

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

**Macon County Health Department  
MCHD Main Conference Room  
1221 E. Condit Street, Decatur IL 62521  
April 20, 2021, at 5:30pm**

Vivian Goodman, Board of Health Vice-President, called the meeting to order at 5:33 pm.

### **Roll Call**

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

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

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator  
Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator  
Sheree Zalanka, Chief Financial Officer  
Evan Trimby, Information Technology Support Specialist  
Sandy DeDios, Administrative Assistant II  
Karen Shiflett, RN, BSN, Director of WIC/FCM

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

Rachel Deerwester, RN, BSN, Director of Clinical Nursing Services  
Becky Edwards, Director of Starting Point  
Marisa Hosier, Director of Health Promotion and Public Relations

### **Public in Attendance**

There were no public in attendance and no citizen remarks were received via email prior to the deadline and even prior to this meeting time.

### **Approval of Agenda Topics**

Brandi added Board of Health Appreciation to New Business. Laura Zimmerman moved to accept the amended agenda, seconded by Dr. Bret Jerger. Roll call. Motion carried.

### **Public Comment**

There were no public in attendance (in the building and/or virtually), and no citizen remarks were received via email prior to the deadline and even prior to this meeting time.

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

Dr. Bret Jerger moved to accept the previous meeting minutes for March 16, 2021, seconded by Mary Jane Linton. Roll call. Motion carried.

### **Communications**

#### ***Board Education***

#### ***Health Department Update***

Brandi mentioned that communication was received regarding the building property tax assessment in the area. Since the Macon County Health Department does not own the building, she has forwarded the communication to the Decatur Public Building Commission.

#### ***COVID-19 Update***

Brandi spoke of the positivity rates going up and is currently at 5.6% and are keeping a close eye on this. Macon County is now in the orange level which is warning level. This does not dictate what phase we are in, change the rules, or capacity limits. It just provides information for county residents to assist in personal decision making and what businesses may choose to do.

Regional metrics are what determine the phases for Restore Illinois. Currently, Region 6 (Macon County) is in the red due to nine straight days of COVID patient increases. Brandi added that there are four variants and eighteen total cases that are variant cases in Macon County. There is one possible breakthrough case, which is someone who has been vaccinated, but ends up being positive. Investigation is still underway to determine if all criteria is met to be considered as a breakthrough case.

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

Sheree Zalanka, CFO, presented the financial report. In March we were 33% into the fiscal year. Accounts Receivable was \$388,956.74, and Deferred Revenue was \$246,585.68. Ending fund balance was \$4,174,163.06. Total Revenue was \$2,002,638.93, which was 26.6% of budgeted revenue for the year. Total Expenditures were \$2,738,037.17 which was 36.7% of budgeted expenditures.

Sheree added total revenue appears low due to accounts receivable not being adjusted for the last two months, as Sheree is waiting for audit adjustments from the County Auditor.

Laura Zimmerman moved to accept the arch financial report, seconded by Dr. Bret Jerger. Roll call. Motion carried.

### **Review of Department Expenditures**

Dr. Bret Jerger moved to pay the bills, seconded by Laura Zimmerman. Roll call. Motion carried.

### **Grant Applications and Review**

No grant applications for review.

## Department and Division Reports

Brandi highlighted some of the accomplishments in the divisions in addition to the departmental reports provided in the board packet.

**Administration** – adapting and working through the new software to address the audit request of reporting actual time that staff work on specific grants and programs. A new timeclock was recently implemented, and Admin have been working hard to train staff and work through any kinks in the system. Human Resources has also been busy with onboarding new staff to fill vacancies. Bethany is compiling information for an annual salary assessment that can be used for budget planning and to ensure our wages are competitive.

**Clinical Nursing** – continues to provide critical services in addition to offering COVID vaccine clinics. With having less demand for the vaccine, the Nursing team have been holding outreach clinics at churches and senior high-rise buildings as well as going to homebound residents. Brandi introduced Rachel Deerwester as the new Clinical Nursing Services Director. Rachel along with Amber, Asst Director of Clinical Nursing, have come up with new ideas for moving the division forward. One of the ideas is to have a Nursing Education Coordinator to ensure their staff have a constant training resource.

**Dental** – is now offering walk-in appointments for adults to better serve clients in need of dental services. They have also added a new contractual dentist to fill in on days when Dr. Yasunaga would need to be out of the office.

**Health Promotion** – still providing daily releases for COVID-19. Funding has been extended for teen pregnancy and STI prevention project. The Health Educators are working virtually to provide this to the schools.

**Environmental Health and Emergency Preparedness** – are ahead of schedule with performing food inspections in spite of being short staffed. Interviews are taking place to find an additional Environmental Health Specialist. Emergency Preparedness has been involved with the planning of mass vaccination clinics.

**Starting Point** – in addition to all of the many services they continue to provide clients/residents, they have been instrumental in assisting clients with vaccine appointments.

**WIC/FCM** - recently had a review and no findings were reported. Brandi received a complimenting email from the reviewer stating that Karen, Lindsey, and their team were so well organized and pleasant to deal with during the extensive audit process.

Brandi indicated that one of the requests made in the COVID grant and was approved for, was to include a position for a Health Equity, Diversity, and Inclusion Coordinator. MCHD recently hired Tayisha Nelson for this role and she has been very involved in assessing and making a plan for the Health Department.

## Employee Recognition

Vivian Goodman acknowledged all employees on the monthly certificate and thanked them for their years of service and hard work.

## Old Business

### ***Board of Health Member Appointment Update***

Brandi updated the BOH on what transpired at the County Board Meeting last month in regard to the BOH Member Appointment. Initially the meeting agenda indicated that Dr. Minnaganti, Candace Clevenger and Phil Tibbs were listed to be re-appointed, but Paige Toth and Mary Jane Linton were not. The agenda also listed Mark Scranton and Debbie Hill as proposed candidates by Board Chairman, Kevin Greenfield.

When Brandi arrived at the County Board Meeting, she heard announced that all names had been removed from the agenda. When she asked Chairman Kevin Greenfield, she was told that there was an issue with one of the proposed candidates and to avoid any embarrassment, the Chairman decided to pull all the names. Brandi asked Kevin if he would notify her when he has any updates. Brandi stated that she may not know anything until the next agenda comes out on May 4, 2021, but will keep the BOH updated.

Brandi wanted to clarify that the term date for Paige, Mary Jane, Dr. Minnaganti, Candace, and Phil will expire May 31, 2021. So, they will remain an active member through the May meeting until we know the outcome of the re-appointments.

Mary Jane asked for more clarification on the cause of candidate names being removed from the agenda. Brandi replied that she did not have any specifics and asked Kevin to update her when he knows more.

Brandi expressed her gratitude for all the BOH members and appreciates their support especially this past year. She hopes that everyone will be able to remain on the board.

### ***Virtual Meeting Allowance Update***

Brandi verified with legal that the BOH meetings could remain virtual and still be compliant. Legal explained that as long as there is a disaster proclamation and the BOH President feels it is prudent to not have in person gatherings, then we can continue to meet virtually. Brandi also checked with Paige on her preference, and she was fine with meeting virtually.

### ***Update on Contract for Infant/Early Childhood Mental Health Consultation Services for FY2022***

Last month the BOH approved this contract if legal did not suggest any significant changes. Brandi reported that legal advised there were no suggested changes to the contract. Therefore, Brandi proceeded to send the contract through the County process for approval.

## New Business

### ***Discussion and Approval Regarding Meeting Livestream***

Brandi stated that due to the virtual meeting allowance and disaster proclamation, MCHD is required to livestream the Board of Health meetings. So, with the help of IT, they came up with a solution to stream the meetings live on YouTube as well as posting the recorded meeting immediately afterwards on YouTube.

If the disaster proclamation is not renewed, then we ask the BOH to decide whether we should continue to livestream the in-person meetings.

Dr. Minnaganti proposed to remain meeting virtually until more information is known about the existing variants as well as the increased COVID cases.

Brandi agrees 100% with Dr. Minnaganti and is fine with meeting virtually as long as possible. Laura Zimmerman expressed that she would like to continue livestreaming in-person meetings to maintain transparency.

#### ***Nominating Committee Attendance Review Report***

Laura Zimmerman reviewed the BOH attendance record and recommends continuing with who is currently on the board.

#### ***Review and Approval of IPLAN Organizational Capacity Assessment***

Brandi reported that the IPLAN that was approved by the BOH has been submitted to the State for review. This Organizational Assessment is done internally to ensure that the Health Department is doing everything they should be doing. It is not something that is sent to the State. MCHD just completes this as part of the process and ask the BOH to review and approve.

Laura Zimmerman moved to approve Organizational Capacity Assessment, seconded by Candace Clevenger. Roll call. Motion carried.

#### ***Review, Discussion, and Approval Paid Parental Leave Policy***

Brandi presented a new policy that would provide paid parental leave. This would apply to employees that are a new parent, adoptive parent, or guardian. The amount of paid time still needs to be determined and would like some guidance and input from the board. Bethany has done extensive research on this and was not able to find anything definitive or comparable to a Health Department. From a financial standpoint, it was determined this benefit would not have any financial impact on MCHD.

Mary Jane asked if it was twelve weeks for the person that gave birth then two weeks for any other parental person? Brandi explained that if an employee meets eligibility and has a qualifying situation, they are entitled to twelve weeks FMLA and may use benefit time concurrently with the FMLA. This policy would allow the employee to receive two weeks paid parental leave in place of having to use their benefit time.

Laura agrees it is a good policy but not sure of how many weeks should be allowed, but two weeks sounds reasonable.

Candi added that offering this benefit to a certain group of people and not everyone could potentially set up a disparity between two groups of people. This is one reason why it has not gone full force in the United States.

Brandi responded that she understands Candi's concern and if the board wants this discussed further with legal, she would do that.

Mary Jane asked if legal would have brought this to her attention without asking about it. Brandi replied that she could not guarantee that would happen but would definitely take this concern to legal if the BOH wants her to do so.

Dr. Minnaganti agrees with Candi that the United States is far behind in offering this benefit compared to other countries. He thinks MCHD should have legal backup given the Health Department would be the only one to adopt this policy.

Janet Patterson asked can an employee take sick time off they need to take care of someone in their family if they are ill? Brandi responded yes, our sick policy is very inclusive and defines several different family members in our policy. Sick time may also be used to take a family member to a doctor appointment.

Vivian asked Brandi to proceed with addressing the disparity concern with legal to make sure everything is in place before bringing it back to the board.

**Resolution**

None

**Adjournment**

Before adjourning, Brandi and Bethany wanted to express their sincere appreciation to all the board members for their continued support and commitment to MCHD.

Mary Jane Linton moved to adjourn, seconded by Laura Zimmerman. Roll call. Motion carried. Meeting adjourned at 6:25 pm.

Respectfully submitted,

Sandy DeDios  
Administrative Assistant II

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

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

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