



DeWitt-Piatt Bi-County Health Department

Board of Health

November 19, 2025

Meeting Minutes

Meeting Location: DeWitt County Office, 5924 Revere Road, Clinton, IL 61727

Call to Order

The meeting was called to order by Michael Schroeder at 6:00pm on November 19, 2025

Roll Call

Dr. John Sochor – Absent, Jerry Edwards – Present, Dr. Lauren Fore – Present, Dr. Mark Hobbie – Present, Dr. Annilee Rohrscheib – Present, Sharon Mills – Present, Melonie Tilley – Present, 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 September 24, 2025, were provided for review and approval.

Mills made a motion to approve the minutes; 2nd by Dr. Fore; motion carried

Division Reports

Michael Schroeder noted that reports for Environmental Health, Maternal Child Health, VFC/Immunizations, and Notifiable Disease would be reviewed as part of the FY25 Annual Report.

*Actionable Item

Financial

Accounts Payable*

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.

- Expenses noted:
 - On 9/29/25, a check payable to Vital Education Supply in the amount of \$270.48 was for the purchase of new AED pads for both offices
 - On 9/29/25, a check payable to Dip N Good Dips in the amount of \$50.00 was a temporary permit reimbursement
 - On 10/6/25, a check payable to the Clinton Journal in the amount of \$249.00 was for an advertisement during a mass mailer event for the paper
 - On 10/28/25, a check payable to Up North Printing in the amount of \$842.00 was for the purchase of death certificate paper
 - On 10/28/25, a check in the amount of \$6.80 was reimbursement for a patient fee overpayment
 - On 10/28/25, a check payable to Eastland Companion Animal Hospital in the amount of \$185.40 was for the euthanasia of a bat specimen for rabies testing
 - On 10/28/25, a check payable to IEHA in the amount of \$360.00 was a conference registration fee for two staff members
 - On 11/4/25, a check payable to IAPHA in the amount of \$700.00 was for annual dues

Dr. Rohrscheib made a motion to approve the Accounts Payable; second by Tilley; 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 (FY26):
 - Total Income from Contracts: \$19,310.47
 - Total Income from Dental Services Fees: \$112,702.25
 - Total Income from Nursing Services Fees: \$9,808.77
 - Total Income from EH Fees: \$14,777.58
 - Total Income from Fees: \$143,176.70
 - Total Income from Grants: \$45,798.77
 - Total Income from Tax Levy Distributions: \$325,024.10

Total Income for FY26 To-Date: \$634,203.25

Total Expenses for FY26 To-Date: \$517,739.61

Total Net Income for FY26 To-Date: \$116,463.64

- M. Schroeder noted that the agency is currently awaiting \$42,825.67 in grant payments from the State of Illinois for Quarter 1 of FY26 activities.

Tilley made a motion to approve the Profit and Loss Report; second by Mills; 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 \$3,346,702.87.

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

Statement of Cash Flows

- M. Schroeder noted that once all operating activities and the mortgage payment are applied to the total net income, the total cash at the end of the reporting period was \$1,356,404.86.

Income and Expense Reports

- 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 FY26, the agency income is currently at 42% of the proposed budget amount.

- M. Schroeder noted that for FY26, agency expenses are currently at 33% of the proposed budget amount.

New Business

*Actionable Item

*Employee Insurance Plan**

- M. Schroeder presented the Board of Health with the new and proposed insurance plan through Blue Cross Blue Shield of Illinois. To save on cost, the agency proposed an age-banded insurance plan instead of the composite rate insurance plan.

Edwards made a motion to approve the Blue Cross Blue Shield Preferred PPO insurance plan and continue employer provided single coverage for all eligible staff members; second by Dr. Rohrscheib; motion carried

*FY25 Annual Report**

- The Board of Health was provided a draft of the FY25 Annual Report for review and approval. M. Schroeder noted that new additions included a message from the administrator, a rabies investigation report, and an STD report.

Mills made a motion to approve the FY25 Annual Report; second by Tilley; motion carried

*Personnel Policy Revisions**

- M. Schroeder presented revisions to the Unpaid Leave Policy for the agency and proposed an addition pertaining to the use of fragrances at both office buildings.
- Unpaid Leave Policy – Limits the amount of unpaid leave time that an employee can request on an annual basis to two days maximum unless additional time is approved by the administrator. The proposed revision stipulates that the agency reserves the right to request reimbursement for insurance coverage.

Edwards made a motion to approve revisions to the Unpaid Leave Policy; second by Tilley. During open discussion, Dr. Rohrscheib recommended a revision stating that after the two days of unpaid leave is granted and expended, the agency reserves the right to request compensation for insurance coverage for any additional days approved by administration. Edward and Tilley rescinded their motion

Edwards made a motion to approve the Unpaid Leave Policy with the understanding that revisions pertaining to insurance reimbursements would be made; second by Tilley; motion carried

- Policy on the Use of Candles, Room Sprays, and Other Scented Products – This policy would prohibit the use of room fragrances and similar products not approved by the agency. This policy was proposed to protect those who with sensitivities or potentially life-threatening allergic reactions and reduce the risk of fire.

Mills made a motion to approve the Policy on the Use of Candles, Room Sprays, and Other Scented Products; second by Dr. Rohrscheib; motion carried

Employee Assistance Program (EAP)

- The agency has decided to discontinue the EAP program through Telus Health and transition to a telehealth program through AFLAC. Since the agency is a customer of AFLAC, there is no charge to the agency for this benefit. This program offers staff the ability to communicate with a mental health therapist for the cost of a co-pay. This is a 24/7 service.

Auditing Services Update

- M. Schroeder noted that he has yet to secure a CPA to conduct the FY25 audit following the closure of Floyd & Associates. The search has now expanded outside the State of Illinois as a majority of firms do not have the capacity to absorb any new clientele due to a shortage of available CPAs. M. Schroeder and T. Hall are currently in the process of requesting a one-time extension from IDPH and IDHS.

Service Collaboration with Piatt County Mental Health Center

- Through a partnership with the Piatt County Mental Health Center, the agency will house a behavioral health therapist at the health department two days a week. This individual will provide counseling services and referrals (if needed) to all clients of the health department.
- M. Schroeder noted that although this service is available to ALL clients (DeWitt and Piatt) he understands the barriers in travel and will initiate discussion for a similar collaboration in DeWitt County.

Open Discussion

No open discussion items

Next Meeting

M. Schroeder noted that the next meeting of the DeWitt-Piatt Bi-County Health Department will be held on January 28, 2026 at 06:00pm in the DeWitt County office.

Adjournment

Tilley made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 7:34pm on November 19, 2025; second by Mills; motion carried

****Meeting Adjourned****

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.

Respectfully Submitted,

Michael Schroeder, BS, LEHP
Public Health Administrator