

**MCDONOUGH COUNTY BOARD OF HEALTH MEETING MINUTES  
WEDNESDAY, FEBRUARY 14, 2024**

The McDonough County Board of Health meeting was held in the board office on Wednesday, February 14, 2024. The meeting was called to order at 7:10 pm by Andrea Ratermann, President.

**Members Present:** Roger Ward, Dr. Richard Minter, Terra Litchfield, Andrea Ratermann, and Holly Norton.

**Members Absent:** Becky Mahr, Dr. Kari Kelso, and Dr. Nick Doll.

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

**Visitors Present:** Stefanie Johnson, Nicole Driver, Patick Stout and Moni Famodu

**Public Comment:**

No comment was made.

A motion was made to approve the January 10<sup>th</sup>, 2024, minutes with the corrections. The motion was carried with 5 ayes, 0 naves and 3 absent.

**Claims:**

Approval of the January 1<sup>st</sup>- 31<sup>st</sup>, 2024 was made. The motion was carried with 5 ayes, 0 naves and 3 absent.

**Reports:**

Environmental Health

The newly hired sanitarian, Jonathan Chu, has been a great addition to the division. He is currently conducting an inspection tonight at a local bar. Staff work late and staff are always working behind the scenes to protect public health. Stefanie has just completed the food newsletter that went out to all the food facilities. The division will also be holding a certified food protection manager course in March and then again in October. Niki is currently working with Edgar Rodriguez, ESDA Director, on hosting a "master the disaster" training.

Community Health

Met with the school nurse for the dental bridge program. 10 years or younger is the priority. There are about five to six students that usually need significant dental work. We are going to focus on access and transportation. We have also had school call to schedule oral health education. We are going to work with Dr. Doll to update the fee schedule. Dr. Fitzgerald is leaving as one of our three dental providers.

We have received a Covid grant from IVAC and the IL Chapter of American Academy of Pediatrics. We had written for \$20,000 and received \$5,00. The focus will be on education of staff and patients related to vaccine hesitancy.

Joby will be working with the local high schools with the educational series "Catch My Breath" which provides education on the health effects of vaping/smoking, starting in April. CD is getting ready to switch from INEDSS to IDSS for disease surveillance. Case funds in IBCCP are down, so if you know anybody who could benefit from the program, please refer them to the health department. Can work

with non-insured and insured patients. Illinois Project for Local Assessment (I-PLAN) occurs every five years. Jenifer asked if the board had received the strategic survey. Jennifer then introduced Moni, an intern working on strategic planning and I-PLAN. Moni stated that the process to update I-PLAN has started and some additions will need to be added.

### Administration

Chris updated the board that the search is still open for a CFO. The audit has been completed and cleaning up the issues regarding "stop pay." Currently, looking at ways to better mainstream MIP because the current version that is used is 2012. Andrea Ratterman asked if we should post the job opening for CFO. Chris responded that there is a candidate, and we will reach out to them and depending on that then we can then repost the opening.

### **Old Business:**

Andrea Ratermann has reached out to Dr. Shepherd to fill the open seat on the board.

Andrea then moved to the employee handbook revision. Most of the corrections were done by member Becky Mahr but was suggested to clean up the revision and clarify with board members on other discussions. Clarification was needed for the change to the section regarding co-pay for a physical examination. Discussion from Minter and Litchfield encourage the board to change to co-pay and not a set amount, as it could be different for employees.

Discussion was held regarding the grievance section of the handbook. Member Norton suggested that the section be changed to allow employees the opportunity to go to the board if they are not comfortable going to the administrator to be placed on the agenda. Member Minter suggested that the workday for filing a grievance should be the same as the current work week of 12 and not 15; it should also be stated Monday through Thursday. Made changes to vacation. A comment was made by employee Johnson about the start time. Further discussion was held during vacation time. Member Minter proposed that do we want to pay three times the rate for working on the holiday. Member Norton suggest any guidance from the county. Discussion was held between Jenifer, Norton, Minter and Litchfield regarding comp time and vacation time. Member Norton stated that an employee is paid for vacation. Member Ratermann stated that clarification was still needed from Gretchen at the courthouse. Member Ratermann stated that one day per six months. Stefanie Johnson questioned the start of the accrual of the personal leave. Member Norton stated that if you use accrued then it must roll over. Member Litchfield suggested that personal leave with prohibitional period should not be advised. Jenifer Plate stated that there have been issues in the past and either the employee goes negative or change. Member Ratermann stated that there was clarification of family leave.

Member Ratermann asked for clarification for the wording. Rate per undergraduate credit hour at WIU was stated by Stefanie Johnson. Member Ratermann stated that there will have to be a form created that can be used for tuition reimbursement. Member Ratermann then discussed merit wages, as it was discussed that they were not eliminated but needed to discuss, nothing needed to further discuss. Member Ratermann asked for weather closure procedures and whether the employee be paid straight pay or not. Member Litchfield suggested that they follow the courthouse procedures regarding health department closure.

Discussion was made regarding essential services. Member Ratter stated that clarification regarding COBRA with Gretchen; nothing that would hold up anything. Member Ratermann suggested that

everyone has the same understanding that anyone who works gets one for one. Work their day, plus there straight pay. So, it is double pay and not triple pay. Coffee and tea are not part of the handbook. Member Ratermann stated that the department would not be available for non-department meetings as the concern for safety and liability. Accidents and surgeries were suggested to remain where it is in the handbook. Ten cent copy was being left in the handbook. Medical assistant fund is gone, which will be removed. Personal internet usage was brought up. Member Ward suggested that a caveat that if the employee does not use department computers. Member Norton brought up cyber security. Member Minter questioned the security of the network accessibility. Security in the health department was the consensus, personal devices are fine for employees but not department computers.

Member Ratermann discussed PEP committee. Discussion was made about the cost availability for budget. Member Minter discussed the quarterly budget and something regarding \$20. Discussion was made to come up with a reasonable amount for PEP of \$40 and will return the receipts in for reimbursement. The annual employee appreciation meal was not in the handbook. The volunteer dinner was omitted as it no longer occurs. The annual employee appreciation meal was changed to the employee Christmas party. Employee retreat is changed to periodically and not annually. Ratermann stated that the changes would be sent to the board and then wait three days before sending it to Chris to send out to employees. Section 601 and COBBRA and disability paperwork for courthouse clarification.

Chris then went over the annual report. Discussion and corrections were made. Discussion was made regarding Syphilis and lack of medication. Member Ward stated that he was amazed that how encompassing the activities that the department does. Member Ratermann suggested that maybe breaking down the sections and then posting that to social media.

Member Ratermann moved to discuss the inquiring by Adams County Health Department. General considerations from the board suggested that this was not a good time to partner up. Member Minter suggested that if there were huge positives then it would be a better fit. Member Norton felt that it was a good discussion but not a need right now. Motion was made to go into close session. Motion made by Minter and seconded by Ward. Close session concluded at 9:12PM.

Motion made by Litchfield and second by Ward to adjourn the meeting. The meeting was adjourned at 9:15PM.

Next meeting will be held on March 13, 2024, at the McDonough County Health Department at 7PM.