



DeWitt-Piatt Bi-County Health Department

Board of Health

January 28, 2026

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 6:02pm on January 28, 2026

Roll Call

Dr. John Sochor – Present, Jerry Edwards – Present, Dr. Lauren Fore – Absent, Dr. Mark Hobbie – Present, Dr. Annilee Rohrscheib – Present, Sharon Mills – Present, Melonie Tilley – Absent, 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 November 19, 2025, were provided for review and approval.

Mills made a motion to approve the minutes with the condition that the meeting location would be added to the minutes (Dr. Sochor); 2nd by Edward; 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 also provided input on the financial reports. A summary of these updates is provided below:

Financial

*Accounts Payable**

- The Board of Health was provided a copy of the “Accounts Payable” for review and approval.
- Expenses noted:
 - On 11/13/25, a check payable to Illini Fire Equipment in the amount of \$70.00 was annual service on fire protection equipment.
 - On 12/15/25, a check payable to Solix, Inc in the amount of \$2,957.61 was the annual fee for phone and internet service that is paid after grant funding is received.
 - On 12/15/25, a check payable to the Interpreters Unlimited, in the amount of \$186.25 was for phone-in interpreter services. M. Schroeder noted that the agency is billed only when the interpreting service is utilized.
 - On 12/15/25, a check payable to Sessions Electric in the amount of \$791.20 was for replacement of a breaker that had failed following a power outage.
 - On 12/15/25, a check in the amount of \$252.00 was for dental supplies.
 - On 12/15/25 and 12/29/25, a check payable to Monticello True Value was for supplies to paint the main hallway in the Piatt office building.
 - On 12/30/25, a check payable Innovative Solutions in the amount of \$6,375.00 was for the deposit to secure the agency auditor.
 - On 01/06/26, a check payable to W M Masters in the amount of \$1,421.50 was for generator maintenance and repair.
 - On 01/12/26, a check payable to the Clintonia Eagle in the amount of \$275.00 was for permit reimbursement following notice of closure.
 - On 01/12/26, a check payable to Evapar, Inc in the amount of \$1,005.96 was for generator inspection and maintenance following notice from W M Masters that they could no longer provide service to industrial generator units.
 - On 01/31/26, a check payable to Fasprint in the amount of \$534.98 was for agency logo envelopes.

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 (FY26):
 - Total Income from Contracts: \$31,456.98
 - Total Income from Dental Services Fees: \$166,243.41
 - Total Income from Nursing Services Fees: \$14,445.04
 - Total Income from EH Fees: \$49,627.58
 - Total Income from Fees: \$238,843.72
 - Total Income from Grants: \$84,745.52
 - Total Income from Tax Levy Distributions: \$332,475.26

Total Income for FY26 To-Date: \$790,144.99
Total Expenses for FY26 To-Date: \$813,442.49
Total Net Income for FY26 To-Date: \$(23,297.50)

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

Balance Sheet

- This item was tabled for review and approval at the next scheduled meeting as it was erroneously marked as non-actionable.

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 \$1,212,729.37.

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 52% of the proposed budget amount.
- M. Schroeder noted that for FY26, agency expenses are currently at 51% of the proposed budget amount.

Nursing Division Reports

Notifiable Diseases

- M. Schroeder noted that the agency has investigated a total of 3 respiratory illness outbreaks at long-term care facilities this fiscal year.
- The agency has investigated 1 outbreak of gastrointestinal illness in the long-term care setting this fiscal year.
- A total of 21 TB tests have been administered this fiscal year.
- A total of 71 lead capillary tests have been completed in-house this fiscal year.
- Since June, the Infection Control Nurse has investigated 32 confirmed or probable infectious diseases. This includes Campylobacteriosis, Chlamydia, E. Coli, Hep C, Histoplasmosis, Legionellosis, Rocky Mountain Spotted Fever, Pertussis, Rabies (Potential Exposure), Strep A, and Syphilis.

Immunizations

- A total of 298 vaccines have been administered this fiscal year with a majority (282) in the VFC program.
- A total of 3 flu vaccines were administered under the 317 Program (uninsured/underinsured)

WIC/BBO-C

- The current caseload for the agency remains at 360 participants. Participation rates by month:

<i>July 2025</i>	<i>75%</i>
<i>August 2025</i>	<i>81%</i>
<i>September 2025</i>	<i>80%</i>
<i>October 2025</i>	<i>98%</i>
<i>November 2025</i>	<i>97%</i>
<i>December 2025</i>	<i>98%</i>

- M. Schroeder noted that the FCM program is now referred to as the Better Birth Outcomes – Comprehensive (BBO-C) program. Under this new grant, eligibility requirements have changed and the intake process is lengthy. For this reason, the division has experienced significant difficulties with enrollment. Staff continue to provide outreach to hopefully improve enrollment.
- For the Healthworks of Illinois (HWIL), the total caseload has averaged 39 participants this fiscal year.

Environmental Health

- The food establishment inspection report was provided for review. A total of 163 inspections have been conducted this fiscal year.
- The agency has received 36 private sewage applications and conducted 36 inspections.
- The agency has received 14 private water well applications and has completed 12 inspections.

Dental Program

- M. Schroeder noted that for FY26, the dental division has completed 548 exams, 529 fillings, 345 fluoride treatments, 119 SDF applications, and 173 sealants.
- The agency has visited and completed exams/sealants at 6 schools this fiscal year. M. Schroeder noted that 22% of students seen have presented with 1-4 cavities and 6% have presented with 5+ cavities.
- Under the Oral Health Promotion Grant, the agency CHW has educated a total of 790 students and provided 340 oral health kits to WIC participants. A total of 102 children in the WIC program have received fluoride treatment.

New Business

*Actionable Item

*Revisions to BOH Bylaws**

- M. Schroeder presented proposed revisions and amendments to the Board of Health Bylaws.
- To allow board members sufficient time for review and consideration, approval was tabled for the next scheduled meeting.

*Amendments to the Personnel Policies: Equipment**

- M. Schroeder presented a proposed equipment policy for the personnel policies of the agency. Following a DHS webinar attended by staff, it was noted that this amendment was necessary.
- This revision states that all property owned by the agency must be properly maintained and in working condition. Staff are liable for replacing items if found in violation of this policy.
- Provides the agency with the right to inspect agency owned property and search or question employees and clients if theft is suspected.

Frye made a motion to approve the Equipment Policy under the condition that “theft of the agency” be revised to “theft from the agency” (revision presented by Dr. Rohrscheib); second by Dr. Rohrscheib; motion carried

*Water Screening for Residents of DeWitt and Piatt Counties**

- IDPH provided notice to all local health departments that their lab would no longer be accepting routine private water well samples. This has created a cost and feasibility burden for residents.
- To better serve citizens of DeWitt and Piatt Counties, it was proposed that the agency offer qualitative water wells screenings at \$20.00/screening. The fee would help cover supplies and an incubator for each office.
- M. Schroeder noted that the agency was not a certified lab and could only offer screenings, not sampling. This would be noted on the form that would be distributed.
- Screenings would include coliform and nitrate/nitrite testing.
- M. Schroeder estimated the initial cost of supplies at \$540.00.

Mills made a motion to approve the private water well screening service and the purchase of supplies and equipment; second by Dr. Sochor; motion carried

Annual Administrator Evaluation

- Dr. Hobbie presented the results of the annual administrator evaluation to M. Schroeder and the board.
- Result of the evaluation were to be filed in the permanent record of the administrator.

FY25 Audit Update

- M. Schroeder noted that the agency was able to secure an auditor following retirement of the previous CPA.
- M. Schroeder noted that, due to a shortage of available CPAs in Illinois, the agency had to expand the search to companies outside the state.
- Innovative Solutions from Maryland will be conducting the audit “virtually”. Will have the audit completed by the March 31st extension deadline granted by IDPH and IDHS.

Total Compensation Report

- The updated Total Compensation Report for all employees at the agency was distributed to the board for review.
- This includes the new insurance premiums through Blue Cross Blue Shield

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 March 25, 2026, at the Piatt County office.

Adjournment

Mills made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health; second by Edwards; 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