

MACOUPIN COUNTY BOARD OF HEALTH  
Minutes of the Regular Board Meeting  
Wednesday, January 18, 2023

**BOARD MEMBERS PRESENT**

Mike Barnard  
Dr. Michael LeVora  
Suzanne Stayton  
Paula Robinson

**OTHER PRESENT**

Christy Blank, CEO  
Becky Hatlee, COO  
Lori Sanson, CFO  
Ralph March

**ABSENT**

Dr. Theresa Polo  
Dr. Thomas Hadley  
Nikki Ray  
Vacant Position

Ralph March called the meeting to order at 7:00 pm.

MINUTES – Dr. Michael LeVora moved to accept the December 21, 2022 and December 28, 2022 minutes as printed. Seconded by Mike Barnard. Motion carried.

FINANCIAL REPORT- Lori Sanson gave the financial report for the different Health Department programs for December 2022. Public Health – Beginning Balance - \$351,979.89 and ending balance \$315,649.79 as of 12/31/2022. WIC – Beginning Balance - \$7,207.99 and ending balance \$17,438.67. Transportation Beginning balance \$442,849.42 and ending balance \$344,745.35. Community Care – Beginning balance - \$519,640.44 and ending balance \$743,509.52. MCHC, Inc - Beginning balance - \$17,716.08 and ending balance \$19,816.08. Total Cash Assets - \$1,791,558.66. Mike Barnard moved to accept the financial reports for December 2022. Seconded by Dr. Michael LeVora. Motion carried.

1. Christy Blank gave a report on COVID-19. Macoupin County has a low number of cases at this time, remaining at a low community transmission level. There was one death in the county, making the total COVID deaths for Macoupin County at 148.
2. The Statistical Analysis of Appointments for December was shared: Medical Care – 410; Behavioral Care – 1,082, Dental Care – 1,216 for a total of 2,708. Numbers were low this month, due to vacations and holidays, which is expected for the month of December.
3. Christy Blank presented a summary of outstanding remodeling projects received from Rob Wirth:
  - 1 - Macoupin Ave and Oak Street Parking Lot has approximately \$3,000 left to pay. Cost to oil and chip it in the Spring is approximately \$13,600.
  - 2 – Oakland Ave Generator project is caught up with supply chain issues and has an outstanding balance of \$25,643 left on the project.
  - 3 – Oakland Ave Roof project- we are waiting on the final invoice of \$47,895 to finish this project.
  - 4 – Morgan Street Parking Lots – work on the fencing, security, and gates is wrapping up. The outstanding balance for this project is \$85,963.75.

4. Christy Blank shared the letter that was forwarded to outside vendors and contacts stating Kent's retirement as of January 15, 2023 and providing new contact information.
5. Tricia Lewis Thompson returned from FMLA on January 9<sup>th</sup> and submitted her resignation the same day, effective February 7, 2023.
6. The WIC program report for December 2022 was presented. There were 633 active clients as of January 1, 2023. Marketing plans for a goal of 665 participants. As of January 18, there are 649.
7. The Health Education report for Sept, Oct. Nov. and December was presented. Baily Jarman is new to this position and is training. She will begin school presentations soon to ensure she provides the required programming throughout all school districts.
8. The PHEP/CRI Annual report was presented. Several agencies and volunteers assisted with projects.
9. The Environmental Health Annual Report was shared with the board. Food Inspections continue to be the most time-consuming projects.
10. A contract (Cavallo Project) with Wirth Professional Service, Inc was signed by Kent Tarro on January 9, 2023. There were concerns related to this document due to this contract stating a financial transaction on it. Any and all contracts involving financial transactions must be presented to the board for a vote. This contract was not presented to the Board. The Board of Health has requested that Christy work with Rob Wirth to get an itemization of what this proposed contract was for and bring it back to the next board meeting in February for review.
11. Kent Tarro forwarded a letter regarding the Rebuild Illinois 2 grant requesting Sole Sourcing for Wirth Professionals. The Rebuild Illinois 2 grant requires 3 RFP's to be obtained for all professional services performed within the grant. A sole source procurement is when the government enters into a contract with a contractor without going through the typical competitive process as required by law because it deems that the contractor is the only source available that can meet the government requirements. The Board of Health feels that we need to follow the terms of the grant and publish for RFP's, as they feel that there may be other businesses that may want to bid on some of the construction and remodeling projects. Christy and Lori will work to get the RFP published.
12. Christy has been reviewing the By Laws for the Health Center Board and the Board of Health. Christy has also reviewed Chapter 19-Board Authority in the EHB handbook. Christy presented the documentation showing that we can have one board that has by laws that would encompass all the Chapter 19 Board Authority requirements to meet compliance. Combining to one board would help keep everyone on the same page, prevent repeating the same board meeting back-to-back to different members, provide efficiency and hopefully increase participation. We will need to review the bylaws for each board and the Board Authority Chapter 19, to make sure we have everything covered. Christy will also verify with our HRSA project officer that we are in compliance to help prevent any future issues. The proposed changes will be brought to the February meeting for review. Paula Robinson moved to pursue a one board for the MCPHD. Dr Michael LeVora seconded the motion. Motion carried.
13. Both boards will be sent the Open Meetings Act Training and Freedom of Information Officer's (FOIA) training.
14. Christy Blank recommended Samantha Thomas for the Clinical Director position. Samantha Thomas has submitted a resume for the Clinical Director position. Suzanne Stayton moved to

hire Samantha Thomas for the Clinical Director position. Seconded by Dr. Michael LeVora. Motion carried.

15. Christy Blank recommended Becky Hatlee for the Chief Operating Officer (COO) position. Becky Hatlee has submitted her resume for the COO. Mike Barnard moved to accept Becky as the new COO. Seconded Dr. Michael LeVora. Motion carried.
16. A Compliance Officer position has been posted and interviews will be started the week of 1/23/2023. Human Resources has received several resumes for the position, but nobody with healthcare experience.
17. All MCPHD policies have been pushed out to all employees to be reviewed and acknowledged. There are currently 101 policies in our manual.
18. Christy has worked on an updated budget. The budget is \$9,279,973 that includes \$800,000 in open positions. This budget is real time income and expenses and gets us really close to an actual picture of what is happening within the FQHC's.
19. Kent retirement party went very well. An estimated 200 people were in attendance. All employees were present to show support to Kent and his family. It was overall very well attended by the community.
20. Future use of the Broad Street Building in Carlinville and the Transportation Building in Gillespie was discussed. The board requested that we do not make any more improvements to these two locations, as we are unsure if we will continue to maintain these buildings. The Board of Health has requested that Christy contact the Macoupin County State Attorney Jordan Garrison concerning the sale of any properties to ensure that we are following all requirements, should we decide to go down that route. No current or future grant funds will be used for these buildings.

Mike Barnard moved to adjourn the meeting at 8:30 pm. Seconded by Dr. Michael LeVora. Motion carried.