

**Jefferson County Health Department**  
**Board of Health Meeting Minutes**  
**August 20<sup>th</sup>, 2024**

The Jefferson County Board of Health met on August 20<sup>th</sup>, 2024, at the Jefferson County Health Department in Mt. Vernon Illinois. The meeting was called to order at 6:07 pm. Roll call was taken, and a quorum was established. Board of Health President, Derrek Wilson chaired the meeting.

**Roll Call #1:**

**Members Present:**

Derrek Wilson  
Dr. Neeta Kaushal  
Dr. Alan Froehling  
Dr. Monica Heinzman  
Dr. Lincoln Woodrome

**Members Absent:**

Lori Given  
John Howard  
Jessica Rodriguex  
Scott Taaka  
Kim Tate

**Also Present:**

Amy Harrison  
Jessica McDermott  
Sean Lemmon  
Laura Desch

**Public Input:** None

**Minutes:** Board of Health meeting minutes from July 16<sup>th</sup>, 2024, and August 1<sup>st</sup>, 2024, were reviewed by Board of Health members, after reviewing the minutes from both meetings there were no questions by any members. Dr. Monica Heinzman made a motion to approve both July 16<sup>th</sup>, 2024, and August 1<sup>st</sup>, 2024, minutes with a second motion made by Dr. Neeta Kaushal. All ayes, motion carried.

**Finances:** July 2024 Financial reports were presented by Jessica McDermott. Jessica went into detail on a few things, one being the slight increase in payroll, which was due to the retention bonus employees received in July. After reviewing the July Financial Reports, a motion was made by Dr. Alan Froehling to approve the July 2024 Financial Reports in the amount of \$837,335.99 a second motion was made by Dr. Neeta Kaushal. Roll call #2: Derrek Wilson, Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, and Dr. Lincoln Woodrome. All ayes, motion carried.

August 2024 claims were presented by Jessica McDermott, there were a few new expenses and a few annual expenses, that are not normally on the claims list. Jessica explained each of these in detail. Board of Health members reviewed the claims list, Jessica answered questions regarding Vaxcare and the amount owed to them. Dr. Monica Heinzman made a motion to approve the August 2024 claims in the amount of \$24,668.58, Dr. Neeta Kaushal seconded the motion. Roll call #3: Derrek Wilson, Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, and Dr. Lincoln Woodrome. All ayes, motion carried.

**Consent Calendar:** Sean Lemmon presented the Environmental Health Reports for July 2024, Sean discussed EH numbers. Private sewage has been very busy. Vector season is winding down as we move into fall. All food complaints have been reconciled and closed.

Amy Harrison presented the Nursing Report. We have had a few people scheduled for the Genetics Cancer Screening. The Maternal Child Health program has stayed consistent, not much change. Immunization numbers and TB skin test numbers were up due to back to school.

Amy Harrison presented the Administrators Report. JCHD had a table set up at the Hands Up Summit at Veteran's Park that was held on August 10<sup>th</sup>. Breast Feeding Peer Counselor position will be coming open soon as the current Peer Counselor is leaving. Amy updated the Board members on the outcome from the flooding that happened to the basement in July. Slays Restoration was paid \$5,380.00 and Rend Lake Plumbing was paid \$1,218.89. Insurance will pay \$5598.89 after the \$1,000.00 deductible. Dr. Alan Froehling made a motion to approve the Consent Calendar, Dr. Neeta Kaushal seconded that motion. All ayes, motion carried.

**Old Business:** None

**New Business:** Jessica McDermott presented the FY2025 Budget. Jessica explained some of the new grants for 2025, some adjustments that will need to be made due to some of the 2024 grants not continuing into the year 2025. Jessica explained that JCHD is a non-profit agency, and our goal is to break even. The budgets are projections. A motion was made by Dr. Alan Froehling to approve the FY2025 projected budget; Dr. Monica Heinzman seconded that motion. Roll Call #4 Derrek Wilson, Dr. Neeta Kaushal, Dr. Alan Froehling, Dr. Monica Heinzman, and Dr. Lincoln Woodrome. All ayes, motion carried.

Board of Health Member appointment requests will be submitted to the County Board.

Committee Assignments were discussed. A Grievance Committee was created with Dr. Lincoln Woodrome, Derrek Wilson and Dr. Monica Heinzman making up that committee. There is a Personnel Committee already established, consisting of Lori Given, Derrek Wilson, and Scott Taaka.

Clinical Service Fee's were discussed by members of the BOH. It was concluded that services are to be paid for prior to the service being provided. If the service is unable to be provided, then staff needs to do their best to refer clients elsewhere. Amy Harrison will create a policy regarding services being paid for prior to the service being provided.

**Executive Session:** A motion to enter Executive Session at 7:30 p.m. was made by Dr. Alan Froehling with Dr. Monica Heinzman seconding that motion. A motion was made by Dr. Monica Heinzman to come out of Executive Session at 7:51 pm. with a second by Dr. Alan Froehling.

**Necessary and Proper:** None

**Adjournment:** Dr. Alan Froehling made a motion to adjourn the August 20<sup>th</sup>. 2024, meeting at 7:51 pm with Dr. Monica Heinzman seconding the motion.

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Board of Health President

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Date