

## **Marion County Board of Health Meeting Minutes**

December 17, 2024  
7:00 P.M.

Board Members Present: Kendra Taylor, Michael Morton, Tom Turner, Matthew Stedelin, Michael Douglas, Paula Strother, Seth Hahs and Keith Kessler.  
Others Present: Melissa Mallow, Administrator; Caitlyn Crain, Director of Clinical Services; Terri Adams, Director of Family Services; Cathy Hays, Administrative Secretary and Cole Wimberly, WJBD Radio.

### **I. CALL TO ORDER**

The Marion County Board of Health met on December 17, 2024 at the Marion County Health Department, Salem office. Kendra Taylor called the meeting to order at 7:03 p.m.

### **II. QUORUM**

A quorum of eight board members were present.

### **III. MINUTES**

Tom Turner made a motion to accept the September 17, 2024 Quarterly Board of Health meeting minutes as presented; Keith Kessler seconded the motion. All were in favor; none opposed. The minutes were approved.

### **IV. FINANCIAL REPORT**

Kendra Taylor called for a review of the financial report. Melissa Mallow reported the cash flow balance at the end of the 4th Quarter is \$1,635,455.12.

The revenue for the end of the 4th Quarter was \$1,809,533.89, which is 95% of the budget.

Expenditures for the end of the 4th Quarter was \$1,593,160.76 or 84% of the budget.

Revenue over Expenditures is a positive \$216,373.13.

The health department has submitted forms to the Illinois Court of Claims for missing FY'24 payments from DHS and IDPH. DHS: Breastfeeding Peer Counselor (\$8,434.65) and WIC (\$62,495.49); IDPH: Body Art (\$2,412.50).

Accounts Receivable:  
FCM \$17,481.95  
Local Health Protection \$40,631.37  
Medicare \$1,100.00  
Private Insurance \$4,921.00  
Public Aid \$462.00  
Managed Care \$5,586.00  
TB Prevention \$2,302.44  
Vector \$2,711.02  
Lead Prevention \$5,636.15

Building Improvement Fund current balance is \$145,700.68.

Keith Kessler made a motion to accept the financial report; Paula Strother seconded the motion. All were in favor; none opposed. The financial report was approved.

## **V. OLD BUSINESS**

### **a. County Board Appointment Confirmation**

At the December 10, 2024, Marion County Board Meeting, Dr. Michael Douglas was appointed to be the Marion County Board Representative to the Marion County Health Department Board. Mr. Douglas' term will be December 1, 2024 through November 30, 2025.

## **VI. NEW BUSINESS**

### **a. Activities:**

#### **1. Environmental Health: Melissa Mallow reporting on behalf of Jenna Davis, Supervising Sanitarian**

4th Quarter program totals:

**Food Protection Program** – 104 routine inspections, 12 temporary inspections conducted and 2 Cottage Food permits.

This quarter Ms. Davis submitted food program review for 2023, in which the health department passed. Jenna conducted a fire inspection at Hardees in Salem due to an electrical fire.

**Private Sewage Disposal Program** – 13 routine inspections/installed, 14 septic permits issued.

**Private Water Supply Program** – 1 geothermal well inspected/installed. 1 permit issued.

**Body Art and Tanning Programs:** 1 Body Art routine inspection conducted. 3 Tanning routine inspections conducted.

**Vector Surveillance Control Grant:** Ms. Davis collected dead bird samples per grant requirements for WNV testing. Conducted tick dragging per grant requirements. No positives were detected.

## **2. Nursing: Caitlyn Crain, Director of Clinical Services**

### ***STD Testing Information:***

This quarter:

58 STD/Syphilis/HIV cases were investigated.

### ***Lead Poisoning Prevention Services***

9 current lead poisoning open cases.

### ***TB Monitoring***

65 TB tests were administered.

### ***Lab Tests***

249 clients had private pay labs drawn.

### ***Communicable Diseases***

47 communicable disease reports were investigated this quarter.

### ***FIT tests***

This quarter there were no FIT tests given.

### ***Animal Bites***

15 animal bites were investigated.

### ***Immunizations***

A total of 495 adult vaccines were administered. A total of 448 pediatric vaccines were administered. 89% of vaccines in office were flu (440) and 34% of flu vaccines were given at off-site clinics (149).

### ***COVID-19***

This quarter there were no adult COVID-19 vaccines administered. Zero pediatric COVID-19 vaccines were administered.

### ***Narcan:***

7 (total from both sites) Narcan kits were distributed from the Salem and Centralia offices.

The health department was gifted two outdoor Naloxone cabinets, and one outdoor Barney stand. The outdoor cabinets/Barney will be stocked with Narcan when the temperature outside is not extreme. During the extreme temperatures, clients may still come into the offices and request Narcan.

The health departments part-time immunization nurse has retired due to family health issues. Caitlyn will be seeking a new part-time nurse.

### ***Lobby Education***

This quarter lobby education consisted of: National Preparedness Month- Disaster, Breast Cancer Awareness, DEA drug take back day, RSV, Flu, COVID, Pneumonia: preventing spread and Diabetes – Prediabetes Prevention.

This quarter Caitlyn precepted a nursing student working on their Bachelors degree. Ms. Crain also coordinated with the Salem High School Nurse welcoming students in the high schools phlebotomy class/program to observe the health department's lab program.

### **b. Terri Adams; Director of Family Services**

WIC Caseload for this quarter was: September 80%, October 79% and November 77%.

Ms. Adams reported out of 1,200 Farmer's Market Checks given in Marion County only 261 were redeemed, which is 21.75%. Illinois statewide Farmer's Market percentage was 31.06%.

FCM site review was completed this quarter. One finding that home visits were not being completed. Terri stated the reason is clients do not want FCM staff in their home. The health department was commended for the documentation on why home visits are not being conducted.

This quarter:

Healthworks - 69

High Risk Infants and Children - 51

Flouride Varnish - 143

Prenatal Depression Screenings - 73

Postpartum Depression Screenings - 65

Developmental Screenings - 202 with 19 referrals

Hearing - 3

Vision - 2

### **3. Administration: Melissa Mallow**

#### **FY'25 Grants**

All FY'25 DHS and IDPH grants have been signed and executed except for the Smoke-Free Illinois grant.

***FY'22 Audit***

The FY'22 audit for the County and Marion County Health Department is still not completed. The audit should be completed by the end of January 2025. The County of Marion is no longer on the Illinois Stop-Pay list.

***New Financial and Environmental Health Secretary:***

Michelle Slater the health department's Financial and Environmental Health Secretary retired on October 25, 2024. Shawnda Cushman has been hired for that position.

***Jeans for a Cause***

This quarter the health department staff donated \$100.00 each to these organizations: Sleep in Heavenly Peace, Centralia Shop with a Cop and Adopt a Family Christmas Program.

***BCMW Community Services***

Terri Adams and Ms. Mallow serve on the BCMW's Health Services Advisory Committee and attended the quarterly meeting on December 9, 2024.

***IDPH Director Vist***

On November 13, 2024, IDPH Director Dr. Vohra visited the Salem office. Ms. Mallow introduced the director to staff and Melissa gave the director a tour of the office and also explained the various programs the health department offers.

***Veterans Assistance Commission of Marion County***

Marion County Board will hire a Veterans Assistance Commission Employee (VAC). The employee will be full time and have an office at the health department's Centralia office.

***FY'25 County Budget***

Marion County Health Department's budget is not a part of the County of Marion's General Fund Section of the budget. The health department's budget is in the Marion County Special Purpose Levies Section of the County's budget.

**2025 Board of Health Meeting Dates**

March 18<sup>th</sup> - Centralia Office

June 17<sup>th</sup> - Salem Office

September 16<sup>th</sup> - Centralia Office

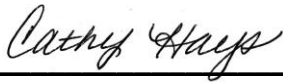
December 16<sup>th</sup> - Salem Office

**VII. CLOSED SESSION**

None needed.

**VIII. ADJOURNMENT**

Paula Strother made a motion for adjournment at 7:44 p.m.; Michael Morton seconded the motion. The next meeting is scheduled for March 18, 2025, 7 pm, at the Centralia office.



Cathy Hays, Administrative Secretary

December 18, 2024

*Date*