



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for March 26, 2025

Location: DeWitt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:00 on March 26, 2025

Roll Call

Dr. John Sochor – Present, Jerry Edwards – Present, Dr. Lauren Fore – Present, Dr. Mark Hobbie – Absent, Dr. Annilee Rohrscheib – Present, Sharon Mills – Present, Melonie Tilley – Present, Danika Frye – Present

DeWitt-Piatt Bi-County Health Department Staff Present: Michael Schroeder, Teale Hall

Public Comment/Guest Speaker

No public comment or guest speaker(s)

Review and Approval of Previous Meeting Minutes

The minutes for the Board of Health meeting held on January 22, 2025 were provided for review and approval.

Sharon Mills made a motion to approve the minutes; 2nd by Dr. John Sochor; motion carried

Division Reports

Michael Schroeder provided the Board of Health with division reports for Environmental Health, Maternal Child Health, VFC/Immunizations, Notifiable Diseases, and Financial. Teale Hall presented on behalf of the Dental Program and also provided input on the financial reports. A summary of updates is provided below:

(Continued on next page)

Financial

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- The following expenses were noted by M. Schroeder:
 - The amount of \$1,031.25 payable to Paramount Painting was a deposit for painting services at the Clinton office.
 - The amount of \$3,213.275 payable to Paramount painting was the final invoice for painting services at the Clinton office.
 - The amount of \$2,723.67 payable to Direct Energy Business was for utilities. M. Schroeder noted that Direct Energy Business is the new energy cooperative for the agency.
 - The amount of \$3,187.92 payable to Lucid Programming was the annual invoice for the agency food inspection software. The amount is based on the number of active and permitted food establishments in the two counties.

Sharon Mills made a motion to approve the Accounts Payable; second by Dr. Annilee Rohrscheib; motion carried

Profit and Loss Report

- The Profit and Loss Report was provided to the Board of Health for review and approval.
- M. Schroeder noted the following income and expense totals for the current fiscal year (FY25):
 - Total Income from Contracts: \$45,920.16
 - Total Income from Dental Services Fees: \$123,931.63
 - Total Income from Nursing Services Fees: \$14,059.58
 - Total Income from EH Fees: \$49,842.50
 - Total Income from Fees: \$210,662.54
- M. Schroeder noted that the agency has received payouts from all grants for quarter 1 and quarter 2. The current income from grants for the fiscal year is \$278,683.21
- M. Schroeder noted that total expenses for FY25 are \$1,016,811.01.
- The total net income for FY25 is currently (\$28,310.67) before operating expenses and mortgage payment(s)

Jerry Edwards made a motion to approve the Profit and Loss Report; second by Dr. John Sochor; motion carried

Balance Sheet

- M. Schroeder provided the balance sheet for review and approval. This details all assets and equities of the agency. Noted was that the total assets matched the total liabilities and equity in the amount of \$3,358,850.05

Dr. John Sochor made a motion to approve the Balance Sheet; second by Melonie Tilley; motion carried

Statement of Cash Flows

- Non-actionable item.
- The Statement of Cash Flow was provided for review. M. Schroeder noted that with the expansion of dental services and other services at the agency in addition to rising costs and necessary replacement of higher-priced equipment, a loss was expected.
- Once all operating activities and the construction loan are applied to the total net income for the current fiscal year, the adjusted net cash increase for the reporting period is \$-55,631.70. The total cash at the end of this reporting period is \$1,368,552.04.

Income and Expense Reports

- Non-actionable item.
- These reports are provided to the Board of Health to show comparison between the projected/proposed budget and actuals for the current fiscal year.
- M. Schroeder noted that for FY25, the agency income was at 73% of the proposed budget.
- M. Schroeder noted that for FY25, agency expenses were at 75% of the proposed budget.

Notifiable Diseases

- M. Schroeder noted that the Infection Control Nurse at the agency investigated 1 outbreak of COVID-19 and 1 outbreak of Influenza at two long-term care facilities during the reporting period.
- For the lead program, there is currently 1 test pending venous testing in DeWitt County. The total number of confirmed venous cases for FY25 is 12 (10 – DeWitt, 2 – Piatt)
- M. Schroeder noted that the agency administered a total of 14 capillary tests during the reporting period.
- For the TB program, the agency administered 57 TB tests in Piatt County and 7 TB tests in DeWitt County. The higher number of TB tests in Piatt County was due to the continued partnership with the Piatt County Mental Health Center who utilizes the agency for annual TB testing requirements.
- No STI testing or treatment was provided during the reporting period.
- No bats or other specimens were submitted for rabies testing during the reporting period.
- The division investigated the confirmed/probable/suspect cases of Chlamydia, Hepatitis B, Hepatitis C, Pertussis, RSV, Influenza hospitalizations/ICU admissions, and Influenza resulting in death.

Maternal Child Health

- The FY25 goal set by the State of Illinois for our agency is 360 participants. For the reporting period, the agency averaged a participation rate of approximately 70% of that goal:
 - January 2025: 258 participants
 - February 2025: 253 participants
 - March 2025: 241 participants
- The FY25 goal set by the State of Illinois in the Family Case Management program is 91 participants for our agency. The willingness of clients to enroll in this program and allow for the potential of a home visits are significant factors in this engagement percentage. In January, it was reported that the agency was at 75%% of the state goal. In February, the agency was at 68% of the state goal and in December the agency was reported at 88% of the goal.
- The agency completed 18 case reviews during the reporting period. The current caseload for the agency is 37 with 5 new caseloads pending.

Immunizations

- A total of 59 immunizations were administered during the reporting period with a majority of those being VFC eligible vaccinations (56).

Environmental Health

- M. Schroeder noted that a total of 34 inspections were conducted during the reporting period (January 1 – March 17). One pre-opening inspection was conducted at a remodeled facility in DeWitt County.
- The Illinois Department of Public Health completed their Program Review Audit for the food, water, and sewage programs. No deficiencies were noted and no corrective action was required.

Dental Program

- Dental clinic numbers including school-based services were provided for review. Noted was the high percentage of cavities observed in school aged children at Cerro Gordo schools. Nearly 43% of children receiving an exam had 1-4 cavities.
- Chelsey Morris, the part-time dental hygienist, has resigned. M. Schroeder noted that the decision was made to restructure the dental clinic and hire a Dental Clinic Coordinator to oversee operations. Amanda Miller who has served as a public health dental hygienist for many years, interviewed for the position and was hired.
- The Community Health Worker (CHW) for the agency has been contacting the parents of children participating in the school program to schedule follow-up appointments. Outreach has also been extended to WIC clients.
- The CHW will assume the role of educating children as part of the school program.
- T. Hall noted that the agency will be upgrading software programs from Eagle Soft to Fuse.

Closed Session

5 ILCS 120/2 (c) A public body may hold closed meetings to consider the following subjects: (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

Dr. Lauren Fore made a motion to go into closed session for the purpose of discussing closed session minutes and verbatim recordings; second by Danika Frye; motion carried

Melonie Tilly made a motion to come out closed session; second by Dr. Annilee Rohrscheib; motion carried

Review of Closed Sessions Minutes and Verbatim Recordings [5 ILCS 120/2.06(d)]

- Since this item was erroneously noted as non-actionable, the decision was made to table the discussion and motion until next Board of Health meeting.

New Business

*Actionable Item

** Review of Annual Administrator Evaluations*

- Results of the annual administrator evaluation completed by staff members at the agency were reviewed and discussed. No immediate concerns were noted during this review.

Dr. John Sochor made a motion to approve the results of the annual administrator evaluation; second by Dr. Lauren Fore; motion carried

** Piatt County Office Building Improvements*

- M. Schroeder presented the need for improvements at the Piatt County office as the building is starting to show age and the need for extensive repairs. With the expectation that renovation costs will be high, the agency contacted the USDA to explore eligibility criteria for a loan. M. Schroeder noted that the agency was eligible to review a loan in the amount of \$100,000 at 4.125% interest over 25 years.
- Danika Frye asked if liquid assets could cover the cost of this project in which M. Schroeder and T. Hall provided input in the response. Given current budget and reserve allowances, this loan would comfortably allow for more extensive projects to be completed without the possibility of the agency expending from its reserve fund. M. Schroeder noted that with uncertainties of public health funding moving forward, the reserve fund needs to be maintained.

Sharon Mills made a motion to approve the pre-application process for obtaining a loan from the USDA in the amount of \$100,000 at 4.125% interest over 25 years; second by Dr. John Sochor; motion carried

Total Compensation Report

- M. Schroeder provided the Board of Health with the Total Compensation Report (TCR) for all employees at the agency. The TCR provides a detailed breakdown of the total wages of an employee. This includes salary, insurance costs, and IMRF.

Dental Program Coordinator

- This topic was discussed during division reports. No further discussion.

Open Discussion

- Jerry Edwards commented that Piattran will be expanding its services to DeWitt County in July 2025.

Next Meeting

The next Board of Health meeting will be held on May 28, 2025 at 06:00pm in Piatt County.

Adjournment

Melonie Tilley made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:30 on March 26, 2025; second by Sharon Mills; motion carried

****Meeting Adjourned****

Respectfully Submitted,

Michael Schroeder, BS, LEHP
Public Health Administrator

I hereby certify that the minutes above hereto accurately represent the actions taken by the DeWitt-Piatt Bi-County Health Department Board of Health on the above occasion.

Board of Health President

Date