

**Jefferson County Health Department**  
**Board of Health Meeting Minutes**  
**April 25<sup>th</sup>, 2024**

The Jefferson County Board of Health met on April 25<sup>th</sup>, 2024, at the Jefferson County Health Department in Mount Vernon, Illinois. The meeting was called to order at 12:02 p.m. Roll call was taken, and a quorum was established. Derrek Wilson, Board President, chaired the meeting.

**Roll Call #1:**

**Members Present**

1. Derrek Wilson, President
2. Monica Heinzman, Vice President
3. John Howard
4. Jessica Rodriguex
5. Scott Taaka, Treasure/Secretary
6. Dr. Alan Froehling- (late arrival of 12:06 pm)

**Members Absent:**

1. Dr. Neeta Kaushal, JCHD Medical Director
2. Dr. Richard Garretson
3. Lori Given
4. Dr. Lincoln Woodrome

**Also Present:**

1. Amy Harrison, JCHD Administrator
2. Jessica McDermott, JCHD Assistant Administrator, Director of Finance
3. Sean Lemmon, JCHD Director of Environmental Health
4. Laura Desch, JCHD Administrative Assistant

**Public Input:**

- None

**New Business:**

- **New Hires-** Dr. Alan Froehling made motion, with a second from Jessica Rodriguex, approving the hiring of Alison Ross, Program Secretary and Sharon Carroll, EH Sanitarian. ***All in Favor? All Ayes, Motion Carried.***
- **Annual Performance Evaluation-** Evaluation due for Amy Harrison, JCHD Administrator. BOH President, Derrek Wilson has received completed evaluations from several Board members that he will review and finalize.
- **Board Member Appointments and Attendance-** a potential new member was discussed, as well as setting a new attendance policy for BOH members. The potential attendance policy will be put on the May 2024 meeting Agenda for further discussion.

**Minutes:**

- Amended minutes from the November 21<sup>st</sup>, 2023, meeting were reviewed, a motion was made to approve the amended minutes by Dr. Alan Froehling, with a second by Monica Heinzman. ***All in Favor? All Ayes, Motion Carried.***
- Minutes from the January 16<sup>th</sup>, 2024, meeting were reviewed, a motion was made to approve the minutes by Monica Heinzman, with a second by Dr. Alan Froehling. ***All in Favor? All Ayes, Motion Carried.***

**Finances:**

- **Financial Reports:** Reports for **December 2023** (\$38,130.51), **January 2024** (\$307,225.73), **February 2024** (\$300,412.95), and **March 2024** (\$291,682.12) were presented by Jessica McDermott, Assistant Administrator/Director of Finance. While presenting Jessica noted that the significant increase in January 2024 was due to the 2024 SIPA Grant deposit. After reviewing the financial reports, Monica Heinzman made a motion to approve all reports with a second from Dr. Alan Froehling. **Roll Call #2: Derrek Wilson, Monica Heinzman, John Howard, Jessica Rodriguez, Scott Taaka, and Dr. Alan Froehling. All Ayes, Motion Carried.**
- **Monthly claims:** Monthly claims for **December 2023** (\$21,292.74), **February 2024** (\$21,675.53), **March 2024** (\$23,071.22), and **April 2024** (\$20,696.97) were presented by Jessica McDermott, Assistant Administrator, Director of Finance. After review, Dr. Alan Froehling made a motion to approve all the monthly claims, with a second by Scott Taaka. **Roll Call #3: Derrek Wilson, Monica Heinzman, John Howard, Jessica Rodriguez, Scott Taaka, and Dr. Alan Froehling. All Ayes, Motion Carried.**

**Consent Calendar:**

- Environmental Health reports were presented by Sean Lemmon, Environmental Health Director. Sean gave some background highlights to the department's new employee, Sharon Carroll, as far as education and experience.
- Amy Harrison presented nursing reports. An update regarding the Measles outbreak was given, mostly in the Chicago area.
- Amy Harrison also presented the administrators report. She discussed a new Grant, LHD Respiratory Surveillance & Outbreak Response and that will begin July 1<sup>st</sup>, 2024. Amy mentioned the Director of Nursing position that has been vacant for the last 2 years. Further discussion will be put on the Agenda for the May 2024 BOH meeting.

**Executive Session:**


- No Executive session is needed at this meeting.

**Necessary and Proper:**

- None

**Adjournment:**

- A motion to adjourn the April 25<sup>th</sup>, 2024, Board of Health meeting at 1:03 p.m. was made by Dr. Alan Froehling with a second by Monica Heinzman. **All in favor? All Ayes, Motion Carried.**

  
\_\_\_\_\_  
Board of Health President or Designee's Signature

5-21-24  
\_\_\_\_\_  
Date