

Jefferson County Health Department
Board of Health Meeting Minutes
October 17th, 2023

The Jefferson County Board of Health met on October 17th, 2023, at the Jefferson County Health Department in Mt. Vernon, Illinois. The meeting was called to order at 6:01p.m. Roll Call was taken, and a quorum was established. Dr. Wesley Neal chaired the meeting.

Roll Call:

Members Present

Dr. Wesley Neal
Dr. Monica Heinzman
Jessica Rodriguex
Scott Taaka
Derrek Wilson
Lori Given (*late arrival, 6:04 p.m.*)
Dr. Neeta Kaushal (*late arrival, 6:13 p.m.*)

Members Absent

Dr. Linda Upchurch
Dr. Alan Froehling
Dr. Richard Garretson
John Howard

Also Present:

Amy Harrison, Administrator
Jessica McDermott, Assistant Administrator, Director of Finances
Laura Desch, Administrative Assistant
Brian Wells, Environmental Health Director
Josh Jones, Sentinel Reporter

Public Input:

- Dr. Neal read a statement that addressed his concerns about saving money for future expenses, audits being conducted, itemizing assets and insurance coverage, bylaws, minutes and documentation, Board authority, and challenges for the Board. He also announced he is relinquishing his position as Board chair.

Minutes:

- Approval of the Board of Health Meeting minutes from the August 15th, 2023, meeting: Motion by Dr. Monica Heinzman, 2nd by Derrek Wilson to ***review*** the minutes during Executive Session to decide if minutes are approved. ***All Ayes, motion carried.***
- Motion by Scott Taaka, 2nd by Dr. Monica Heinzman, to keep the Executive session minutes of the August 15th, 2023, meeting sealed. ***All Ayes, motion carried.***

Finances:

- Financial Reports for August and September 2023 and claims for September and October 2023 were presented by: Jessica McDermott, Assistant Administrator, Director of Finances.

-
- Motion by Dr. Monica Heinzman, 2nd by Dr. Neeta Kaushal to **review** and discuss August and September financial reports in Executive session. (**Roll Call #2- All Ayes:** Dr. Wesley Neal, Dr. Neeta Kaushal, Lori Given, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, and Derrek Wilson). **Motion carried.**
- Motion by Scott Taaka, 2nd by Dr. Neeta Kaushal, to review and discuss September and October 2023 claims in Executive session. (**Roll Call #3 All Ayes:** Dr. Wesley Neal, Dr. Neeta Kaushal, Lori Given, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, and Derrek Wilson). **Motion carried.**

Consent Calendar:

- Environmental Health reports were presented by: Brian Wells, Environmental Health Director. In September the Environmental Health staff sent a bird to be tested for possible West Nile, and that test did come back as negative. Brian Wells, Bryan McGill and Halie Schrader attended the Southern Chapter of the Illinois Environmental Health Association Conference in Marion Illinois on September 7th, and 8th 2023.
- Nursing reports were presented by: Amy Harrison, Jefferson County Health Department Administrator. Billable nursing services were up significantly in August and September 2023 due to back-to-school vaccinations. Flu vaccinations are now available for the community. The new RSV vaccine will be offered soon, and will be available for most of the community, through VFC inventory. Vaxcare is unsure at this time if the vaccine will be covered by private insurances. In preparation for approval, it has been added to the Vaxcare contract, once it is approved for private insurance, we will be able to serve our entire community at that time.
- Administrator's report was presented by: Amy Harrison, Jefferson County Health Department Administrator. The new HVAC unit and Fire Alarm system has been installed. The annual training for staff will be held on December 14th, 2023, with a staff Christmas party to follow in the afternoon. Jefferson County Health Department will be closed for regular services that day. On October 19th, 2023, Amy will be attending the IAPHA meeting as well as the IPHMAS Board, this being the first meeting as President of that Board. On January 1st, 2024, the Paid Leave for All Workers Act goes into effect, Amy stated that there will be a few policies that will need to be updated so that Jefferson County Health Department follows the new act.
- Motion by Dr. Monica Heinzman, 2nd by, Dr. Neeta Kaushal to approve Consent Calendar. **All Ayes, motion carried.**

Old Business:

- Union Wage re-opener: Dr. Monica Heinzman spoke on the subject, she stated that everything is going well, and the Committee has just recently had a meeting and is seemingly on track.
- Bank accounts, audit clarifications: Amy Harrison and Jessica McDermott presented information they were given regarding the two bank accounts, clarification regarding

interest earned on the accounts and confirmation was given that both accounts earn the same rate of 5.4%.

- Motion by Dr. Monica Heinzman, 2nd by, D. Neeta Kaushal, for Jessica McDermott, Assistant Administrator, Director of Finances, to speak on Audit clarifications. **All Ayes, motion carried.**

New Business:

- Jefferson County Health Department 2024 Holiday Schedule, all holidays listed are per Jefferson County Health Department's Union contract.
- 2024 Board of Health Meeting Schedule, every 3rd Tuesday of each month, apart from December in which no meeting is held.
- Open Meetings Act/Meeting Minutes: all board members need to have completed the OMA Training and have the Certificate of completion on file at Jefferson County Health Department. Any Board of Health member that needs to complete the OMA training will be contacted via email by Laura Desch, Administrative Assistant, with information regarding how to complete the training and obtain needed certification.
- Motion by Scott Taaka, 2nd by, Dr. Neeta Kaushal to approve Jefferson County Health Department 2024 Holiday schedule, and 2024 Board of Health Meeting schedule. **All Ayes, motion carried.**

Executive Session:

- Motion by Scott Taaka, 2nd by, Dr. Monica Heinzman to enter Executive Session for "The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body" on October 17th, 2023, at 7:00 p.m. **All in favor, motion carried.**
- Motion by Dr. Monica Heinzman, 2nd by Dr. Neeta Kaushal, to come out of Executive Session at 8:30 p.m. on October 17th, 2023. **All in favor, Motion carried.**

Necessary and Proper:

- Motion by Scott Taaka, 2nd by Derrek Wilson regarding wages, rates as outlined by Dr. Monica Heinzman, then referred to the subcommittee for further negotiations. **(Roll Call #4- All Ayes: Dr. Wesley Neal, Dr. Neeta Kaushal, Lori Given, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, and Derrek Wilson). Motion carried.**
- Motion by Dr. Monica Heinzman, 2nd by Dr. Neeta Kaushal to have a Forensic Audit performed. Conducting auditor and date have not been determined at this time. **(Roll Call #5- All Ayes: Dr. Wesley Neal, Dr. Neeta Kaushal, Lori Given, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, and Derrek Wilson). Motion carried.**
- Motion by Scott Taaka, 2nd by Dr. Monica Heinzman for the termination of Environmental Health Director, Brian Wells on this date: October 17th, 2023. **(Roll call #6- All Ayes: Dr. Wesley Neal, Dr. Neeta Kaushal, Lori Given, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, and Derrek Wilson). Motion carried.**

- Motion by Dr. Monica Heinzman, 2nd by, Scott Taaka to approve September and October claims in the amount of \$31,854.01. (**Roll Call #7- Ayes:** Dr. Wesley Neal, Lori Given, Dr. Monica Heinzman, Scott Taaka, Derrek Wilson. **Nay:** Dr. Neeta Kaushal. **Abstain:** Jessica Rodriguex). **Motion carried.**

Adjournment:

- Motion made by Dr. Monica Heinzman, 2nd by Dr. Neeta Kaushal to Adjourn October 17th, 2023, Board of Health Meeting at 8:50 pm. **All in favor, motion carried.**

Board Officer

Date