



DeWitt-Piatt Bi-County Health Department

Board of Health

March 25, 2026

Meeting Minutes

Meeting Location: Piatt County Office, 1020 S. Market Street, Monticello, IL 61856

Call to Order

The meeting was called to order by Michael Schroeder at 6:00pm on March 25, 2026

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 – 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 January 28, 2026 were provided for review and approval.

Mills made a motion to approve the minutes with the condition that the revision be made to remove Dr. Fore and add Danika Frye on the motion to approve Amendments to the Personnel Policy; 2nd by Dr. Rohrscheib; motion carried

Division Reports

Michael Schroeder noted that division reports for nursing, environmental health, immunizations, and dental were waived for this meeting due to the number of agenda items. M. Schroeder and T. Hall provided the board of health with a financial report. 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 02/23/26, a check payable to Raven Mechanical, LLC in the amount of \$1,950.00 was for the replacement of the water heat at the Piatt County office. M. Schroeder also noted a check payable to Raven Mechanical on 03/09/26 in the amount \$734.25. Raven Mechanical returned to replace the mixing valve in the client restroom
 - On 02/23/26, a check payable to Perspective Enterprises, Inc in the amount of \$4,265.00 was the purchase of stadiometers for both office locations. The agency would be reimbursed for 50% of the cost through the BBO-C grant
 - On 03/03/26, a check payable to the Greg Chapman, in the amount of \$394.49 was for installation of an exhaust system required for the new waterless vac/suction system in the dental clinic.
 - On 03/03/26, a check payable to Evapar, Inc in the amount of \$3,117.11 was for repair and routine maintenance of the generator at the Clinton office
 - On 03/09/26, a check payable to William V. MacGill & Co. in the amount of \$153.49 was for calibration of vision and hearing equipment
 - On 03/17/26, a check payable to Telus Health in the amount of \$1,152.41 was the final invoice for the EAP that was discontinued and replaced with a telehealth service through AFLAC.
 - On 03/17/26, a check payable to Peterson Insurance in the amount of \$14,417.00 was for Professional Liability Insurance
 - On 03/17/26, a check payable to Don Hulvey Plumbing in the amount of \$247.50 was for contractual work to install a basket strainer in the sterile room located in the dental clinic.
 - On 03/17/26, a check payable to Lucid Programming, Inc in the amount \$3,348.02 was the annual invoice for the food inspection software system used by the agency

Dr. Sochor made a motion to approve the Accounts Payable; second by Edwards; 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: \$46,568.56
 - Total Income from Dental Services Fees: \$214,314.72
 - Total Income from Nursing Services Fees: \$15,916.06
 - Total Income from EH Fees: \$51,517.58
 - Total Income from Grants: \$210,400.71
 - Total Income from Tax Levy Distributions: \$332,475.26

 - Total Expenses from Personal Services: \$844,522.87
 - Total Expenses from Contractual Services: \$152,095.91
 - Total Expenses for Supplies (Office + Dental): \$44,887.34
 - Travel Expenses: \$16,382.33

Total Income for FY26 To-Date: \$992,292.94

Total Expenses for FY26 To-Date: \$1,074,779.84

Edwards made a motion to approve the Profit and Loss Report; second by Mills; motion carried

Balance Sheet (as of 03/20/26)*

- M. Schroeder provided the balance sheet for review and approval. This report details all assets and equities of the agency. M. Schroeder noted that depreciation for land, building, improvements, and equipment was added to the report for audit compliance. Until this report, depreciation had not been included and was not appropriately applied to eligible items.

Current Assets: \$1,947,060.38 Current Liabilities and Equity: 1,947,060.38

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

Balance Sheet (as of 01/23/26)*

- This report was tabled on January 28, 2026 as it was erroneously labeled as non-actionable.

Frye made a motion to approve the Balance Sheet from the January 28, 2026 meeting; second by Mills; 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 \$1,143,609.38.

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, income is currently at 69% of the proposed budget amount.
- M. Schroeder noted that for FY26, agency expenses are currently at 71% of the proposed budget amount.

**** 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.

Edwards made a motion to enter closed session to review closed session minutes and verbatim recordings; second by Dr. Rohrscheib; motion carried

Mills made a motion to exit closed session; second by Edwards; motion carried

Edwards made a motion to keep the current closed session minutes in closed session; second by Dr. Sochor; motion carried

New Business

*Actionable Item

*Revisions to BOH Bylaws**

- This item was tabled at the January meeting to allow board members sufficient time for review.
- M. Schroeder noted that an additional revision was made to include active military duty as an approved allowance for remote or virtual attendance.
- Dr. Rohrscheib recommended the revision to change “semi-annual” to “every six months”.
- Mills noted that a revision was necessary under “Duties of the Board of Health, changing “office” to “official”
- Dr. Rohrscheib noted that in Article XII, the word “member” needed changed to “members”.
- Under Article IV, a correction was made to add “the” in the sentence “A member may attend remotely for *the* following reasons only”.

Edwards made a motion to approve the Board of Health Bylaws as they have been amended; second by Frye;
motion carried

*Review of the FY25 Audit Completed by Innovative Solutions**

- M. Schroeder and T. Hall presented findings of the FY25 audit to the board for review and approval.
- M. Schroeder noted that the auditor concluded that no significant deficiencies existed.

Mills made a motion to accept the audit findings; second by Frye; motion carried

*Late Fees for Annual Food Permit Renewals**

- M. Schroeder noted that the agency continues to experience compliance issues with annual permit renewals. Instead of temporarily revoking licensure in instances of non-compliance, an increase in annual permit late fees was presented for approval.
- Proposed late fee schedule:
 - Permit applications submitted no later than 10 days after the due date will be charged a \$50.00 late fee
 - Permit applications submitted 11-20 days after the due date will be charged a \$75 late fee
 - Permit applications received later than 20 days after the due date will be charged a \$125.00 late fee

Dr. Rohrscheib may a motion to approve the late fee schedule for annual food permits; second by Edwards;
motion carried

*Amendments and Revisions to the Fiscal Policies**

- M. Schroeder proposed revisions and amendments to the fiscal policies following the FY25 audit findings. Proposed amendments and revisions are provided below:
 - Per IR-2015-133, the amount listed in the capitalization was increased from \$500 to \$2,500.00. All items greater than \$2,500.00 can be depreciated
 - Under Supplies and Equipment section, the capitalization amount was increased from \$5,000.00 to \$10,000.00
 - A note stating that as a tax-exempt entity, the agency uses the Alternative Depreciation System (ADS) was added
 - A “useful life” schedule for all agency owned property that is eligible for depreciation was added to the policy

Mills made a motion to approve revisions and amendments to the Fiscal Policies; second by Dr. Fore;
motion carried

Transition from a Cash Basis to an Accrual Basis*

- Following the FY25 audit, the auditor strongly recommended that the agency transition from a cash basis to an accrual basis. This would require invoicing on all expected or upcoming credits or payments to the agency.
- M. Schroeder noted that GAAP credibility requires accrual basis and GATA requires GAAP credibility. The State of Illinois allows cash basis but requires GATA compliance.
- M. Schroeder noted that accrual-based accounting would be difficult for some programs such as dental (billing) and environmental health (permitting).
- M. Schroeder noted that this type of accounting was new to the agency and that many unknowns still existed.

The decision was made to table this item until the agency received additional information from the auditor

Community Health Day

- M. Schroeder informed board members that the agency would be hosting a community appreciation day in June at the Clinton office. He noted that there will be games, activities, giveaways, sno-cones, and popcorn.
- This event is open to the public.

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 May 27, 2026 at the DeWitt County office.

Adjournment

Frye made a motion to adjourn the meeting of the DeWitt-Piatt Bi-County Health Department Board of Health at 8:06pm on March 25, 2026; second by Dr. Fore; 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