

**Macon County Board of Health Meeting**

**Macon County Health Department  
MCHD WIC Conference Room  
1221 E Condit Street, Decatur IL 62521  
October 19, 2021, at 5:30pm**

Vivian Goodman, Board of Health President, called the meeting to order at 5:51 pm.

**Roll Call**

Vivian Goodman, President – present  
Mark Scranton, Vice President - present  
Jan Hack, Secretary – absent  
Sue Krows, Treasurer - absent  
Candace Clevenger – present/on call  
Dr. Bret Jerger - absent  
Dr. Venkat Minnaganti – present  
Dr. Janet Patterson - absent  
Debbie Hill – present  
Cody Parks – present  
Jeff Entler - present

**Health Department Staff in Attendance in Building**

Brandi Binkley, MPA, SHRM-CP, CPHA, Public Health Administrator  
Kathy Wade, Director of Environmental Health and Emergency Preparedness  
LaKeeya Funches, Accountant  
Nakeya Thompson, Administrative Assistant

**Health Department Staff in Attendance on Call**

Bethany Stapel, MPH, CPHA, Assistant Public Health Administrator  
Sheree Zalanka, Chief Financial Officer  
Rachel Deerwester, Director of Clinical Services  
Becky Edwards, Director of Starting Point  
Karen Shiflett, RN, BSN, Director of WIC/FCM  
Evan Trimby, Information Technology Support Specialist  
Fred Book, Information Technology Support Specialist Assistant

**Hearing Participants in Attendance**

Michael Baggett, Assistant State's Attorney – Board of Health Attorney  
Tina Blazier, Owner of Whit's End  
Tasha Cohen, General Manager of Whit's End  
Christopher Tiez, Attorney at Law

### **Approval of Agenda Topics**

Vivian Goodman asked if any revisions needed to be made to the agenda. Brandi informed Vivian she did not and if she wanted to just change the topic order. Vivian asked the board if they would be okay with moving up the Whit's End presentation. Mark Scranton moved to accept the agenda, seconded by Debbie Hill. Roll call. Motion carried.

### **Public Comment**

No public comments were received via email prior to the deadline and even prior to this meeting time.

### **Whit's End**

Vivian Goodman, President, turned the meeting over to Christopher Tiez, Attorney at Law who explained that he was there with Tina Blazier, Owner of Whit's End, and Tasha Cohen, General Manager of Whit's End. The purpose of their attendance was to give a presentation to try to reinstate the license for Whit's End Decatur located at 3663 E. William, Decatur Macon County, Illinois. Christopher Tiez explains that the presentation would be self-explanatory, but they could answer any questions at the end.

### **Presentation**

Tasha Cohen, General Manager of Whit's End starts by introducing herself and explaining that she has been with the Whit's forever, but now she has an official title as the General Manager. Tasha Cohen states that she first wants to apologize and that they both, Tina Blazier and Tasha Cohen, strongly feel that the Board of Health should know that they won't disagree with the previous closure because they recognize the pest and cleanliness needed to be addressed. Tasha Cohen went on to explain that she will be discussing the things they did with the pest treatment, and then Tina Blazier is going to take the Board of Health Members through some photos that they took a day prior (October 18, 2021) at the Whit's End to show what they have done. Tasha Cohen thanks the Board of Health's members for giving them the opportunity to present. Tasha officially began the presentation stating that the Whit's End had signed an agreement with *Orkin Pest Control* the day before the closure. Ms. Cohen explains the first steps that were taken to tackle the pest problem were an assessment and a bombing throughout the entire restaurant while everything was still in there. They also laid out a treatment plan with baiting and target treatment. The walls were ripped apart and treated inside. The ceilings were treated. They then went on to remove all of the equipment and the food. On the way to the shipping container, all of the equipment was power washed. They then continue to treat the inside of the building for roughly a month and a half while they clean. Throughout that time Whit's End was still receiving targeted treatment. Before taking the equipment out of the shipping container, it was bombed first. They then power wash the equipment again and hand wash it before it went back into the building. The Whit's End was bombed once more. There was a fourth bomb once Whit's end saw activity and was not satisfied. Whit's End contract with *Orkin Pest Control* involves monthly treatment. Baiting was put down for mice control. Tasha Cohen ended her part of the presentation by asking if anyone had any questions regarding the pest control presentation.

Tina Blazier began her portion of the presentation by introducing herself. Tina Blazier is one of the owners of Whit's End, and the wife of one of the owners. Mrs. Blazier explains how she was

appalled by the condition of the Whit's End. Tina Blazier stated that everything was removed from the kitchen. All the walls have been painted and pressure washed. There are all new ceiling tiles. Before the closure, the quarry tile on the floor was never crowded, never laid down. When everything was pulled out, Mrs. Blazier made sure it was completely sealed up. All new electrical outlets with stainless covers were installed. The plumbing in the kitchen is new, there are all different systems with air gaps. Wheels were installed on appliances so that they could be easily pulled out and cleaned behind. An automatic paper towel dispenser was put in. Tina Blazier explains that she tried to cover up every void that she could. All new stainless was installed from top to bottom that is sealed along with the floors being sealed with cove base. Vivian Goodman, President questioned if there were new connections for the gas lines put in. Tina Blazier replied yes and that the grease on the gas line was so big that they were unable to clean it, so new ones were purchased. Tina Blazier went on to explain that everything around the drive-thru was loose. Everything was screwed down, sealed, and caulked. New countertops were installed and sealed. There is no longer any void, nor cracks for pest to get inside. CC fires came and renewed both Ansul system and the fire extinguishers. The electrical was also switched to the GCI. All the plumbing has been replaced with three different air gaps. All the holes that were seen in the previous inspection have been sealed up. The ice machine and water heater have their own drain along with the gap. Mrs. Blazier implanted a new water spigot so that a pressure washer could be used in the kitchen. Mrs. Blazier will advise the employees at the end of every night to move everything that is on wheels and pressure wash behind it.

Tina Blazier states that she has never seen a walk-in that bad in her life as the one seen at the Whit's End. The walk-in walls, floors, and ceiling were pressure washed. The floors got a new coat of paint on it, and everything was put on wheels. A couple of roof leaks were repaired such as the one that was causing standing water inside of the Whit's End building. The plumbing was rerouted. The waitress station has been cleaned and/or replaced. Tiles were missing behind the bar which in return made it harder to sweep and mop. All the tiles had been replaced behind the bar. The tables that were previously reported as being sticky in the previous report have been sanded and stained. All the floors were sanded and poly. Cosmetic things were done for appearance. The bathrooms are being re-done. They will be installing new tiles and bathroom fixtures that are easier to clean and sanitize. New soap dispensers and automatic paper towel dispensers were installed. Following explaining the things that were improved at the Whit's End, Tina Blazier discussed the cost incurred to renovate the Whit's End. Mrs. Blazier stated the total cost is at least \$23,480 that's already paid and there are also some outstanding bills. Tasha Cohen presented their plans for Whit's End if they were able to re-open. They've identified a new floor manager and a new kitchen manager. They put together a plan with new policies and procedures, which will include daily, weekly, and monthly cleaning at the Whit's End. Tasha Cohen goes on to explain that one day a month all the equipment will come out and be cleaned. Tina Blazier states how they will be doing an equipment monitoring chart, so they know what the temperatures are of everything daily. There will also be a critical point which involves daily temperatures at least once an hour. There will also be proper cooling labels. Tina Blazier acknowledges that there was no single person in charge of the Whit's End. The employees weren't properly trained on food safety and protocol. Tina Blazier explains how employees will be properly trained and have all the appropriate certifications. Mrs. Blazier continued to express her concerns with the way the Whit's End was previously handed and managed. Tina Blazier and Tasha Cohen ended their presentation by thanking the Board of Health Members for giving them the time to listen to their presentation. Tasha Cohen asked the Board of Members did they have any questions. Vivian Goodman responded that she did have a question.

Vivian Goodman commented that she commended Tash Cohen and Tina Blazier on all the work that they've done and noticed that they put a lot of work into renovating the Whit's End. Vivian Goodman re-questioned if Tina Blazier was part-owner of the Whit's End. In return, Tina Blazier responded "Yes." Vivian Goodman went on to explain how she heard Tina Blazier state that she has never seen anything like that in her life and was she ever at the business. Tina Blazier confirmed that they were at the business, but when everything is pulled out of a restaurant and you see what's under it. Tina Blazier explains that walking into a restaurant is different from moving things out of a restaurant because you can see all the things that are hidden. Tasha Cohen commented that Tina Blazier and her are the new blood of the restaurants. Mark Scranton, Vice President, spoke up to ask a question of Kathy Wade and/or Brandi Binkley. Mark Scranton was curious to know what Kathy Wade's impression on what she was saw that's been done last time vs this time around. Kathy Wade informed Mark Scranton that they should talk first about their options are.

Michael Baggett stated that he emailed Brandi Binkley last week and that it was sent out to the Board of Health. Michael Baggett stated that his general opinion was that the Food Sanitation ordinance is silent as what is allowed in after the revocation of a permit, it is within the discretion of the Board of Health to decide what, if any, permission or ability every vote permit holder to pursue an additional or new permit. The Board has the ability to issue a new permit. It's also in the Board's discretion to deny the opportunity for the ability to apply for any permit based on their prior education. Michael Baggett ended his statement by confirming that he can answer any questions that the Board of Health might have. Cody Parks then asked Michael Baggett if the Board of Health is satisfied with what the Whit's End has done, we have the say-so. Michael Baggett explained that it's up to the Board of Health on what they prefer to do. The Board of Health can allow the Whit's End to apply for a new permit and they can issue the permit. The Board of Health can also impose conditions based on the prior revocation. Mark Scranton asked if the permit was approved, would it still be subject to Kathy Wade's people going doing an actual inspection to issue licenses. Michael Baggett explains that it would still be subject to the same general rule as a new applicant requirement that any applicant would follow. The Whit's End would be looked at as a new restaurant, but it's within the Board of Health's authority to impose additional conditions beyond what new applicants would normally be held to based on the fact that they were revoked.

Mark Scranton proceeds to ask Kathy Wade if there should be stipulations put into place as part of the acceptance of a new application for a permit if there is history. Kathy Wade states that she could write things up for the Board of Health that they could look at, or she can come up with something off the top of her head. Mark Scranton responded that he was just trying to ask if there need to be additional provisions as a stipulation of the license. Kathy explained that in the past, another establishment was given the opportunity to be open with stipulations and they were not followed, either. This is the first time it has gotten to this point. Kathy stated she could write up stipulations if the BOH directs that, but she wants to ensure MCHD is being fair across the board.

Kathy Wade answers Mark Scranton's question by explaining the process of obtaining a new permit and/or license. Kathy Wade explains that if they would be applying as a new business, they wouldn't fill out a new application. They would just go through the steps any other restaurant would go through. The city then brings in a city inspector to make sure everything is set to the current code. Once they gather all of that information and say "yes," the restaurant is done and

ready to go. After that, an open inspection is required to make sure that everything is correct and ready to go. Lastly, their first routine inspection is within 30 to 45 days of opening. Kathy Wade goes on to confirm that yes Whit's End would apply for a license with the Health Department, but they won't get that license until the opening inspection. Mark Scranton turns to ask Michael Baggett what the difference between the revocation versus the new license is. Kathy Wade responded that the revoked license "can't get back." You would have to apply for a new one. Mark Scranton stated that he was confused because it sounded like a different issue. There was discussion among Board of Health Members regarding the revoked permit and applying for a new one.

Michael Baggett informed Mark Scranton that although you have new owners running the show, the same owner will be applying for the permit. To his understanding, the owner will remain the same as before. Representatives from Whit's End confirmed it is still the same, but they are trying to push him out. Michael Baggett stated that it needs clarified if this is new permit or rescinding revocation and therefore reinstating the permit. It is to BOH discretion to decide if/what stipulations could be put upon Whit's End, but he believes it may be easier to have them reapply for a new permit.

Cody Parks asked Tasha Cohen and Tina Blazier if they were going to re-apply under a different name. Tina Blazier explained that they haven't applied because they were told that they couldn't apply until the Board of Health says so. Tasha Cohen stated that they wanted to keep the name "Whit's End" because of branding.

Michael Baggett informed that it would be new management, but not new owners. Tina Blazier stated she was an owner and Michael Baggett stated that the owner has not changed since the revocation. Cody Parks asked if the Whit's End gets inspected every month, would that change things? Kathy Wade replied that she couldn't say "yes" or "no" because of the short staff she currently has. Mark Scranton asked Kathy Wade if they were subject to more than three inspections a year, would she be okay with that. Kathy Wade responded that it is the staffing that concerns her. Discussion occurred about possible stipulations on the food establishment.

Kathy Wade went on to explain how the Whit's End has been shut down multiple times, over a period of 17 years. Kathy Wade stated the establishment has pretty much looked the same for all 17 years. Kathy confirmed they have been shut down before and some issues on inspection reports were not corrected.

Michael Baggett stated that he needed to leave, but could answer any additional questions. Mark Scranton asked about stipulations that could be implemented and if a vote had to be done. Michael Baggett stated that there does need to be some sort of action/vote taken by the BOH for Kathy Wade to do her job and go through the inspection process. There is a revoked permit holder here asking for the ability to apply for a new license. Mr. Baggett stated that the ordinance is silent, so he believes the Board of Health needs to affirmatively say they are going to allow the permit holder to apply for a new license.

Vivian Goodman stated that before they do anything, she would like the Board of Health to put something in place that is consistent for every restaurant because we have another establishment that was revoked. Vivian wants to ensure favoritism is not shown to one owner over another. She wants something in place for fairness and consistency. Michael Baggett stated that he suggested

the Board of Health amend the Food Sanitation Ordinance to address what can be done post-revocation. That would need to go to County Board, also. Michael Baggett excused himself.

There was discussion regarding the need for having this amendment and process in place. Mark Scranton agreed that should be done, but he didn't want to delay the process for Whit's End tonight. Mark Scranton stated that Whit's End only has a limited amount of time due to their liquor license and other time constraints. He doesn't believe it's fair to make them wait and this creation of document will take time.

Mark Scranton stated there does not seem to be a benefit to rescinding the revocation versus having them apply for a new permit. He stated he is still confused. Brandi Binkley stated that each option sends a different message. If the Board of Health opts to rescind the revocation after all of the BOH time, staff time, etc spent on it – the number of staff hours that have gone into the Whit's End at all levels has been astronomical. Brandi Binkley stated that she thinks the BOH simply rescinding sends a bad message. Mark agreed and stated that it also sets a precedent. He stated that he would like to allow them to apply for a new permit, but not rescind the revocation and Jeff Entler agreed.

Brandi Binkley stated that before a motion is presented and the BOH makes their decision, she would like to request that if this is allowed with this or any businesses in the future in a consistent manner so that all businesses are treated equitably, she'd like her team to be able to have the ability to put those stipulations in at their discretion or with approval from the Board of Health. She asked for the discretion to be given to Environmental Health and Administrator for the stipulations. This is the same owners we will work with moving forward. Mark Scranton agreed with this and said this needs to be done. Then there are teeth in this thing. Mark Scranton wants MCHD to have the ability to give the license subject to items being completed prior and moving forward for at least an extended period of time. Mark is okay with putting this language into this and the BOH giving MCHD staff the freedom to do these things. Debbie Hill asked if Kathy will be the one to do the inspections and Kathy stated that she will, time willing. However, she has excellent staff that are trusted to go out and do this.

Mark Scranton said that with what Brandi said, there needs to be something that holds establishments accountable. Mark said these stipulations will help it work with all parties involved and he stated he trusts MCHD judgement with how to hold Whit's End and other businesses accountable. These stipulations may need to be flexible and handled on a case-by-case basis. He has no problems with Brandi and/or Kathy setting stipulations. Kathy reminded the BOH that they were revoked due to being closed so many times (3 in a 12 month period).

Cody Parks asked if it could be written up that the establishment is on probation and receives good inspections. Kathy Wade said we will take the direction of the Board of Health and gave some examples of what can be stated in the stipulations. Kathy asked for the ability to have discretion to create stipulations and then if they do not meet these requirements, they are done. Mark Scranton asked what the timeline is for application to opening. Kathy said any time an application comes in, they have 14 days. She may ask for more time since she will need to develop the stipulations. Debbie Hill asked when the liquor license is done. Whit's End representatives said they will have to ask for an extension for that.

Cody Parks asked if there are any fees associated with quarterly inspections. Kathy clarified that a new application has fees. Cody Parks asked if there is a problem at upcoming inspections, could they be fined. Kathy clarified how this works. Cody Parks asked if that can be increased. Kathy Wade said that must go through the Board. Cody Parks stated that he doesn't want to leave a building empty. He wants to possibly let them open and warn them again. Brandi Binkley said she understands that, but the MCHD's job is to advocate for public health and anyone associated with that business was putting peoples' health at risk. She stated that she feels if the BOH is going to vote to have the MCHD accept an application, she would like to request that stipulations can be included at the experts' (at MCHD) discretion. She also stated that every inspection takes a trained EH Specialist in the Division. If/when it is serious enough to possibly close the establishment, Kathy Wade or the Assistant Director must also go out. This is the same Division that houses Emergency Preparedness and has been spearheading COVID-19 response. If it is a closure, they get Brandi or the Assistant Public Health Administrator have to get involved. Therefore, every time the place is closed down, the amount of staff time, paperwork, follow-up, and additional inspections spent on that is significant. Brandi Binkley pled with Whit's End to also be mindful of the time and team at MCHD that has had to spend to repeat these efforts and also community residents' health is being put at risk.

Kathy Wade stated her team is fair and consistent across the board, regardless of local or corporate establishment. Mark Scranton asked what was done with the previous establishment, Popeye's. Mark Scranton asked for clarification on what that establishment was willing to do in the past to rectify the situation. Brandi Binkley provided information regarding this and that the owners of that establishment followed up many times with MCHD and Mike Baggett to request information on how to reapply. Because the ordinance was silent, it was guided to be BOH discretion. It was not voted to allow that establishment to reapply at that time. Brandi stated she reached out to Vivian and Mike Baggett on this current situation to ensure that MCHD is being fair and consistent regardless of type of establishment. Brandi would have to review the minutes from last year to provide a full update on what was decided last time if the Board requests. Brandi Binkley stated she does feel it is important that there is something in the ordinance that guides these situations so they are handled fairly and consistently.

After concluding their discussion, Board Member Mark Scranton moved to accept the vote to allow Whit's End the permission to apply for a new permit subject to stipulations and probationary period made by the MCHD staff.

Dr. Venkat Minnaganti asked if the inspections are announced or unannounced. Cody Parks asked for clarification on the process for having fees increased and approved. Kathy Wade explained the fees and how/when they are instituted. Discussion occurred by BOH stating that higher dollar amount fines may impact establishments' willingness to prevent those situations. Kathy Wade said she can do that if the BOH directs her to do so. Debbie Hill asked why all restaurants do not have pest control contracts. Kathy provided clarification on how this works and when proof of these contracts is required and that requirements are different based on what is used and for what reasons.

Brandi Binkley stated they could look at fees, but would need to eventually bring that back to the Board of Health. They would have to be sent to Michael Baggett first. BOH then votes and it goes through full County Board processes.

Mark Scranton reminded the group about Robert's Rules of Order that discussion should not be until after the second motion.

Cody Parks seconded the motion. Vivian then sought clarification that the business would be able to reapply for a permit before the BOH develops a policy. Vivian Goodman stated a concern that this could set things up for a lawsuit. Mark Scranton stated that he believes the BOH should give staff the ability to put stipulations in place based on the situation. Mark stated he does not feel this could be one size fits all. Kathy Wade said she could seek resources that provide information from others that have language in place with more detail and provide it to the BOH in the future. Kathy Wade said that MCHD would have to send on to Mike Baggett and then give to BOH next.

A roll call vote resulted in the allowance of Whit's End to apply for a new permit with stipulations and probationary period made by the MCHD staff.

5 AYE 1 NO Motion carried with Vivian Goodman voting no.

1 not allowed to vote due to joining virtually (Candace Clevenger)

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

Jeff Entler moved to accept the Minutes, seconded by Mark Scranton. Roll call. Motion carried.

### **Communications**

#### **Board Education: COVID-19 Update:**

Brandi informed the Board of recent COVID updates. As of 10/19, Macon County is at 45.41% fully vaccinated. Brandi explained to the Board that boosters are being given, and there will be additional boosters that will become available. Pediatric vaccinations will be ready to go soon. Contract tracing numbers have slowed down. Things are going smoother than they were and most school districts are using the forms MCHD team provided to make things easier for their teams. There was also an Executive Order that gives schools more authority to do what the state is expecting them to do. There has also been a change in the outbreak definition. MCHD is now allowing Test to Stay in Macon County for schools IF the school district has a testing program in place as long as it meets requirements for Test to Stay. MCHD team also consulted with Medical Director before moving forward with this decision. We are expecting there to be an additional surge in the future. Mark questioned if Macon County is tracking COVID cases that are recurring for people that were fully vaccinated. Brandi responded that the state does keep track of that information. Macon County Health Department also provides this information in the form of a pie chart that shows people the percentage of positives whom are vaccinated versus unvaccinated. Mark Scranton inquired about trend and Brandi stated that you can see the trend is unvaccinated are more of hospitalized group. Mark asked additional questions about data and Brandi provided information that was then supplemented by Dr. Minnaganti and what is being seen in the hospital.



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

As of September 30<sup>st</sup>, 83% of the year has passed. The Ending Fund Balance is \$5,718,773.01. Total revenue is currently at \$6,945,252.77 which is 71.3% into budgeted revenue. Total expenditures are \$6,451,911.63 which is 66.7% of budgeted expenditures.

Mark Scranton moved to accept the Financial Report, seconded by Cody Parks. Roll call. Motion carried.

### **Review of Department Expenditures**

Mark inquired about the client's roof installation for \$2,000. Brandi informed him that would go through Starting Point program. They receive funds through grants to pay for certain things for seniors or people with health disabilities. Mark questioned if there was a cap on how much money can be spent on a certain thing. Brandi explained that each grant has rules that go along with it.

Mark Scranton moved to pay the bills, seconded by Debbie Hill. Roll call. Motion carried.

### **Grant Applications and Review**

There was no Grant application to review.

### **Department and Division Reports**

Board President, Vivian Goodman asked Board members if there were any questions for the directors on their division reports. No questions.

### **Employee Recognition**

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

### **Old Business**

#### **FY2022 Budget Hearing Update/Follow Up**

Brandi thanked Jeff and Vivian for being there when the budget was presented. The budget was presented and there were no questions from the committee, and it was approved unanimously. The full County Board vote will be on November 10<sup>th</sup>.

#### **Email Addresses**

Email addresses are up and created. As board members continue to activate their email addresses, it will be updated on the MCHD's website and roster. Brandi asked Board of Health Members which email addresses they want used for right now and documented that. Brandi also offered help from IT if BOH Members need assistance.

## **Safety Discussion Update**

Brandi updated the Board on the bulletproof glass and film. Brandi informed that she did clarify with DPBC what was needed for the bulletproof glass and film. Brandi explained that the building commission inquired about the type of glass that is wanted for protection. Mark mentioned that getting the opinion of the Sheriff's Department would be better for this matter. Mark stated that he thinks the ballistic film would be sufficient because it's going to cost less and be much easier to install. Brandi informed the Board that she will keep them posted on the details for the glass and film. Brandi went on to discuss the keyless swipe entry and its progress. Brandi stated that she has confirmed that DPBC will pay for this project. She explained that the system that will be used is also used in other buildings. There will be 8 doors that will have the keyless swipe entry. Mark asks if there will be the ability to add and remove people without having to go through a third party. Brandi stated that the Health Department will have that ability. The Health Department currently has name badges that will be able to work with the new keyless swipe entry system.

## **Contact Tracing Positions and Funding**

Brandi briefly explains that during the previous month's discussion board members expressed their thoughts to have a plan for the contract tracers and the contact tracing. It was also discussed that the state would probably be giving money, but as of now, there isn't any additional information. There is communication that money will be given, but the amount is not known as of recently. Brandi stated that they have been told about getting extensions and funding through either June 30th of 2022 or December 31st of 2022. The amendments for the current grants are being worked on and should be getting sent out. As of now, Brandi stated that she doesn't have contact tracing deliverables or objectives yet, which means she doesn't know what the state's expectation is going to be. Brandi explains that the expectation and the dollar amount will be used to guide them in if they need to hire more people, or to keep things the same way. The contract tracers were informed that the board is mindful of this being their job and having a plan for the future. Brandi explained that the board could take action by using the health fund dollars, or they could just wait it out to see the expectations. Mark stated that it would be premature to take any actions as of right now. Mark agreed with Brandi that in November they should have an answer.

## **New Business**

### **Approval of Helmer Contract and Resolution**

Brandi stated the new contract is only to service the new freezers that are for the vaccine. The freezers must be serviced, if not serviced they will not work right. In return, there will be thousands of dollars lost of vaccines. Brandi explains that although it's not necessary to go through this approval process for every contract, but because this is a multi-year contract, it needs the board's approval. Mark inquired about the total cost. Brandi stated that the on-site preventative maintenance that is \$342. The freezer being serviced happens once every 6 months. Mark questioned if that price was per unit, and how many units did we have. Sheree stated it is \$2,394 a year. There are 7 units, and they are \$342 each. Mark asked if the freezers would only be used for the COVID vaccine. Sheree replied that the old freezers were disposed of. The new freezers are going to be used for the COVID vaccine and will be used to house all the vaccines. Since it wouldn't only be the COVID vaccine that would be kept in the freezer, it wasn't all

charged specifically to mass vaccination grant funding. Sheree Zalanka stated there is no dollar amount tied to this resolution due to the amount already being in the FY2022 budget that the BOH just approved. Mark inquired if it was recommended to approve the Helmer Contract tonight. Brandi advised that she does recommend the Helmer Contract to be approved either as it is, or only if there are minimal changes rather than waiting until next month.

Cody Parks moved to accept the approval of Helmer Contract and Resolution, seconded by Mark Scranton. Roll call. Motion carried.

### **Personnel Manual**

Brandi Binkley stated that this was sent out last month and again this month. Brandi informed the Board the only changes to the Personnel Manual were to the pronouns used throughout the manual just for inclusion purposes. Brandi explained that the Personnel Manual states that it will be reviewed at least annually. Brandi stated that the BOH does not have to vote, but can since it is on the agenda. It is up to the BOH. Brandi Binkley reminded the BOH that they always provide the policies and proposed updates to the HR attorney, Ed Flynn, before bringing them to the BOH. Vivian asked if the BOH wanted to go through approval. There was no vote held.

### **Macon County Mobile Food Unit Ordinance**

Kathy Wade stated that the reason for this coming about is the Seasonal License. The Seasonal License allows the facilities to be open from March 15th through November 30<sup>th</sup> with the City of Decatur doing away with those dates and doing their ordinance. There were also food truck owners stating that they could be catering throughout the holidays. Kathy stated that she wanted the ability to let the food trucks owners stay open 365 days out of the year. With the food trucks staying open throughout the year, it gives a little more competition for the permanent brick-and-mortar facilities. The Mobile Food Unit Ordinance is put into place to accommodate both the brick-and-mortar facilities and the food trucks. Kathy explains that on behalf of the brick-and-mortar facilities a food truck cannot be within 200 feet of a brick-and-mortar. The Mobile Food Unit Ordinance also states that a food truck cannot stay at one spot for longer than a week without a variance. If a food truck is issued a variance, there are rules about when they must/can open. There are also hours restrictions that will help out Sheriff's Department and City Police Department. MCHD worked with numerous agencies to develop this ordinance.

There are increases to fees for this. The current brick-and-mortar facility is \$600. A seasonal this year, which is March through November, is charged \$300. If a food truck is allowed to be open 365 days a year, it will be charged \$550. Kathy states that this year we have 35 seasonal, that's not including any of the ball diamonds such as the Decatur Park District and Maroa Youth League. There have also been 120 temporaries.

If there is a facility that does not want to be yearlong, they could pull a temporary license. Those will still be available. At this time, food trucks can get a temporary permit during the months outside of the currently allowed time period. Kathy Wade provided clarification on questions asked about which category food trucks would fit into.

Mark Scranton asked about the 200 foot rule and how it will work with the City of Decatur. Kathy Wade stated that establishments will still need to get licenses from the City. MCHD will still work with the City of Decatur on these things. BOH Members asked questions about private

versus public property and how that would work. Kathy Wade provided clarification that this would be 200 feet period. Mark Scranton asked how 200 feet is measured and what two points are included. There was communication about this among BOH Members and MCHD staff. BOH Members explained complications that could come with this measurement. Kathy provided input about realistic implementation of this 200 foot rule. There was discussion about how the Smoke-Free Illinois Act distance was measured and that was 15 feet within any doors, vents, or windows.

Kathy Wade stated she could work on wording for this if needed. At some point, the rule will have to be used at some point. Kathy Wade stated that her goal was to have this voted on this month so that it could be implemented for January 1<sup>st</sup>. It was turned in to the State's Attorney's Office in July 2021. She requested guidance from the BOH on how to move forward. Kathy Wade was complimented by Mark Scranton about how this was written and he stated he does not want to micromanage it. He stated that things could be moved forward and if it has to be amended in the future, it could be. Mark Scranton asked if it would have to wait until next year to make changes. Kathy Wade explained that it is her understanding that it can be edited as often as requested by the BOH. Cody Parks stated that he agreed with the idea to move forward and see what the public says. Mark Scranton asked what would happen if the rule changed again about licenses were obtained by establishments. Kathy Wade explained that notification would go out to give these establishments adequate notice. Kathy Wade explained that this Mobile Food Unit Ordinance would amend the overall Food Sanitation Ordinance.

BOH Members asked if this was a new ordinance or something from another. It was explained by MCHD staff that Kathy Wade completed extensive research to find other ordinances and use the best parts of them to form it. Kathy also explained that she worked to ensure it would coincide with the City of Decatur's rules.

Mark Scranton moved to approve on the Mobile Food Unit Ordinance, seconded by Cody Parks. Roll call. Motion Carried.

### **Digital Environmental Health System**

Brandi informed the Board that all the information has been sent to Michael Baggett. She reassured that she did clarify if they needed to go to bidding or not, and they did not. Brandi informed the Board that the quotes have already been received for the system and are being worked on. Brandi reminded the BOH that there was a request for consideration submitted to the County to purchase this with American Rescue Plan Act funds. Brandi Binkley explained the process of how this would work and that if ARPA funds cannot be used, there would be a request put to the BOH to use Health Fund dollars and a resolution. When asked by BOH Members, Brandi explained that quotes came in under the bidding threshold.

Mark questioned if Kathy liked the new system. Kathy explains that IT and herself like the system. She went on to explain how it looks as though it's going to be the most user-friendly. It's compatible with any type of tablet they want to go to whether it's iPad or Android.

Brandi Binkley explained that across the Divisions, the team is very thorough with the research process regarding digital systems. This is happening in Environmental Health, Clinical Nursing

Services, and the Dental Clinic. The Directors have been involved in this process, as has IT. Brandi states that she does feel confident about digital environmental health.

Kathy stated that the company that they will be going with is used a lot with State agencies. Mark questioned what the timeline to everything will be up and running, and people training once the contract is approved. Kathy explains that she thinks everything could move quickly if it gets approved. Kathy is aiming to have everything ready to go by January 1st, 2022, but she's not confident about that date.

### **Closed Session**

At 8:15pm, President Vivian Goodman stated they needed to go into Closed Session to pursuant to Section 2.06(d) (Review Closed Meeting Minutes) and Sections 2.C.1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body) of the Open Meetings Act.

Mark Scranton moved to go into Closed Session, seconded by Cody Parks. Roll call. Motion carried.

### **Reopen Meeting**

Roll call completed at the reopening of the meeting. BOH Members present included: Vivian Goodman, Mark Scranton, Candace Clevenger (on call), Dr. Venkat Minnaganti, Debbie Hill, Cody Parks, and Jeff Entler.

### **Approval of Closed Meeting Minutes**

Jeff Entler moved to approve the Minutes, seconded by Cody Parks. Roll call. Motion carried.

Vivian Goodman requested a motion to accept Brandi Binkley's evaluation and approve the 4% raise agreed upon. Cody Parks made a motion, seconded by Debbie Hill. Roll call. Motion carried.

Vivian Goodman requested a motion to adjourn. Mark Scranton stated that there was one more thing that was to be discussed at this meeting and it was not on the agenda. He stated that it was the appointment to committees. Brandi Binkley stated that the BOH had directed her to bring that back at the December meeting. Mark Scranton stated he thought Vivian Goodman would appoint people if volunteers could not be obtained. Brandi clarified that the information was in the BOH Members' packets so they would have time to review it before December.

Mark Scranton volunteered to be on the Personnel Committee. Jeff Entler stated he would also like to volunteer for that committee. Vivian Goodman then stated that this could be added to next month's agenda.

### **Adjournment**

Mark Scranton moved to adjourn, seconded by Debbie Hill. Roll Call. Motion Carried. Meeting adjourned at 8:43 p.m.

Respectfully Submitted,

Nakeya Thompson, Administrative Assistant

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

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

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