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

**WEDNESDAY, SEPTEMBER 13, 2023**

The McDonough County Board of Health special meeting was held in the board office on Wednesday, September 13, 2023. The regular meeting was called to order at 7:10 by Gwynne Worthington, Vice-President.

**Members Present:**  Becky Mahr, Roger Ward, Dr. Richard Minter, Gwynne Worthington, Dr. Nick Doll, and Terra Litchfield

**Members Absent**: Andrea Ratermann, Dr. Amy Waschull, and Kari Kelso

**Staff Present:** Kerri Allen, Chris Adams, Jennifer Plate, and Phyllis Lamm

**Visitors Present:** Destinay Odah, Taiwo Adepoju, Lynnette Cale, Stefanie Johnson, Gretchen DeJaynes, Niki Duffy, and Oluwakorede Abiodun

**Call to Order:**

Meeting was called to order at 7:10 by Vice-President Gwynne Worthington.

**Public Comment:**

**NONE**

**MINUTES-DISCUSS NEED FOR DETAILED MEETING MINUTES AND MOTIONS**

The Board Members listened to the recording of February 8, 2023, meeting specifically the motion that was made for the retention of bonus. Becky Mahr said there needed to be more information on the motion instead of as presented. Becky presented information from the State’s Attorney stating that claims should be made by roll call vote since it pertains to money. State’s Attorney Matt Kwacala also stated that it is mandatory in order to be compliant with OMA.

**AMEND ARTICLE XI, SECTION 2, OF THE BYLAWS OF THE MCDONOUGH COUNTY BOARD OF HEALTH**

**ROGER WARD MADE A MOTION TO AMEND ARTICLE XI, SECTION 2 OF THE BOH BYLAWS TO REQUIRE ROLL CALL VOTE ON CLAIMS AND WAS SECONDED BY DR. RICHARD MINTER. ROLL CALL VOTE: 6 YES, 0 NO AND 3 ABSENT. MOTION CARRIED.**

**APPROVAL OF CLAIMS**

Dr. Minter would like to change how the claims are done. He would like to see the same set of claims each month. Terra Litchfield asked McDonough County Clerk, Gretchen DeJaynes, how the county does claims. Gretchen explained that they have a claims committee to look at all the claims and then they are put into small packs to be reviewed by the County Board members. Dr. Minter would like to see the checks too. Roger Ward would like to start having each board member review all the claims instead of just looking at the packet they receive at the meeting.

**A MOTION WAS MADE BY TERRA LITCHFIELD AND SECONDED BY ROGER TO WARD TO PAY THE AUGUST 1-31, 2023, CLAIMS IN THE AMOUNT OF $96,038.15. ROLL CALL VOTE: 5 YES, 1 NO, AND 3 ABSENT. MOTION CARRIED.**

Kerri Allen went over the cash flow numbers with the board members. Gwynne Worthington had questions about why payroll regarding large payouts in March and June. Kerri explained that the payouts were for the retention bonus for March and June. Paying out Ben Thompson for his benefit time was the reason for the higher payroll amount in July.

**EXPLANTION OF TAX LEVY FUNDS- GRETCHEN DEJAYNES, COUNTY CLERK**

Grethen DeJaynes explained that McDonough County is a PTELL county and the PTELL rate has been 5% for the last two years. PTELL caps the amount of increase a taxing body can get. It doesn’t necessarily tax the amount of increase of your taxes going up but taxes how much increase the taxing body could get. As an example, a taxing body got $100,000 last year and the PTell increase is 5%. That means this year they would receive $105,000. The PTELL money a county can receive is determined by the cost of living. PTELL rate cap is five percent. Typically, in years past we would receive one percent or a fraction of a percent. The county can take the maximum of the PTELL rate. They have 8 or 9 special use funds such as IMRF, liability insurance, work comp and social security. They are going to look at those special funds and the dollar amount levied last year, and we are going to take the PTELL times that total tax. Then we’re going to look at our funds and where the board typically puts those funds first is the IMRF, liability insurance and Social Security. Those are the things we have to fund. It has been the board’s practice to fund the things it has to by law fund. The auditors would like us to have a year’s cushion in our budget just in case something would happen. We have several funds that we levy for: county highway, bridge, mental health, TB, federal matching aid, health department, liability insurance, social security, cooperative extension, veterans, nursing home, senior citizens transportation, those are all the funds along with the county corporate fund that the county levies for so a total of their funds can go up by the CPI. We have a finance committee that works on the budget and is doing that as we speak. Travis Hiel is the Committee Finance chair and does a tremendous job. The Elms three years ago started paying their own unemployment taxes and all their employment taxes. They are paying the county $600,000 of employment taxes which takes a tremendous burden off the county. The county is still paying the health department’s taxes out of the county’s levy. There isn’t a limit to how much of a levy you can request but the county determines what you will receive. The county received over $5 million of ARPA money and that is being put into restoration of the courthouse. We will never again have the ability to do that kind of restoration on the courthouse.

**AMEND ARTICLE XI, SECTION 3, BYLAWS OF THE MCDONOUGH COUNTY BOARD OF HEALTH**

There was discussion on Article XI section 3. Dr. Doll asked if the board approves the budget each year. Kerri Allen said yes. Becky Mahr said the bylaw aren’t very clear on this according to the State’s Attorney. She feels the board needs to vote on it. Kerri asked about what if she stays within budget. Becky said the budget is just a projection. Dr. Doll said we should vote on pay and all raises. Kerri said she was told it was her right to decide this. Becky told her not according to the bylaws. Terra said she feels like that is all we’ve been doing lately is giving out money to employees. Kerri said that is why we have these grants is to help our employees and the community. Roger asked what will happen when the grants are done. Kerri said that is why you hired me. Kerri asked Terra how the county handles this. Terra said elected officials do not need board approval. The Elms don’t have to have board approval, but they do bring it to the board. Dr. Minter said we do approve the salary once a year but doing it in the middle of the year, that is what we are questioning. Terra said if we put $20,000 into the budget for employee raises, how do we know if you have overspent that. Dr. Doll suggested putting a line on the cash flow report to keep track of this. Becky said we need to keep a handle on expenses. Terra said she doesn’t like micromanagement and would like to see a line item to know if we do overspend. Gwynne commented that if we go with a change, we will have to vote on it. If it goes over the line item, we should have to vote on it. Dr. Minter said we should change to presented not vote on before raise can be enacted.

**BECKY MAHR MADE A MOTION TO AMEND SECTION 3, ARTICLE XI AND WAS SECONDED BY TERRA LITCHFIELD TO READ THE MCDONOUGH COUNTY HEALTH DEPARTMENT BOARD OF DIRECTORS SHALL ANNUALLY REVIEW EMPLOYEE PAY. THE BOARD OF DIRECTORS MUST BE INFORMED OF AND PROVIDED WITH JUSTIFICATION OF ANY CHANGE IN THE PAY OF AN EMPLOYEE. ANY CHANGE TO THE PAY OF AN EMPLOYEE MUST BE PRESENTED TO THE BOARD OF DIRECTORS BEFORE SUCH A CHANGE. ROLL CALL VOTE: 6 YES, 0 NO, 3 ABSENT. MOTION CARRIED.**

**REVIEW/AMEND FY24 BUDGET**

Becky Mahr would like to see the breakdown of other expenses and income as well as the breakdown of the SIPA grant.

**AMEND FY 23 MEETING DATES-PRESENT THROUGH NOVEMBER 30, 2023**

**ROGER WARD MADE A MOTION TO AMEND THE FY 23 MEETING DATES PRESENT DAY, OCTOBER 11 THROUGH NOVEMBER 8, 2023 AND WAS SECONDED BY TERRA LITCHFIELD. MOTION CARRIED.**

**ESTABLISH FY 24 MEETING DATES DECEMBER 1, 2023-NOVEMBER 30, 2024**

**ROGER WARD MADE A MOTION TO SET THE MONTHLY MEETINGS DATES FOR THE SECOND WEDNESDAY OF THE MONTH FROM DECEMBER 2023 THROUGH NOVEMBER 2024 AND WAS SECONDED BY TERRA LITCHFIELD. MOTION CARRIED.**

**REVIEW MCDONOUGH COUNTY HEALTH DEPARTMENT EMPLOYEE HANDBOOK**

**The Board of Health members formed a committee to review and update the employee handbook. Dr. Minter, Kari Kelso, Gwynne Worthington, and Becky Mahr were appointed to the committee. Kerri will appoint a representative from the health department.**

**TERRA LITCHFIELD MADE A MOTION TO APPROVE THE COMMITTEE MEMBERS AND DR. DOLL SECONDED THE MOTION. MOTION CARRIED.**

**ESTABLISH AND ADOPT PROCEDURE FOR THE MCDONOUGH COUNTY HEALTH DEPARTMENT ADMINISTRATOR EVALUATION**

**The board discussed the administrator evaluation process. The administrator has an evaluation done by the staff and the board of health members. The board evaluation needs to be sent to the Board of Health Secretary, Dr. Doll via email and the administrator’s contract will be tabled until all the evaluations are in.**

**TERRA LITCHFIELD MADE A MOTION TO TABLE THE ADMINSTRATOR’S CONTRACT UNTIL BOARD EVALUATIONS ARE DONE AND WAS SECONDED BY DR. NICK DOLL. MOTION CARRIED.**

**CLOSED SESSION- NONE**

**BOARD COMMENTS**

Roger Ward received a compliment on a health inspector and wanted to let Chris Adams know.

**Adjourn:**

**Dr. Richard Minter made a motion to adjourn at 8:33 P.M. and was seconded by Terra Litchfield. Motion Carried.**

Kathy Cleer

Business Office Manager/CFO

***NOTE: The next BOH meeting will be Wednesday, October 11, at 7 pm.***