

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

**Macon County Health Department  
MCHD Main Conference Room  
1221 E. Condit Street, Decatur IL 62521  
May 18, 2021, at 5:30pm**

Vivian Goodman, Board of Health Vice-President, called the meeting to order at 5:36 pm.

### **Roll Call**

Paige Toth, President – absent  
Vivian Goodman, Vice President – present/on call  
Phil Tibbs, Secretary – present/on call  
Mary Jane Linton, Treasurer – present/on call  
Candace Clevenger – present/on call  
Jan Hack – present/on call  
Dr. Bret Jerger – absent  
Sue Krows – present/on call  
Dr. Venkat Minnaganti – present/on call  
Dr. Janet Patterson – absent  
Dr. 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  
Evan Trimby, Information Technology Support Specialist  
Fred Book, Information Technology Support Specialist Assistant  
Sandy DeDios, Administrative Assistant II  
Kimberly Drabing, Administrative Assistant II  
Karen Shiflett, RN, BSN, Director of WIC/FCM

### **Health Department Staff in Attendance on Call**

Sheree Zalanka, Chief Financial Officer  
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**

Debbie Hill – Owner, Debbie’s Diner (Future Board of Health Member starting June 1, 2021)

### **Approval of Agenda Topics**

Brandi added Discussion of June Meeting to New Business. Dr. Laura Zimmerman moved to accept the amended agenda, seconded by Mary Jane Linton. Roll call. 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 previous meeting minutes for April 20, 2021, seconded by Dr. Laura Zimmerman. Roll call. Motion carried.

## **Communications**

### ***Board Education***

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

Brandi announced that the State of Illinois has moved into Bridge Phase 4 effective May 14, 2021. The CDC also issued guidelines for fully vaccinated people and masking. The Governor also issued an Executive Order on May 17, 2021.

The State also stated that Illinois could potentially move into Phase 5 as early as June 11, 2021, if the numbers go in the right direction and there are no spikes. Contact Tracing requirements have not changed at this point and no indication if/when they will.

Brandi reminded the BOH that the Contact Tracing grant had been extended from May 31, 2021, through December 31, 2021. Due to the extension, MCHD had the opportunity to apply for additional funding, for primarily salaries, to help maintain staff until the rest of the year. \$1.3m was applied for and should know soon if that is approved.

As for COVID-19 Enforcement, if MCHD receives any complaints, we will still visit the establishment to investigate and provide education. Environmental Health have been receiving plans for rules and policies from various entities in the community. Although we never approve anything but make it very clear that this is not our jurisdiction. We offer to review them and provide guidance to be as safe as possible.

Brandi advised that there are different variants in Macon County and continue to monitor those through Salesforce.

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

Sheree Zalanka, CFO, presented the financial report. In April we were 42% into the fiscal year. Accounts Receivable was \$537,101.78 and Deferred Revenue was \$246,585.68. Ending fund balance was \$5,057,706.34. Total Revenue was \$3,059,251.19 which was 40.6% of budgeted revenue for the year. Total Expenditures were \$3,331,260.48 which was 44.6% of budgeted expenditures.

Sheree added that the outside County Auditors are wrapping up the audit and hope to be able to report on that in June or July. Accounts Receivable have not been updated the last few months due to the transition to the new financial software. Sheree will be training more on this program next week. This will help provide even more accuracy.

Candi Clevenger moved to accept the financial report, seconded by Jan Hack. Roll call. Motion carried.

## **Review of Department Expenditures**

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

## **Grant Applications and Review**

No grant applications for review.

## **Department and Division Report**

Brandi highlighted some specific areas stating that the onsite audits and reviews continue and are going very well.

Each month staff are required to do compliance training related to HIPAA and Safety. Starting next month MCHD will complete their training via e-compliance. This should be more effective as well as efficient for everyone.

Some of the MCHD programs are starting to transition back to in-person services with clients and patients.

Vaccination demand has dropped significantly but our team continues to do outreach clinics throughout Macon County along with offering afterhours walk-in clinics on Wednesdays. Beginning May 19, 2021, MCHD will offer vaccinations for age group 12-15.

Environmental Health is ahead of schedule with inspections.

The IWIC transition continues to go well.

On May 19, 2021, MCHD will hold a panel discussion specific to pediatric COVID vaccination. The panel will consist of various MCHD staff along with several local physicians, including Dr. Rau Minnaganti.

Dental has been able to continue with walk-in patients as they have hired a contractual dentist to assist them.

## **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 announced that Candi Clevenger, Phil Tibbs, and Dr. Minnaganti were re-appointed at the last County Board Meeting. Debbie Hill and Mark Scranton will be joining the Board of Health in June.

Paige Toth and Mary Jane Linton were not re-appointed to the board. Brandi extended a huge thank you to them for their dedication and support of the Health Department. Vivian also thanked Paige and Mary Jane on behalf of the Board of Health.

### ***Review and Approval of IPLAN***

Brandi advised that the IPLAN in the BOH packet has been edited and is ready for resubmission to the State. Brandi asked for the board to vote on the edited version so that it could be signed and submitted before the deadline.

Dr. Laura Zimmerman moved to approve IPLAN, seconded by Mary Jane Linton. Roll call. Motion carried.

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

Brandi discussed the board's concerns with this policy with Attorney, Ed Flynn and he responded with a letter that was in your board packet. After further review, Mr. Flynn stated that the BOH still has the option to approve the policy but has concerns that this added policy could create potential controversy and be viewed as excessive. It could also open the BOH to criticism.

Dr. Zimmerman stated that she understands the disparity concern between other county departments and asked Brandi to clarify where the Health Department benefits compare to the other county Health Departments. Brandi responded that Bethany is currently assessing salaries of comparable Health Departments. In 2014, a salary survey was conducted and found that MCHD salaries were 25% lower than comparable Health Departments. MCHD began to budget for gradual increases for current staff and base pay salaries over the next several years. We continue to see that some MCHD positions remain lower than other Health Departments and significantly lower than other types of healthcare organizations. Brandi added that the benefit package often helps offset the lower salary and is attractive to new employees.

Dr. Laura Zimmerman agreed that offering an added benefit at MCHD for staff would be a great idea especially if salary continues to be lower than comparable Health Departments and supports adding this benefit. As for the other county departments, a lot of them already offer a competitive salary. Mary Jane Linton also supports this benefit as it shows that MCHD values family, parenting, and sets a great example.

Brandi shared the thoughts of a BOH Member that could not attend meeting. This member concurs with the thought of not wanting to give more benefits than what the other county departments have and would rather not be a trendsetter.

Phil Tibbs agrees with BOH member that is not present and Attorney Ed Flynn's letter. He feels there should be some consistency within all the county departments and that this is not the right timing to approve an added benefit.

Candi Clevenger indicated she was not in favor of adding the benefit and also feels the timing is not right. Vivian Goodman has concerns about the legal aspect after reading the letter from Ed Flynn. Mary Jane added that she also understands the legal concerns and should be considered.

Dr. Laura Zimmerman moved to vote on adding Parental Leave Policy of two paid weeks, seconded by Sue Krows. Roll call. Motion denied.

Yay – 3    Nay – 3    Abstain – 2

***Update on Goals and Future Projects***

Brandi shared the goals and future plans for the Health Department for 2020-21, as well as updates on past goals/current projects:

- Research and evaluate a digital system for the Environmental Health Division. Potential deadline is October 2021. Environmental have been meeting with IT to discuss options. This will benefit the Environmental team and provide more efficiency as the reports will become digital.
- Research and implement a salary assessment. The potential deadline for recommending a vendor for this project was May 2021. However, at this time there has been no luck with

finding a company to perform the assessment in a way that MCHD is looking to have done. Bethany has been gathering data on salaries with other comparable Health Departments. Brandi and Bethany have been partnering with other Health Department Administrators throughout Illinois and they are also interested in exchanging salary information. Brandi mentioned that MCHD has a new intern starting soon who will assist in gathering and compiling the salary data.

- Continue local pandemic response with continued implementation of contact tracing and mass vaccination clinics. Potential completion May 31, 2021, which is the original end date of the grant. The end date has been extended to December 31, 2021.
- Electronic health records were recommended by the audit performed in 2019. In December 2019, MCHD received approval by the board to pay for an electronic system out of the health fund. When the pandemic started, these funds were requested in the COVID-19 grant and approved. This saved MCHD from having to use health fund dollars to pay for the new system.
- MCHD has been needing a new phone system, so it was also requested in the grant and approved. An invitation to bid has been posted to start the bidding process.

### **New Business**

#### ***Finance Committee Meeting (5/3/2021) and Follow-Up Update***

Brandi shared an update with the board on the Macon County Finance Committee Meeting on May 3, 2021, in follow-up to emails she sent the BOH. There were some questions presented if the Health Department had paid out any bonuses or overtime to staff. The only bonus paid out is a nursing sign on bonus for \$1,000.00 and issued in three installments. This has been happening for many years.

Overtime is paid to non-exempt employees who exceed 40 hours of work in a week as that is the law. Brandi stated that this has always paid this out or provided it in comp time, as that is allowable with us being a government entity. Brandi reminded the BOH that they have done flex payouts, which is straight time. In March 2020, a temporary COVID-19 policy was adopted by BOH that allowed staff to accrue flex time over the standard 35 hours of flex due to the emergency pandemic. There were several employees who worked significantly over their regular amount of hours for the week. The MCHD found out this time could be paid out through grant funds. They exceeded the 35 hours of flex and would be paid out in straight time from the COVID Crisis, Local Cure, Contact Tracing and Mass Vaccination Grants. These all allow overtime to be paid for staff who are involved with COVID-19 work and response. Periodic flex payouts began in September 2020 and this has been discussed several times with BOH, EEHW (oversight committee with County Board), Finance Committee, and full County Board where we've had resolutions come through. This was not paid out until September. The staff worked these hours through February or March (depending on their roles), not knowing this would be paid out. Usually flex is not paid out unless someone leaves. That has been the practice for many years.

Brandi asked for any questions and there were none at that time.

This is allowable expense in all of these grants and the MCHD has documentation of all of that in the form of grant contracts, NOFOs, NCFIs. No flex time has been paid since the March 5, 2021, paychecks because that is when the new timeclock (EW) system was implemented. It is linked to the County's MIP Accounting System. The new timeclock has staff record what program they are working in. It provides extreme accountability for grant funders. MCHD has not done a flex payout because they wanted to ensure all was correct in the new system (accrual balances, etc) first. The

next flex payout is scheduled for June. That will be for time from March 5 through the June payroll period paid out.

To this point, the MCHD has received \$3.5 million grant dollars for COVID-19. All flex and overtime paid out has been 6.98% of that full amount so far. Brandi clarified to the Finance Committee at the meeting and to BOH that of these 33 out of 140-150 employees that were paid something out – most are getting paid straight time, not time and a half overtime.

County Board Chairman Kevin Greenfield requested Brandi to be present at the last Finance Committee Meeting to be able to answer any questions the committee might have. Brandi stated that there were not a ton of questions and the verbatim minutes are posted on the County's website if they want to review them. Brandi is happy to send them to the BOH if they need them and want her to send. One question raised was wanting to know who approves Brandi's time. Brandi responded that Candi Clevenger, Board of Health President at that time, approved Brandi's payout of flex more than 50 hours and not 35 hours. Reason being, it is expected that an executive level position would work more hours than their staff. Brandi answered all questions at that meeting. Media was present, but asked Brandi no questions during that Finance Committee Meeting.

The day after that Finance Committee Meeting, Assistant States Attorney, Mike Baggett, requested more information for Chairman Greenfield and the Finance Committee. He requested documentation such as timeclock records from January 2020 – present; resolutions passed through the County Board; and the policy passed by the BOH. These items were forwarded to Mr. Baggett on the next business day. Brandi spoke with Mike Baggett at the end of last week and asked him if he also wanted the NOFOs, etc., and he told her to go ahead and send those. Brandi has already sent those to him. This documentation states that overtime and payroll expenses are allowable. This was checked by MCHD before this was done. Brandi has not heard anything back. She told Chairman Greenfield the first day she heard from him about this that overtime payout has been discussed during several meetings to be as transparent as possible in case this was questioned. MCHD has used grant funding to pay people for actual hours worked. At beginning of pandemic, the MCHD had no word of funding, so the small team of COVID responders were doing pretty much everything. Others sprinkled throughout the building helped with contact tracing.

There were 33 people on the list whom have been paid out flex or overtime so far and all of these names on the list make sense to Brandi based on peoples' roles and with what they were doing and covering. Brandi stated she told Chairman Greenfield she stands by this and has kept everyone updated. She told him she will answer any questions they have. She has heard nothing back after sending all of that.

Brandi asked for questions or comments.

Phil Tibbs stated he re-read the flex time accrual policy and remembers voting on that. Phil Tibbs asked if MCHD has a current policy of flex time payout. Brandi responded that the current policy states that flex time can be paid out with approval of the Administrator. Brandi offered to pull up and read the policy. Phil Tibbs asked if there was a specific policy and Brandi stated nothing separate. Mr. Tibbs then asked if flex payout for the Administrator is stated in the policy. He said the minutes from Finance Committee stated the BOH President had approved this. He asked if this requires full Board approval. Brandi explained that she is subject to the policy manual. Ms. Binkley replied that as an at-will employee, the policy states that the Administrator can earn flex time over 35 hours. This has been for herself and former Administrators. Brandi stated she will never be able to use all of that, so before allowing herself to be paid out, she spoke with Candi Clevenger and did not want to do anything that would appear sheisty in any way. She is subject to that policy and it has been that way for as long as she can remember with Administrators here.

Phil Tibbs said he was caught off guard when this came up. He stated that he had no idea the MCHD had started paying out this flex time. He felt this wasn't completely transparent for BOH Members. Brandi stated that she knew they had talked about overtime and the excessive amounts of hours staff were working. Brandi stated that she thought this covered it. She knows that she did print all documentation from previous meetings prior to Finance Committee Meeting. She specifically referenced flex payout during one meeting, but usually used the term overtime since it encompassed everything. She stated she was definitely not meant to elude anything or make any false presentation. If these staff would have been paid overtime, it would have cost significantly more than paying them straight flex time. Brandi stated that she knows it was discussed when covering the grants, so if anyone feels she was not upfront she apologized. However, she always tries to be extremely upfront and overly communicate. Phil Tibbs stated she didn't think she wasn't upfront but wasn't aware it was going on. A County Board Member called Phil to ask him about it and he was clueless.

Dr. Laura Zimmerman added that she was caught off guard because a County Board Member told her that MCHD was paying bonuses and she said she didn't know what was going on with that. She said she thinks it made it look like there was more confusion than there was because we are not paying bonuses. Dr. Zimmerman stated that this is not a response to Phil, but she wanted to state that if someone says there was confusion on her part, the reason was because they were telling her things that were not true. She wanted to clarify that for Brandi and the MCHD in case that was also passed around.

Vivian Goodman asked for any other questions or discussion.

Brandi did say that if BOH didn't get a chance to read those Finance Committee Meeting Minutes, Chairman Greenfield did ask Mike Baggett if there was anything illegal about what was being done. Mike Baggett said no. They are reviewing more documents now, so Brandi is not sure what that means. However, she wanted everyone to know that. Brandi stated to the BOH that the plan was to do the next flex payout for appropriate staff in June. She asked if anyone on the BOH had any objection to that or any concerns. Brandi stated that they also heard from Auditors that everything looked in order. Brandi stated that if BOH is okay with her paying out again in June, she will. It has decreased the financial liability for the MCHD later and it was approved in grant budgets. If the BOH is good with that, Brandi stated she will proceed. There were no objections stated.

Vivian asked if there needed to be a vote. Brandi said no; she just wanted them all updated.

### ***Nominations for Officers of the Board***

Brandi stated this is a discussion point, not an election before new BOH comes on. Brandi referenced that the BOH By-Laws state that the regular Election of Officers occurs in November and nominations can be brought forth in October and again in November prior to the election. When there is a vacancy in a position prior to a term ending, it is recommended to fill that vacancy as quickly as possible. With Paige Toth, BOH President, going off the board and Mary Jane Linton, BOH Treasurer, then we need to prepare to vote in June or July to fill these vacancies. No nominations were made at that time.

### ***Discussion of June Meeting***

Brandi announced that she will not be present at the June meeting, so Bethany Stapel, Assistant Administrator, will be covering the meeting. Brandi spoke with Paige and Vivian about this and they both agreed it was fine to proceed with having the regular scheduled meeting. Brandi also asked the board members if they were fine with having the meeting without her, and they agreed.

**Resolution**

None

**Adjournment**

Phil Tibbs moved to adjourn, seconded by Dr. Laura Zimmerman. Roll call. Motion carried.  
Meeting adjourned at 6:37 pm.

Respectfully submitted,

Sandy DeDios  
Administrative Assistant II

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

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

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