

# MACOUPIN COUNTY BOARD OF HEALTH

Meeting Minutes for March 19, 2025, 6:00 p.m.

- I. Call to Order – Roll Call
  - a. Board Members Present: Lauren (Nikki) Ray, Leann Barr, Sean Rees, Dr. Thomas Hatley. Dr. Michael LeVora, Mike Barnard, Holly Boston, Dr. Therese Polo, Chas Swearingen, Ashley Simons
  - b. Board Members Absent: Sean Rees
  - c. Staff present- Lori Sanson, Sam Thomas, Christy Blank, Becky Hatlee, Derrek Tiburzi, Gary Ross
- II. Recognition of the Public- None
- III. Reading and Approval of February 19, 2025 minutes
  - a. Motion to approve by Dr. Thomas Hatley. Mike Barnard seconded. Motion carried.
- IV. Financial Status – Approval of Bills
  - a. Discussion of Current Financial Situation
    - a. Public Health: Beginning balance \$883,423.43 Ending balance \$371,402.10
    - b. Transportation: Beginning balance \$478,180.26 Ending balance \$637,676.59
    - c. WIC: Beginning balance \$5,264.75 Ending balance \$27,380.10
    - d. Community Care: Beginning balance \$1,017,492.63 Ending balance \$1,289,583.74
    - e. MCHC, Inc.: Beginning balance \$15,337.02 Ending balance \$15,337.02
    - f. USDA: Beginning balance \$18,499.29 Ending balance \$22,159.36
    - g. Total cash assets: \$2,757,935.07
    - h. Motion to approve by Dr. Thomas Hatley, seconded by Mike Barnard. Motion carried.
  - b. Outstanding Grant Remittance owed to MCPHD
  - c. Budget Approval for DOAP and 5311 for FY26. Motion by Dr. Thomas Hatley. Nikki Ray seconded. Motion carried.
- V. Executive Session – Personnel, Buildings
  - a. Motion to enter 6:16pm by Leann Barr. Dr. Therese Polo seconded. Motion carried.
  - b. Motion to exit 6:31pm by Dr. Therese Polo. Chas Swearingen seconded. Motion carried.
- VI. Administrator’s Report
  - a. Health Center Productivity Reports
    - a. 2740 unduplicated patients at the end of Feb with an annual goal of 9263. Kept appts 2493, lower than the last two years
  - b. UDS Review-Utilization Review of Patients
  - c. QI/QA/Risk Management minutes/Risk Management
    - a. Patient surveys- changed wording of expanding hours
    - b. Ashley Simons motioned to accept minutes. Holly Boston seconded. Motion carried.
  - d. Review of current projects
    - a. Transportation Building- Sign is completed. Waiting on IDOT for Rebuild
    - b. St. Francis Way- leased building- on the wait list for roof
    - c. Morgan St- JUN construction completed gutter guard project- Pete showed them standing water in the gutters. JUN is going to remediate this- add down spout in the middle due to slope issue

- d. Columbian Blvd- electrician installed exterior outlets. Pipe froze in the extreme temps. Insulation issue on some walls, creating cold areas within the building
- e. Maple St. new sign design in progress
- f. Dental bus- waiting estimates for repair- accident last week with a pole on a sign catching the back end- first estimate is about \$5100

VII. Old Business

- a. Sealed Bid Auction Surplus Items - Public
  - a. This will go in the newspaper in April for April meeting.

VIII. Credentialing and Privileging

- a. Angela Schuckebrock dental hygienist
  - i. Motion to approve by Leann Barr. Mike Barnard seconded. Motion carried.

IX. WIC, HFI, Health Educator, Safe Families, Environmental, and Transportation updates

- a. WIC
  - i. 613 caseload goal for annual
  - ii. 215 kept appts in February
  - iii. More public events this month
- b. HFI
  - i. 8 January referrals, slightly low this month but 7 positive screens
  - ii. 19 families in the program, one graduated
- c. Health Educator
  - i. 668 student encounters
- d. Safe Families
  - i. DV 8 adults served and 3 children
  - ii. Lily and Juliette are doing a great job
  - iii. 6 orders of protection granted
- e. Environmental
  - i. 4 new establishments
- f. Transportation
  - i. 3129 trips with lower service hours
  - ii. We will be getting 29 total vehicles through Rebuild 3 and CVP- minivans can transport two wheelchairs at one time
  - iii. No accidents in February
  - iv. Group trips were cancelled this month due to low demand

X. Review of Grants – Applications, Changes, updates and new

- a. RCORP new grant has been applied for- last year a different RCORP grant funded St. Francis Way

XI. New Business

- a. Executive Meeting Minutes for January 2024 through December 2024
  - a. Motion to keep executive meeting minutes confidential for 2024. Motion by Dr. Thomas Hatley and second by Dr. Therese Polo
- b. Board Members

- a. Supposed to be at 10 meetings per year and should not miss more than 3 in a row. We need board members present for support.
- b. Dr. Therese Polo would like to resign from the board when we can find someone to take her spot due to the number of other commitments that she has.
- c. Policy Review and Approval
  - a. Personal Policy - change on involuntary termination for non-union employees - seniority will be considered for time in the position, not at the organization.
  - b. Financial Policy - Sliding Fee Discount, update of proof of income forms that are accepted for sliding scale fee discount
  - c. Employee Required Training Policy – remove DEI training requirements
  - d. Lead Testing Policy - lead level testing and elevated levels being 3.5
  - e. Standing Orders for WIC Client Assessment - Hgb and lead levels may be sent to PCP if abnormalDr. Thomas Hatley motioned to approve policy updates. Ashley Simons seconded. Motion carried.
- d. Personnel Requests/Resignations/Staff Vacancies
  - a. Danyle Houseman submitted her resignation
  - b. Eric Pauline- retiring 3/28/25
  - c. Lindsay Cox executive assistant resignation
  - d. Josh Balzraine- resignation
  - e. Hannah Korunka- FMLA request
    - i. Motion to approve by Dr. Therese Polo. Chas Swearingen seconded. Motion carried.
  - f. Job vacancies- Admin assistant, WIC clerk, HF support specialist, Dental Assistant, LCSW, Transportation Driver, Dental Hygienist, Dentist, PHDH

XII. Next Meeting Date – Wednesday, April 16, 2025 at 6:00 p.m.

Motion to adjourn by Dr. Thomas Hatley at 7:20pm. Holly Boston seconded. Motion carried.

MISSION STATEMENT  
OF THE  
MACOUPIN COUNTY PUBLIC HEALTH DEPARTMENT

The Macoupin County Public Health Department believes that good health is a valuable right for all individuals, groups, and the community. We are dedicated to serve and work with the people in the community to prevent disease, to promote wellness and to protect the health of the residents of Macoupin County.