

# MACOUPIN COUNTY BOARD OF HEALTH

Minutes for October 15, 2025, 6:00 p.m.

- I. Call to Order – Roll Call 6:09pm
  - a. Board members present: Ashley Simons, Chas Swearingen, Dr. Thomas Hatley, Dr. Michael LeVora, Holly Boston, Lauren Ray, Pamela Danker, Rachel Woods, Sean Rees
  - b. Board members absent: Leann Barr, Margaret Perry, Morgan Rusten
  - c. Staff present: Becky Hatlee, Christy Blank, Derrek Tiburzi, Gary Ross, Lori Sanson, Samantha Thomas
- II. Recognition of the Public
- III. Reading and Approval of September 17, 2025 minutes
  - a. Motion to approve by Dr. Thomas Hatley. Seconded by Rachelle Woods. Motion carried.
- IV. Financial Status – Approval of Bills
  - a. Discussion of Current Financial Situation
    - a. Public Health: Beginning balance \$549,268.20 Ending balance \$362,266.79
    - b. Transportation: Beginning balance \$791,814.85 Ending balance \$756,812.66
    - c. WIC: Beginning balance \$22,821.49 Ending balance \$41,749.40
    - d. Community Care: Beginning balance \$759,453.79 Ending balance \$827,047.25
    - e. MCHC, Inc.: Beginning balance \$26,146.35 Ending balance \$27,175.15
    - f. USDA: Beginning balance \$22,242.37 Ending balance \$22,257.00
    - g. Total cash assets: \$2,420,028.53
    - h. Total outstanding balance owed from State of IL: \$550,715.32
    - i. Motion to approve by Chas Swearingen, seconded by Ashley Simons. Motion carried.
- V. Executive Session – personnel, legal
  - a. Dr. Thomas Hatley motioned to enter 6:23pm. Chas Swearingen seconded. Motion carried.
  - b. Sean Rees motioned to exit 6:45pm. Ashley Simons seconded. Motion carried.
- VI. Administrator’s Report
  - a. Health Center Productivity Reports
    - a. 8338 unduplicated patients, 83% of annual goal
    - b. Dental encounters are up at 1742 from last month of 1584, despite one dentist out on vacation and short assistants
    - c. Medical down to 318 from 364, Counseling down to 367 from 418, Psychiatry up to 514 from 504
    - d. Total of 2934 kept appointments for September
  - b. UDS Review-Utilization Review of Patients
    - a. Reviewed patients served by zip codes, Income as Percentage of Poverty guidelines, by Primary Medical Insurance, and by special population category to ensure we are reaching the intended population.
    - b. Reviewed quality measures, working on improving diabetes and cancer screening numbers to meet goals.
  - c. QI/QA/Risk Management
    - a. Reviewed UDS Measures, Risk Management items, staffing, facility updates, policy and procedure changes, chart reviews and credentialing/privileging.

- b. Patient surveys reviewed and followed up on. Employee incentives for passing out patient satisfaction surveys discontinued due to this being electronic now.
- c. Chas Swearingen motioned to approve. Dr. Thomas Hatley seconded. Motion carried.
- d. Review of current projects
  - a. Transportation Building Project- Invoice sent to IDOT for A&E services
  - b. St. Francis Way- roof complete
  - c. Morgan St.- None
  - d. Columbian Blvd- Pete and his team are removing siding on west side of building to install insulation. If this does not work, we will have to remove dry wall on the inside.
  - e. Oakland Ave- None
  - f. Maple St.- None

VII. Old Business

- a. MCPHD advertising, marketing, re-branding and website update
  - a. Social media campaign performance reviewed. Rebranding should be completed by November meeting.

VIII. Credentialing and Privileging

- a. Victoria Ollis- Dental Assitant
- b. Sean Rees motioned to approve. Ashley Simons seconded. Motion carried.

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

- a. WIC
  - i. 96.9% caseload achieved- goal from the state is 90%.
  - ii. 195 referrals in September. Caseload has significantly increased since last year. New WIC Coordinator is doing a great job.
- b. Health Educator
  - i. Just returned from leave, we will begin education programs in school immediately.
- c. Safe Families
  - i. 28 clients served, 55 hotline calls totaling 14 hours, assisted with filing of 8 emergency orders of protection
- d. Environmental
  - i. 60 routine inspections, 28 re-inspections, 9 cottage food operator consultations, 6 septic permits, 29 private sewage disposal consultations, 3 septic contractor applications reviewed and approved, and mosquito abatement conducted in Sawyerville and Wilsonville
- e. Transportation
  - i. 21 days of service, 3385 total passenger trips, 54,783 miles, 2,619 service hours
  - ii. Significantly increased passenger trips so far in 2025 compared to 2024
  - iii. Safety score improved from 86 to 96%
  - iv. Still need more drivers for demand

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

- a. Overdose Fatality funding approved for \$75,000
- b. Still waiting on 708 Board and ANCHOR grant

XI. New Business

- a. Board Members – Board of Health will have 8 members, plus County Board Liaison, and Health Center Board will have the 13 members. Motion to approve by Dr. Thomas Hatley, seconded by Ashley Simons. Motion carried.
- b. 340B Final Audit Report
  - a. We received final letter from HRSA Office of Special Health Initiatives confirming no findings in our first ever 340B audit. Great job to Gary Ross, Compliance Officer for having a perfect 340B audit.
- c. Policy Review and Approval – Please see “Appendix A and B” for complete list of policies and standing orders reviewed and approved.
  - a. Pam asked why the bereavement policy removes domestic partners as qualifying for bereavement. The union removed this, but it is best for us to align with them. The union can request to negotiate during open negotiations.
  - b. Sean Rees motions to approve proposed policy adjustments. Seconded by Chas Swearingen. Motion carried.
- d. Personnel Requests/Resignations/Staff Vacancies
  - a. Kathy Shafer resignation- dental
  - b. Jared Roddick resignation- driver
  - c. Open positions: MA, DA, PHDH, RDH, Transportation driver, Dentist
  - d. Reasonable accommodation request- Employee A.S. requesting permanent exemption for MMR vaccine due to medical conditions per provider statement.
    - i. Sean Rees motioned. Ashley Simons seconded. Motion carried.

XII. Next Meeting Date – Wednesday, November 19, 2025 at 6:00 p.m.

XIII. Motion to adjourn by Ashley Simons at 7:17pm. 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.