

**MCDONOUGH COUNTY BOARD OF HEALTH MEETING MINUTES  
WEDNESDAY, NOVEMBER 8, 2023**

The McDonough County Board of Health meeting was held in the board office on Wednesday, October 11, 2023. The meeting was called to order at 7:08 pm by Andrea Ratermann, President.

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

**Staff Present:** Chris Adams and Jennifer Plate

**Visitors present:** Niki Duffy, Stefanie Johnson, Belinda Carr, Nicole Driver, Joby Miller, Robin Neve, Christopher Francisco, Belinda Carr, D.D., Brittany T.

**Call to Order:**

Meeting was called to order at 7:08 pm by President Andrea Ratermann.

**Public Comment**

A motion was made to approve the October 11, 2023 minutes. The motion carried with 8 in favor and 0 opposed.

A correction was made to the October 11 minutes on page 2. "Benefits" approved is specified as the "Employee Benefits: Health Department Activities/Other Benefits" sheet.

A motion was made to approve the claims presented at the November 8, 2023 meeting. The motion carried with 7 in favor and 1 opposed.

**Old Business:**

The Employee Handbook Committee presented a list of items from the handbook to review with the board. There was discussion about each item and proposals made by the board to make the following changes to the Health Department Employee Handbook:

- 1.) Decrease Employee's Personal Days from 4 to 0-2 days. These days cannot rollover into vacation time at the end of the year.
- 2.) Change Vacation time intervals to Years 0-4, Years 5-14, Years 15+, while current employees would be grandfathered into current vacation time intervals so that they do not go backwards in intervals.
- 3.) Remove additional Floating holiday
- 4.) Change number of bereavement days from 5 days to 3 days.
- 5.) Change reimbursement of education to match that of WIU's current tuition rate/hour.
- 6.) Payout the 90 segs that has been withheld from employees' first paychecks and discontinue withholding 90 segs from the first paycheck of future employees.

- 7.) During weather related closures, employees must obtain permission from the administrator to work from home or take a vacation day
- 8.) A door "bell" will purchased and installed on the front door
- 9.) The board room and classroom are not available to rent to outside entities or to employees
- 10.) Remove breakroom Coffee/Tea procedure from the handbook

A motion was made to table Board of Health Bylaw revisions. The motion carried with 8 in favor and 0 opposed.

Chris Adams, Interim Administrator, is to be added to the signature card at the bank.

There was discussion about posting the administrator job positions. Applications will be accepted through January 31, 2024.

There was discussion about an opening on the Board of Health.

A motion was made to close the health department for 2 hours for their Christmas party. The motion carried with 6 in favor and 2 opposed.

Next meeting is December 13, 2023 at 7:00 pm. At 6:30 pm, Health Department employees are invited to discuss proposed handbook changes with the Board of Health.

The meeting was adjourned at 10:28 pm.