

**Jefferson County Health Department**  
**Board of Health Meeting Minutes**  
**May 21<sup>st</sup>, 2024**

The Jefferson County Board of Health met on May 21<sup>st</sup>, 2024, at Jefferson County Health Department in Mt. Vernon Illinois. The meeting was called to order at 6:03 p.m. Roll call was taken, and a quorum was established. Derrek Wilson, Board President, chaired the meeting.

**Roll Call #1:**

**Members Present:**

- Derrek Wilson, President
- Lori Given
- Monica Heinzman, Vice President
- Scott Taaka, Secretary/Treasurer
- Dr. Lincoln Woodrome
- Dr. Neeta Kaushal, Medical Director (6:07pm arrival)

**Members Absent:**

- Dr. Alan Froehling
- Dr. Richard Garretson
- John Howard
- Jessica Rodriguex

**Also Present:**

- Amy Harrison, JCHD Administrator
- Jessica McDermott, JCHD Assistant Administrator, Director of Finance
- Sean Lemmon, JCHD Director of Environmental Health
- Laura Desch, JCHD Administrative Assistant
- Soap & Hope Representatives (left after Public Input portion)

**Public Input:**

- Two representatives for Soap & Hope were present for the Public Input portion of the Board of Health meeting. The charity organization is trying to get more information out to the public regarding what services they provide through their organization, as well as ideas and donations to help with their cause.

**Minutes:**

- Meeting Minutes from the Board of Health Meeting held on the 25<sup>th</sup> of April were reviewed by the Board. After reviewing a motion was made to approve the April 25<sup>th</sup>, 2024, minutes by Monica Heinzman and was seconded by Scott Taaka. **All Ayes. Motion Carried.**

**Finances:**

- Financial reports for April 2024 were presented by Jessica McDermott. Jessica went into detail regarding various grants and interest owed. After reviewing the reports, Scott Taaka made a motion to approve the April 2024 Financial reports in the amount of \$917,255.19, Dr. Neeta Kaushal seconded the motion. **Roll Call #2:** *Derrek Wilson, Dr. Neeta Kaushal, Lori Given, Monica Heinzman, Scott Taaka, Dr. Lincoln Woodrome.* **All Ayes, Motion Carried.**
- May 2024 claims were presented by Jessica McDermott, claims were reviewed and a motion to approve the May 2024 claims in the amount of \$24,700.42 was made by Monica Heinzman with a second by Dr. Neeta Kaushal. **Roll Call #3:** *Derrek Wilson, Dr. Neeta Kaushal, Lori Given, Monica Heinzman, Scott Taaka, Dr. Lincoln Woodrome.* **All Ayes, Motion Carried.**

**Consent Calendar:**

- Environmental Health reports were presented by Sean Lemmon. Sean went into detail regarding the Sewer program stating that it has picked up significantly, noting that there have been some complaint inspections that have been more complex and time consuming. The EH department has also been busy with several new

Mobile food units, cottage food, and establishment inspections. Sean also noted that the Vector Program is in full motion, with staff surveying and sampling mosquitos for West Nile.

- Amy presented the Nursing report. State reportable numbers for communicable diseases were discussed. Outreach dates and events that the Clinical Coordinator participates in were listed. Amy also mentioned that the doctor that comes for the Genetics Clinic at JCHD has had trouble with his Illinois licensure, therefore there has not been a Genetics clinic in the year 2024.
- The Administrator's report was presented by Amy Harrison. Amy noted that Jefferson County Health Department will be closed the afternoon of June 13<sup>th</sup>, 2024, for a staff training exercise. Board members were also made aware that the department did receive the resignation of R.N., Tara Major. The County Board held their monthly meeting in May and approved Kim Tate as a new member for the Jefferson County Board of Health. Starting the month of June 2024, Amy will be taking over as SIPHC President.

#### **Old Business:**

- Director of Nursing Position was discussed, Amy noted that it has been 2 years since the position has been filled and that the salary range would need to be adjusted. Discussion was held and information was given by Amy and Jessica as far as surrounding Health Departments D.O.N salary ranges, as well as various grants that could be used in providing the salary amount. After discussion Scott Taaka made a motion that the salary range should be posted as \$55,000-\$60,000. That motion was seconded by Lori Given. ***Roll Call #4: Derrek Wilson, Dr. Neeta Kaushal, Lori Given, Monica Heinzman, Scott Taaka, Dr. Lincoln Woodrome. All Ayes, Motion Carried.***
- The Board discussed the current BOH meeting date and time. At the April BOH meeting John Howard had brought up that the County Board had changed their committee meeting date and time, and it now conflicted most months with the longstanding BOH meeting date and time. He had stated that he could possibly attend if the meeting time was changed to 5 or 7 p.m. An email was sent out to all Board members after the discussion at the April meeting regarding changing the meeting time. Amy noted that only one Board member had responded to the email and stated the current time of 6 p.m. was best for them. After some discussion the issue was tabled because there was no consensus on a different time that would work for the majority of members.

#### **New Business:**

- No discussion was needed on the Maternal Child Health/ Family Case Management changes as the state of Illinois has reverted to the original way, if this changes in the future it will be listed at that time.
- Amy gave information to the Board members regarding the Illinois Public Health Workforce Transformation Initiative and that it entails data collection and reporting to show that Public Health needs more funding to effectively provide the services that they are asked to provide to the public body.
- Southern 7 contacted JCHD regarding a Cancer Genetics Mini Grant, JCHD would be able to test up to 100 people for the likelihood of certain cancers, who would then follow up with their own primary care physician pending results.

#### **Executive Session:**

- None needed.

#### **Necessary and Proper:**

- None needed.

#### **Adjournment:**

- A motion to adjourn the May 21<sup>st</sup>, 2024, Board of Health Meeting at 7:04 p.m. was made by Dr. Neeta Kaushal with a second by Monica Heinzman. **All Ayes, Motion Carried.**

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Board of Health President or Designee's Signature

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Date