

## **Jefferson County Board of Health**

### **Meeting Minutes**

January 27<sup>th</sup> 2025

The Jefferson County Board of Health met on January 21<sup>st</sup>, 2025, at Jefferson County Health Department in Mt. Vernon Illinois. The meeting was called to order at 6:00 pm. Roll call was taken, and a quorum was established. Derrek Wilson, Board of Health President, chaired the meeting.

#### **Roll Call:**

#### **Members Present:**

Derrek Wilson, Dr. Neeta Kaushal (late arrival 6:06 pm), Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, Dr. Lincoln Woodrome, and Chance Klebba

#### **Members Absent:**

Dr. Alan Froehling, Lori Given, John Howard, and Kim Tate

#### **Also Present:**

Amy Harrison, Jessica McDermott, Lisa Austin, Sean Lemmon, and Laura Desch

#### **Public Input:**

None

#### **Minutes:**

Meeting minutes from the November 2024 Board of Health meeting were reviewed by members. There were no questions or concerns after review. A motion was made by Scott Taaka to approve the November 2024 meeting minutes, with a second motion from Dr. Monica Heinzman. All in favor, motion carried.

#### **Finances:**

Jessica McDermott presented the November 2024 financial reports in the amount of \$1,125,854.77. Jessica explained that it looks as though JCHD will profit at the end of the Fiscal year for 2024, and that will be confirmed after the year end audit is completed. Jessica McDermott also presented the December 2024 financial reports in the amount of \$1,096,590.09. Jessica explained that JCHD started receiving annual operating permit fees from Jefferson County establishments. After reviewing the financial reports for November 2024 and December 2024, Dr. Monica Heinzman made a motion to approve both November and December 2024 financial reports, with a second motion by Chance Klebba. Roll Call #2: Derrek Wilson, Dr. Neeta Kaushal, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, Dr. Lincoln Woodrome, and Chance Klebba. All ayes, motion carried.

Jessica McDermott presented the December 2024 claims in the amount of \$19,906.28. There were no questions or concerns with the December 2024 claims. Jessica McDermott also presented the January 2025 claims in the amount of \$27,788.06, she went over a few of the 2025 annual costs that were on the report, due to the start of the new year. She also indicated an extra expense from a shredding company, as JCHD was able to get state approval to have old records destroyed. There were no questions or concerns with the January 2025 claims. Dr. Neeta Kaushal made a motion to approve both December 2024 and January 2025 monthly claims, with a second motion by Dr. Monica Heinzman. Roll Call #3: Derrek Wilson, Dr. Neeta Kaushal, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, Dr. Lincoln Woodrome, and Chance Klebba. All ayes, motion carried.

#### Consent Calendar:

Sean Lemmon presented the Environmental Health Reports for November 2024 and December 2024. Sean explained to BOH members that the numbers were slightly lower than normal, due to holidays, weather, and staff illness. There were multiple opening inspections conducted. Drury Inn had a remodel, McDonalds and Applebee's both had a change in ownership, and MVTHS had an expansion completed.

Lisa Austin presented the Nursing Reports for November 2024 and December 2024. Lisa explained the caseload numbers, some were lower due to staff changes and the need for training prior to being able to perform certain services. The Genetics Clinic was conducted in December for the first time in several months. STI testing was paused briefly but now JCHD has 2 nurses trained and services have resumed. Two nurses have recently been trained in Communicable Diseases and three nurses are currently being trained in the WIC program. Lisa told the BOH members that she had met with Dr. Kaushal and revised the standing orders for JCHD, and those have been turned over to Dr. Kaushal for final review and approval.

Amy Harrison presented the Administrators Report. Amy explained to the BOH members that she is currently working on the 2024 Annual Report and will have that report completed for the February 2025 BOH meeting. She also let BOH members know that Dr. Froehling and John Howard were up for re-appointment for the Board of Health and that was on the agenda for the County Board meeting scheduled on January 21st, 2025. JCHD recently had a 1<sup>st</sup> amendment auditor in the building. The auditor submitted a FOIA request for information of current employees, start date for each employee as well as salary amount, the information was emailed to the auditor the day after the request was made.

#### Old Business:

Union Contract/Wage Negotiations- Discussion moved to Executive Session.

#### New Business:

- Officer Elections; Derrek Wilson, re-elected as Board President, Dr. Monica Heinzman, re-elected as Vice President, Scott Taaka, re-elected as Secretary/Treasurer. A motion was

made by Chance Klebba to re-elect listed officers, with a second motion by Dr. Neeta Kaushal. All in favor, motion carried.

- Committee.Assignments; Building Committee- Scott Taaka and Dr. Froehling; Personnel Committee- Derrek Wilson, Scott Taaka, and Lori Given; Grievance Committee: Dr. Monica Heinzman and Dr. Lincoln Woodrome; Negotiation Committee: Dr. Monica Heinzman.
- Fiscal.Policies; Appendix E- Conflict of Interest Policy, Appendix F- Vendor debarment checked using sam.gov. A motion to approve Appendix E and Appendix F was made by Dr. Monica Heinzman with a second motion by Scott Taaka. All in favor, motion carried.
- Closed.Session.minutes.review: August 20<sup>th</sup>, 2024, and September 17<sup>th</sup>, 2024, Dr. Monica Heinzman made a motion to keep August 20<sup>th</sup>, 2024, and September 17<sup>th</sup>, 2024, Executive Session minutes sealed. All in favor, motion carried.
- Revised.Breast.Feeding.Policy; Dr. Neeta Kaushal made a motion to approve the revised policy with a second motion made by Dr. Monica Heinzman. All in favor, motion carried.

#### Executive Session:

A motion was made by Scott Taaka to enter Executive Session at 7:13 pm for “the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.” With a second motion by Dr. Monica Heinzman. All in favor, motion carried.

A motion to exit Executive Session at 8:18 pm, was made Scott Taaka, with Dr. Neeta Kaushal seconding that motion. All in favor, motion carried.

#### Necessary and Proper:

A motion was made by Dr. Monica Heinzman with a second motion by Chance Klebba to present contract changes and wage increases to the union steward as discussed in closed session. Roll Call #4: Derrek Wilson, Dr. Neeta Kaushal, Dr. Monica Heinzman, Jessica Rodriguex, Scott Taaka, Dr. Lincoln Woodrome, and Chance Klebba. All ayes, motion carried.

#### Adjournment:

A motion to Adjourn the January 21<sup>st</sup>, 2025, meeting at 8:20 pm by Scott Taaka, with a second motion by Dr. Monica Heinzman. All in favor, motion carried.

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Board of Health President or Designee

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Date