**MCDONOUGH COUNTY BOARD OF HEALTH SPECIAL MEETING MINUTES**

**WEDNESDAY, AUGUST 23, 2023**

The McDonough County Board of Health special meeting was held in the board office on Wednesday, August 23, 2023. The regular meeting was called to order at 6:31 by Andrea Ratermann, President.

**Members Present:** Dr. Amy Waschull, Becky Mahr, Roger Ward, Dr. Richard Minter, Andrea Ratermann, Gwynne Worthington, Dr. Nick Doll, Terra Litchfield, and Kari Kelso

**Members Absent**: none.

**Staff Present:** Kerri Allen, Chris Adams, Jennifer Plate, and Kathy Cleer

**Visitors Present:** none

**Call to Order:**

 Meeting was called to order at 6:31 by President Andrea Ratermann.

**Public Comment:**

 **NONE**

**NEW BUSINESS**

 **FY24 BUDGET**

Kerri gave the Board of Health members a copy of the letter from Travis Hiel regarding the budget and a copy of the tax levy request. Kerri said she requested a 5 percent increase this year on the tax levy. She went on to say that she will always ask for an increase. In 2008 the county finance committee sent us a letter like the one we received this year stating that there was a shortfall in funding and asked us to reduce the amount of our tax levy request. The administrator at the time, Lynnette Cale, did as they asked. The Elms and the Mental Health Board didn’t reduce their requests and received more funding than the health department. Terra Litchfield said there is a formula that the county uses to determine how the funds are allocated and suggested having McDonough County Clerk Gretchen DeJaynes come to our next meeting and explain how the tax levy is figured. Becky Mahr and Terra Litchfield would like to have the actual numbers to compare with the current operating budget. The board would also like to see what our previous actual tax levy amounts were. Kerri gave the board a salary sheet with proposed increases for staff ranging from one percent to seven percent, a sheet with three percent across the board and a sheet with four percent across the board. Kerri explained how she arrived at the salary increases she has proposed. We had five people that received pay increases effective in July. Kerri explained that our new nurse Brandy Bias was hired at $25 an hour. She couldn’t get any applicants that would accept a job offer for less. Since our current nurse, Nicole Driver, was only making $24 an hour and had been here longer, Kerri increased her pay to match. Niki Duffy received a pay increase since she took the Emergency Response Coordinator position. Alicia Napier received a pay increase since she has been assigned additional job duties. Anaiah Payne was increased after requesting a pay increase for personal reasons. Since that would put Anaiah’s pay close to what Phyllis Lamm was making and Phyllis has been here for several years, Phyllis received a pay increase also. Becky Mahr asked if we have a competitive pay policy in place. To Kerri’s knowledge we have no such policy. Dr. Waschull wanted to know how much money comes from grants. Kerri said a good portion of our money comes from grants. Kerri also plans to hire an administrative assistant at $15 an hour and they will cross train on the WIC program assistant position and on the grants/billing clerk position. Funding for this position will come out of the SIPA grant. There is an LPN position figured into the budget, but she may not hire a person for this position if it is not needed. Kerri said she works seven days a week and the sanitarians also may work seven days a week. Some of the staff work nights, weekends, and sometimes has to work on a holiday. Becky Mahr said that is what a salaried person does. Some staff are exempt, and some are nonexempt. Gwynne asked what the difference was. Kerri explained that exempt staff can work outside of the normal operating hours where nonexempt staff, such as clerical staff, are to work during normal operating hours. Becky asked if the new administrative person could do HR. SIPA grant will be a five-year grant and it will be $350,000 all paid up front. Kerri has some remodeling built into this grant. It can be amended as needed. We have been told that we need to get a concrete pad poured to park the trailer on. Kerri will check with the city about it. Terra said the budget needs to be approved before the County Board meeting on October 11. The board will discuss Kerri’s contract at the October Board of Health meeting. Terra feels the board should meet more often and gave an explanation of how the claims process works at the courthouse. Roger Ward feels we could meet every other month but would be okay with meeting every month. Andrea Ratermann suggested each member look at each claim and Dr. Richard Minter would like to get the same group of claims each time. Budget was tabled until the next meeting.

**CLOSED SESSION- NONE**

**BOARD COMMENTS-NONE**

**Adjourn:**

**GYWNNE WORTHINGTON MADE A MOTION AT TO ADJOURN AND WAS SECONDED BY TERRA LITCHFIELD AT 7:52 P.M. MOTION CARRIED.**

Kathy Cleer

 Business Office Manager/CFO

***NOTE: The next BOH meeting will be Wednesday, September 13, at 7 pm.***