**MCDONOUGH COUNTY BOARD OF HEALTH MEETING MINUTES WEDNESDAY, DECEMBER 13, 2023**

The McDonough County Board of Health meeting was held in the board office on Wednesday, December 13th, 2023. The meeting was called to order at 6:45 pm by Andrea Ratermann, President.

**Members present:** Andrea Ratermann, Terra Litchfield, Roger Ward, Dr. Minter, Becky Mahr, Dr. Doll, Holly Norton, Dr. Kelso, Dr. Waschull

**Staff present:** Chris Adams, Jennifer Plate

**Visitors present:** Stephanie Johnson, Lynnette Cale, Nicole Driver, Joby Miller, Robin Neve, Patrick Stout, Belinda Carr

**Call to Order:** Meeting was called to order at 6:45 pm

**Public comment:** Stephanie Johnson expressed, as speaker for staff, frustration of staff for raises that were approved in the budget, not being reflected in most current pay period.

**Minutes:** A motion was made to approve the November 8th meeting minutes. The motion was carried with 9 in favor and 0 opposed.

**Claims:** A motion was made to approve claims presented at the December 13th meeting. The motion carried by roll call vote, with 8 in favor and 1 opposed.

**Reports:**

Chris Adams: Environmental Health Director and Interim Administrator

Environmental Health report: A recent tick drag was performed, and 2 ticks were recovered and submitted for testing. Multiple temporary and/or permanent restaurants/food trucks.

Administrators report: Two candidates for CFO were interviewed and later declined the position. Job posting was made for the administrator. The public has been utilizing available take home COVID-19 test kits.

Cash flow report: Becky Mahr suggested we need the actuals for federal monies for FY’ 23. There was discussion of adding columns in the cash flow spread sheet for actuals based on budget line items and % of budget.

A motion was made to approve $150 per month in advertising for the Administrator and CFO positions. The motion carried by roll call vote. All members present in favor.

Jennifer Plate: Community Health Director

McDonough county has had an general increase in illnesses recently. The MCHD is running low on flu vaccine. A COVID-19/flu clinic is to be held December 14th at the MCHD from 9am-2pm.

A tobacco clinic is being established for the Macomb School District and plan to expand to other school districts in the county if well received and staffing is available.

A grant from Delta Dental was received to distribute toothbrushes and oral health education items. Plan to coordinate with Miles of Smiles, to ensure ability of families to follow up with dental providers for care.

Terra Litchfield: No new business to report from the County Board.

**New business:**

Dr. Minter was named the new board of health medical director, as Dr. Waschull is resigning from the board. Roger Ward recognized Dr. Waschull’s many years of service to the Board of Health.

Officer elections were held. President: Andrea Ratermann, Vice President: Roger Ward, Treasurer: Becky Mahr, Secretary: Dr. Doll. A motion was made to approve officers, the motion carried with all in favor.

**Old business:**

Discussion on payroll increase. Plan to add payroll report to claims. SIPA grant is open and has been submitted to for reimbursement. Motion to increase payroll 2-7% as laid out by previous administrator, in good faith that monies are available as presented in budget though actuals are not yet available. Motion carried by roll call vote with 8 in favor and 1 opposed. The payroll increase is retroactive to December 1.

Handbook review:

County considers all MCHD employees nonexempt except administrator.

A motion was made to eliminate all (4) personal leave days. These do not include any sick, vacation or bereavement time. The motion failed by a 4 yes and 5 no roll call vote. A motion was then made for a reduction of personal days to 2 days from 4 days, again not affecting any sick, vacation or bereavement time; and these days do not roll over to the next year. This motion carried by a 5 yes and 4 no roll call vote. Personal days were changed in the manual from 4 to 2.

Wording added for a requirement of board approval for the distribution of merit raises.

Plan to pay out the withheld 90 segs for all current employees and discontinue practice of withholding 90 segs for all future new hires.

**Closed session:**

A motion was made to go into closed session at 9:14 pm. The motion carried all in favor by roll call vote.

Discussion on leaving closed meeting minutes closed. All in favor.

A motion was made to leave closed session at 9:19 pm. All in favor by roll call vote.

A motion was made to leave closed session minutes closed. 9 in favor and 0 opposed.

**Adjournment:**

A motion was made to adjourn at 9:21 pm. 9 in favor with 0 opposed.