

**Jefferson County Health Department**

**Minutes of Board of Health**

**June 20, 2023**

The Jefferson County Board of Health met Tuesday, June 20, at 6:00 p.m. at the Jefferson County Health Department, Mt. Vernon, Illinois. Roll call was taken, and a quorum established. Dr. Wes Neal chaired the meeting.

**ROLL CALL: Members Present**

Dr. Wes Neal  
Dr. Linda Upchurch  
Scott Taaka  
Dr. Monica Heinzman  
Dr. Alan Froehling  
John Howard

**Members Absent**

Dr. Richard Garretson  
Lori Given  
Dr. Neeta Kaushal  
Derek Wilson  
Jessica Rodriguez

Also present: Amy Harrison, Administrator

Jessica McDermott, Assistant Admin., Director of Finance

**Public Input** – none

**Minutes:**

- Minutes from the May 16, 2023, meeting were reviewed. **Motion** to approve by Dr. Heinzman, 2<sup>nd</sup> by Dr. Froehling. All Ayes. **Motion Carried**
- **Motion** by Dr. Heinzman, 2<sup>nd</sup> by Scott Taaka to keep the Executive Session minutes from May 16, 2023, sealed. All Ayes. **Motion Carried.**

**Finances:**

Financial reports for May 2023 and claims for June 2023 were presented by Jessica McDermott.

- **Motion** by Dr. Scott Taaka, 2<sup>nd</sup> by Dr. Froehling to approve the May 2023 Financial Report with a cash balance of \$614,395.28 (Roll Call #2-All Ayes: Dr. Neal, Dr. Upchurch, Dr. Heinzman, Dr. Froehling, John Howard, Scott Taaka) **Motion Carried**
- **Motion** by Dr. Froehling, 2<sup>nd</sup> by Dr. Heinzman to approve as presented the June 2023 claims in the amount of \$31,227.35. (Roll Call #3-All Ayes: Dr. Neal, Dr. Upchurch, Dr. Heinzman, Dr. Froehling, John Howard, Scott Taaka) **Motion Carried**

### **Consent Calendar:**

**Environmental Health** Amy presented the report.

**Nursing Division** Amy presented the report.

**Administrators Report** Amy Harrison presented her report discussing the IDHS review, IPLAN approval and certification, FCM review.

- **Motion** to approve consent calendar by Dr. Froehling, 2<sup>nd</sup> by Dr. Upchurch. All Ayes. **Motion Carried**

### **Old Business:**

- a. **LED lighting:** Amy reported that the LED lighting had been installed through the Ameren incentive program at no cost to JCHD.

### **New Business:**

- a. **SIPA-24 Grant:** Amy discussed the new Strengthening Illinois Public Health Administration grant and how it could be utilized for employee hiring and retention.
  - **Motion** by Dr. Froehling, 2<sup>nd</sup> by Scott Taaka to reinstate the Administrative Assistant position and create a part-time Custodian/Maintenance position to be paid for through this grant. (Roll Call #4-All Ayes: Dr. Neal, Dr. Upchurch, Dr. Heinzman, Dr. Froehling, John Howard, Scott Taaka) **Motion Carried**
- b. **Fire Alarm System:** Amy discussed the need to upgrade the fire alarm system. This item will be placed in SIPA-24 grant budget.

### **Executive Session:**

- **Motion** by Dr. Upchurch, 2<sup>nd</sup> by Dr. Froehling to enter Executive Session at 6:58 p.m. to discuss “The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.” All Ayes. **Motion Carried**
- **Motion** by Scott Taaka, 2<sup>nd</sup> by Dr. Heinzman to exit Executive Session at 7:24 p.m. All Ayes. **Motion Carried**

**Necessary and Proper**

- **Motion** by Dr. Heinzman, 2<sup>nd</sup> by Scott Taaka to issue the corrective action plan to employee on Thursday and allow return to work on Monday, 06/26/2023. (Roll Call #5-All Ayes: Dr. Neal, Dr. Heinzman, Dr. Froehling, John Howard, Scott Taaka) **Motion Carried**
- **Motion** by Dr. Heinzman, 2<sup>nd</sup> by Dr. Froehling to hire Annette Williams as Outreach Assistant and Tara Major as R.N.(Roll Call #6-All Ayes: Dr. Neal, Dr. Heinzman, Dr. Froehling, John Howard, Scott Taaka) **Motion Carried**

**Adjournment:**

**Motion** by Dr. Froehling, 2<sup>nd</sup> by Scott Taaka to adjourn the meeting at 7:25 p.m. All Ayes, **Motion Carried**

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**Board Officer**

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**Date**