



DeWitt-Piatt Bi-County Health Department
Board of Health

Meeting Minutes for May 28, 2025

Location: Piatt County Office

Call to Order

The meeting was called to order by Michael Schroeder at 18:04 on May 28, 2025

Roll Call

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

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 March 26, 2025 were provided for review and approval.

Edwards made a motion to approve the minutes; 2nd by Mills; 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 these reports is provided below.

Financial

Accounts Payable

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- Total Accounts Payable (between March 21, 2025 – May 20, 2025): \$161,714.25
- Expenses noted by M. Schroeder
 - 3/24/25 payable to Peterson Insurance in the amount of \$13,138.00 was the bill for Professional Liability Insurance
 - 4/17/25 payable to Marathon Commerce in the amount of \$2,437.50 was the purchase of tick cards for distribution to the public
 - 4/17/25 payable to Synchrony Bank in the amount of \$6,432.15 was the statement for the Sams Club credit card and included purchases of Ben’s Deet Wipes and other promotional material that is all grant reimbursable
 - 4/21/25 payable to Cousin’s Maine Lobster in the amount of \$250.00. This was a return payment after their permit was denied
 - 5/5/25 payable to Cybernautic in the amount of \$3,600.00 was the annual fee for the agency website
 - 5/16/25 payable to Patterson Dental in the amount of \$14,320.71. This bill was the purchase of upgraded dental software (Fuse) and an X-Ray machine
 - 5/16/25 payable to Peterson Insurance in the amount of \$9,041.00 was the invoice for facility insurance

Mills made a motion to approve the Accounts Payable; second by Dr. Sochor; 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: \$57,463.26
 - Total Income from Dental Services Fees: \$181,563.31
 - Total Income from Nursing Services Fees: \$18,300.78
 - Total Income from EH Fees: \$57,598.75
 - Total Income from Fees: \$282,944.67
- M. Schroeder noted that total expenses for FY25 are currently \$1,358,219.04 with just over two months remaining for the grant year.
- The total net income for FY25 is currently (\$227,959.35) before operating expenses and mortgage payment(s)

Dr. Rohrscheib made a motion to approve the Profit and Loss Report; second by Edwards; 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 \$3,149,911.61

Dr. Fore made a motion to approve the Balance Sheet; second by Dr. Hobbie; motion carried

Statement of Cash Flows

- Non-actionable item.
- Once all operating activities and the mortgage payment are applied to the total net income, the adjusted net cash increase for the reporting period is (\$264,570.14). The total cash at the end of this reporting period is \$1,159,613.60

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 approximately 86% of the proposed budget amount.
- M. Schroeder noted that for FY25, agency expenses were at 95% of the proposed budget amount.

Notifiable Diseases

- M. Schroeder reviewed the report submitted by the Infection Control Nurse for the agency.
- For this reporting period, the IC nurse investigated a total of 3 COVID-19 outbreaks, 2 Norovirus outbreaks, 1 RSV outbreak, and 1 Influenza outbreak in long-term care/assisted living facilities located in the jurisdiction.
- For the lead program, the agency completed a total of 7 capillary tests for the reporting period. A total of 5 home visits have been conducted this fiscal year.
- For the TB program, the agency administered 4 TB tests in DeWitt County and 2 TB tests in Piatt County during the reporting period. For FY25 a total of 99 TB tests have been administered in both counties.
- 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.
- M. Schroeder noted that the IC nurse has started a Wellness Program initiative where residents are encouraged to visit the health department to receive an assessment of their blood pressure, pulse, and other vitals. Specific lab tests can be submitted based on availability.

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 63% of that goal:
 - April 2025: 236 participants
 - May 2025: 212 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. For the reporting period, participation rates were at approximately 88% of that goal.
 - April 2025: 79 participants
 - May 2025: 81 participants
- For the Healthworks program, the agency was assigned 67 new cases for review.

Immunizations

- A total of 78 vaccines were administered for the Vaccines for Children (VFC) program during the reporting period.

Environmental Health

- M. Schroeder noted that a total of 47 inspections were conducted during the reporting period (March 2025 – May 2025)
- Fourteen (14) private sewage disposal system application were submitted and approved during the reporting. The division inspected 6 private sewage disposal installations.
- For the private water well program, a total of 9 applications were received and approved.

Dental Program

- Dental clinic numbers including school-based services were provided for review. M. Schroeder noted that the number of patients seen increased for several procedures when compared to the previous reporting period.
- Amanda Miller who was recently hired as the Dental Clinic Coordinator, shared success stories she has encountered throughout the fiscal year.

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

Mills made a motion to go into closed session for the purpose of discussing closed session minutes and verbatim recordings; second by Edwards; motion carried

Mills made a motion to come of out closed session; second by Edwards; motion carried

Release and Destruction of Closed Sessions Minutes and Verbatim Recording [5 ILCS 120/2.06(d)]

- Mills made a motion to keep verbatim recordings from the closed session meetings on 12/09/21, 01/13/21, and 03/10/21 in closed session; second by Edwards; motion carried
- Mills made a motion to make public the verbatim recordings and written meeting minutes for closed session meetings occurring on 08/31/22, 11/16/22, and 07/26/22; second by Edwards; motion carried

New Business

*Actionable Item

Nomination for Re-Appointment to the DeWitt-Piatt Bi-County Health Department Board of Health*

- Dr. Rohrscheib made a motion to nominate Dr. John Sochor for re-appointment to the DeWitt-Piatt Bi-County Board of Health; second by Dr. Hobbie; Dr. Sochor abstained; motion carried
- Mills made a motion to nominate Dr. Annilee Rohrscheib for re-appointment to the DeWitt-Piatt Bi-County Board of Health; second by Edwards; Dr. Rohrscheib abstained; motion carried
- Dr. Rohrscheib made a motion to nominate Jerry Edwards for re-appointment to the DeWitt-Piatt Bi-County Health Department Board of Health; second by Dr. Sochor; Edwards abstained; motion carried
- Edwards made a motion to nominate Melonie Tilley for re-appointment to the DeWitt-Piatt Bi-County Health Department Board of Health; second by Mills; motion carried

Nomination of Board of Health Officers*

- Dr. Sochor made a motion to renominate Dr. Mark Hobbie as the President of the DeWitt-Piatt Bi-County Health Department Board of Health; second by Mills; Dr. Hobbie abstained; motion carried
- Dr. Rohrscheib made a motion to renominate Dr. John Sochor as the Secretary/Treasurer of the DeWitt-Piatt Bi-County Health Department Board of Health; second by Dr. Hobbie; Dr. Sochor abstained; motion carried

Revisions to the DeWitt-Piatt Bi-County Health Department Personnel Policies and Procedures Manual*

- M. Schroeder presented proposed revisions to the DeWitt-Piatt Bi-County Health Department Personnel Policies and Procedures. Amendments and revisions included the elimination of the work from home allowance and procedures for receiving approval for the accumulation and use of overtime hours.

Mills made a motion to approve the Personnel Policy revisions; second by Dr. Fore; motion carried

Revisions to the DeWitt-Piatt Bi-County Health Department Fiscal Policies and Procedures Manual*

- T. Hall presented proposed revisions to the DeWitt-Piatt Bi-County Health Department Fiscal Policies and Procedures Manual. These proposed revisions included the allowance of EFT transfers/withdrawals for expenses, updates to authorized signatures, updated petty cash requirements, and updates to the indirect cost section.

Edwards made a motion to approve the revisions to the Fiscal Policies and Procedures Manual; second by Dr. Sochor; motion carried

Open Discussion

No open discussion items

Next Meeting

M. Schroeder noted that the July meeting of the DeWitt-Piatt Bi-County Health Department will be canceled. The next meeting will be held on September 24, 2025 in Piatt County.

Adjournment

Dr. Rohrscheib made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 19:45 on May 28, 2025; second by Dr. Hobbie; 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