

Jefferson County Health Department  
Board of Health Meeting Minutes

November 21<sup>st</sup>, 2023

The Jefferson County Board of Health met on November 21<sup>st</sup>, 2023, at the Jefferson County Health Department in Mt. Vernon, Illinois. The meeting was called to order at 6:00 p.m. Roll call was taken, and a quorum was established. Derrek Wilson chaired the meeting.

Roll Call:

Members Present

Derrek Wilson  
Dr. Neeta Kaushal  
Dr. Alan Froehling  
Dr. Monica Heinzman  
John Howard  
Jessica Rodriguex  
Scott Taaka

Members Absent

Dr. Wesley Neal  
Dr. Linda Upchurch  
Dr. Richard Garretson  
Lori Given

Also Present:

Amy Harrison, Administrator  
Jessica McDermott, Assistant Administrator, Director of Finances  
Laura Desch, Administrative Assistant  
Cliff Lindemann, Jefferson County Board President

Public Input:

- Amy Harrison read a prepared statement regarding concerns from the October 2023 meeting.
- Jessica McDermott read a prepared statement regarding concerns from the October 2023 meeting.
- Cliff Lindemann spoke to the Board members present regarding the Election Day holiday.

Officer Elections:

- Dr. Wesley Neal has resigned from the Jefferson County Board of Health.
- **Chairman:** Motion by Scott Taaka, 2<sup>nd</sup> by Dr. Monica Heinzman, to nominate Derrek Wilson as new Chairman of Jefferson County Board of Health. ***All Ayes, motion carried.***
- **Vice Chairman:** Motion by Dr. Alan Froehling, 2<sup>nd</sup> by Dr. Neeta Kaushal to nominate Dr. Monica Heinzman as new Vice Chairman of Jefferson County Board of Health. ***All Ayes, motion carried.***
- **Secretary/Treasurer:** Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Alan Froehling to nominate Scott Taaka as new Secretary/Treasurer of Jefferson County Board of Health. ***All Ayes, motion carried.***

Minutes:

- Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Alan Froehling to approve minutes from the August 15<sup>th</sup> and October 17<sup>th</sup>, 2023, Board of Health meetings. ***All Ayes, motion carried.***

- Motion made by Scott Taaka, 2<sup>nd</sup> by Dr. Alan Froehling to keep the minutes of the October 17<sup>th</sup> Executive Session sealed. *All Ayes, motion carried.*

Finances:

- Financial Reports for August, September, and October 2023 were presented by Jessica McDermott, Assistant Administrator, Director of Finances. Motion to approve August, September and October 2023 reports by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Neeta Kaushal. *Roll Call #2: Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, John Howard, Jessica Rodriguex, Scott Taaka, and Derrek Wilson. All Ayes, motion carried.*
- November 2023 claims presented by Jessica McDermott, Assistant Administrator, Director of Finances. Motion by D. Monica Heinzman, 2<sup>nd</sup> by Dr. Neeta Kaushal to approve the November 2023 claims in the amount of \$32,773.31. *Roll Call #3: Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, John Howard, Jessica Rodriguex, Scott Taaka, and Derrek Wilson. All Ayes, motion carried.*

Consent Calendar:

- Environmental Health reports presented by Amy Harrison. EH staff have been busy completing inspections before the years end. Amy explained the differences between high, medium, and low risk establishments and the number of inspections required for those categories.
- Nursing reports presented by Amy Harrison. Billable nursing services totaled \$11,632.00 for the month of October.
- Administrators report presented by Amy Harrison. JCHD has applied for a new grant, we will be monitoring another Health Department on their Vector Program. JCHD has 2 employment opportunities available: EH Director and Program secretary, for the front reception desk.
- Motion by Dr. Alan Froehling, 2<sup>nd</sup> by Scott Taaka to approve the Consent Calendar. *All Ayes, motion carried.*

Old Business:

- Wage Negotiations: Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Alan Froehling to move the discussion to Executive Session. *All Ayes, motion carried.*

New Business:

- Salary range for the open position of Environmental Health Director was discussed, the salary information for the former Environmental Health Director was given. Credentials, education, experience, and expectations were discussed as contributing factors for the range. Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by D. Alan Froehling to set the salary range for Environmental Health Director at \$58,000-\$63,000. *All Ayes, motion carried.*
- 2023 Election Day Holiday- not observed by Illinois on odd years. Motion by Dr. Alan Froehling, 2<sup>nd</sup> by John Howard, for JCHD Union Contract revision, an apology to be issued by JCHD Administration and notification to staff that the PTO taken by mistake will be paid back through forfeiting a PTO day or working an unscheduled day. *Roll Call #4: AYES: Dr. Neeta Kaushal, Dr. Alan Froehling, John Howard, Jessica Rodriguex, Scott Taaka. NAYES: Dr. Monica Heinzman and Derrek Wilson. 5 Ayes, 2 Nays, Motion carried.*

Executive Session:

- Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Neeta Kaushal to enter Executive Session for “The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body” on November 21st, 2023, at 7:05 p.m. ***All in favor, motion carried.***
- Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Dr. Alan Froehling, to come out of Executive Session at 7:32 p.m. on October 17<sup>th</sup>, 2023. ***All in favor, motion carried.***

Necessary and Proper:

- Motion by Dr. Monica Heinzman, 2<sup>nd</sup> by Scott Taaka for wage increases as follows:
  1. 3.5% increase across the board
  2. \$4,000 total in retention bonus for full-time staff and \$2000 total in retention bonus for eligible part-time staff to be structured as follows:
    - \$1,000 bonus in December 2023 for all full-time employees that are employed with JCHD as of December 1st, 2023, and remain employed on date of bonus.
    - \$500 bonus in December 2023 for all part-time employees that are employed with JCHD as of December 1st, 2023, average at least 20 hours per week, and remain employed on date of bonus.
    - \$1,000 bonus first pay period in April 2024 for all full-time employees that are employed with JCHD as of January 1st, 2024, and remain employed on date of bonus.
    - \$500 bonus first pay period in April 2024 for all part-time employees that are employed with JCHD as of January 1st, 2024, average at least 20 hours per week, and remain employed on date of bonus.
    - \$1,000 bonus first pay period in July 2024 for all full-time employees that are employed with JCHD as of April 1st, 2024, and remain employed on date of bonus.
    - \$500 bonus first pay period in July 2024 for all part-time employees that are employed with JCHD as of April 1st, 2024, average at least 20 hours per week, and remain employed on date of bonus.
    - \$1,000 bonus first pay period in October 2024. for all full-time employees that are employed with JCHD as of July 1<sup>st</sup>, 2024, and remain employed on the date of bonus.
    - \$500 bonus first pay period in October 2024 for all part-time employees that are employed with JCHD as of July 1, 2024, average at least 20 hours per week, and remain employed on date of bonus.
  3. Increase the starting wage for frontline staff (non-nursing and non-environmental health) to \$15.50.
  4. Increase the starting wage for nursing and environmental health to \$26.39.

***Roll Call #5: Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, John Howard, Jessica Rodriguex, Scott Taaka, and Derrek Wilson. All Ayes, motion carried.***

Adjournment:

- Motion by Scott Taaka, 2<sup>nd</sup> by Dr. Neeta Kaushal to adjourn the November 21<sup>st</sup>, 2023, Board of Health Meeting at 7:34p.m. ***All in favor, motion carried.***

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*(Board Officer Signature)*

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*(Date)*