the divisions and safety of the employees. Everyone has been adapting very well with the changes.

### **Presentation and Acceptance of Financial Report**

Sheree Zalanka, CFO, presented the financial report through the end of May, we are 50% into the fiscal year. Accounts Receivable is \$358,355.46 and Deferred Revenue is \$111,174.02. Ending fund balance is \$4,813,425.03. Total Revenue is \$3,056,410.69, which is 46.9% of budgeted revenue for the year. Total Expenditures are \$2,829,733.75, which is 43.8% of budgeted expenditures. Mary Jane Linton moved to accept the Financial Report, seconded by Paige Toth. Motion carried.

### **Resolutions**

None

### **Review of Department Expenditures**

Vivian Goodman moved to pay the bills, seconded by Mary Jane Linton. Motion carried.

### **Grant Applications and Review**

#### ***COVID-19 Contact Tracing***

The grant assessment tool was provided in the packet for review. The COVID-19 LHD Contact Tracing Grant is a one-time grant agreement to support local health departments in conducting contact tracing. Contact tracing is a critical component of the COVID-19 pandemic response and a key strategy to preventing further spread of COVID-19. To ensure contact tracing is a successful disease control measure, it is important local health departments have the capacity to appropriately implement program activities locally. There was a very quick turnaround so the grant application has been submitted to IDPH for review, but we have not received any feedback so far. Laura Zimmerman moved to accept the grant, seconded by Jan Hack. 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.

**Old Business**

***BOH Member Vacancy***

Brandi mentioned that she reached out to a DMH representative to see if there was any interest but has not heard back yet. If anyone has a recommendation, please let her or Candace know.

**New Business**

***By-Laws Review***

Brandi reminded everyone that the by-laws are to be reviewed annually in June. The by-laws were sent to legal for review and did not have any recommended changes at this time.

**Closed Session**

No closed session. Will review next meeting.

**Adjournment**

Mary Jane moved to adjourn, seconded by Vivian Goodman. Meeting adjourned at 5:56p.m.

Respectfully Submitted,

Sandy DeDios, Administrative Assistant II

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_