

Marion County Board of Health Meeting Minutes

December 16, 2025
7:00 P.M.

Board Members Present: Kendra Taylor, Michael Morton, Tom Turner, Matthew Stedelin, Michael Douglas, Kyle Clark, Paula Strother, and Keith Kessler.
Others Present: Melissa Mallow, Administrator; Caitlyn Crain, Director of Clinical Services; Terri Adams, Director of Family Services; Jenna Davis, Supervising Sanitarian; Cathy Hays, Administrative Secretary.

I. CALL TO ORDER

The Marion County Board of Health met on December 16, 2025 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

Keith Kessler made a motion to accept the September 16, 2025 Quarterly Board of Health meeting minutes as presented; Paula Strother seconded the motion. All were in favor; none opposed. The minutes were approved.

IV. SPECIAL ORDERS

a. Dr. Seth Hahs Resignation

Ms. Mallow stated Dr. Hahs has submitted his letter of resignation from the Board of Health effective December 31, 2025.

Tom Turner made a motion to accept the resignation of Dr. Seth Hahs effective December 31, 2025. Keith Kessler seconded the motion. All were in favor; none opposed. The resignation of Dr. Hahs was approved.

V. 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 \$1,837,886.16.

Revenue for the end of the 4th Quarter was \$1,492,361.38, which is 92% of the budget.

Expenditures for the end of the 4th Quarter was \$1,494,287.47 or 92% of the budget.

Revenue over Expenditures is a negative \$1,926.09.

Building Improvement Fund balance is \$177,305.37.

Accounts Receivable:

BBO \$18,965.76

Local Health Protection \$22,127.63

Medicare \$740.00

Private Insurance \$5,377.00

Managed Care \$4,287.00

WIC \$21,010.59

Kyle Clark made a motion to accept the financial report; Matt Stedelin seconded the motion. All were in favor; none opposed. The financial report was approved.

VI. OLD BUSINESS

a. County Board Appointment Confirmation

At the October 28, 2025 Marion County Board Meeting, Tom Turner, Paula Strother and Keith Kessler were reappointed to the Marion County Board of Health for the term of November 30, 2025 through November 30, 2028. Dr. Douglas, Marion County Board Representative, was reappointed to the Marion County Health Department Board for the term of November 30, 2025 through November 30, 2026.

VII. NEW BUSINESS

a. Activities:

1. Environmental Health: Jenna Davis, Supervising Sanitarian

4th Quarter program totals:

Food Protection Program – 85 routine inspections, 16 temporary inspections, 11 pre-openings conducted and 1 Cottage Food permit.

This quarter Ms. Davis attended a Regional Department Head Meeting on private sewage guidance for sewage inspections.

Private Sewage Disposal Program – 19 septic permits issued, 21 systems installed/inspected.

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

Body Art and Tanning Programs: 0 Body Art routine inspections conducted. 2 Tanning routine inspections conducted.

Vector Surveillance Control Grant:

Ms. Davis did not conduct bird surveillance for 2025 due to the ongoing H5N1 avian influenza outbreak.

West Nile Virus Program:

Mosquito Testing/Surveillance period ended October 15, 2025. Mosquito testings were conducted on seven pools; results were negative.

2. Nursing: Caitlyn Crain, Director of Clinical Services

STD Testing Information:

This quarter:

41 STD/Syphilis/HIV cases were investigated.

Lead Poisoning Prevention Services

14 current lead poisoning open cases.

TB Monitoring

53 TB tests were administered.

Lab Tests

246 clients had private pay labs drawn.

Communicable Diseases

49 communicable disease reports were investigated this quarter.

FIT tests

This quarter there were no FIT tests given.

Animal Bites

19 animal bites were investigated.

Immunizations

A total of 428 adult vaccines were administered. A total of 565 pediatric vaccines were administered.

Narcan:

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

Lobby Education

Lobby education consisted of: National Recovery Month, Breast Cancer Awareness, Fruits and Veggies Month, Global Hand Washing Day, Respiratory Virus Education, Diabetes – Prediabetes Prevention.

Residential Sharps Collection Program

January will be the start of a Sharps Collection Program for Marion County. Grant funds will be used to purchase sharps containers that will be handed out to the public and will also cover the cost of the health departments waste hauler. This program will allow residents of Marion County to pick up sharp containers at the Salem and/or Centralia offices and return the containers to the health department for disposal.

Ms. Crain has turned in her resignation effective January 2, 2026. Part-time Public Health Nurse Diane Kuhl has turned in her resignation effective January 7, 2026.

b. Terri Adams; Director of Family Services

WIC Caseload for this quarter was: September 79%, October 80% and November 78%.

WIC site review was completed this quarter.

Formula changes in February. The health departments contract formula will be changed from Mead Johnson (Enfamil formulas) to Abbott (Similac formulas). No changes for the prescription formulas.

BBO Grant

Client documentation on paper is still ongoing. No date has been announced when the Cornerstone computer system will be ready.

This quarter:

Healthworks - 54

EPSTD's - 118

Flouride Varnish Applications - 119

Prenatal Depression Screenings - 76

Postpartum Depression Screenings - 46

ASQ's - 194 with 11 referrals

Vision - 1

3. Administration: Melissa Mallow

FY'24 Audit

Ms. Mallow has received a rough draft of the health departments FY'24 Audit from Wipfli.

Outreach

This quarter, the health department had a resource table at the Veterans Resource Fair at the Centralia VFC.

Staff

In December, Cheryl Back, Billing/Computer Specialist, celebrated her 30 year anniversary with the health department.

Bill Thouvenin, Emergency Response Coordinator, retired at the end of November. Bill had been with the health department for 11 years.

2026 Board of Health Meeting Dates

March 17th - Centralia Office

June 16th - Salem Office

September 15th - Centralia Office

December 15th - Salem Office

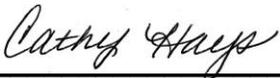
Michael Douglas made a motion to accept Environmental Health, Nursing and Administration reporting; Michael Morton seconded the motion. All were in favor; none opposed. Environmental Health, Nursing and Administration reporting were approved.

VIII. CLOSED SESSION

None needed.

IX. ADJOURNMENT

Michael Douglas made a motion for adjournment at 7:45 p.m.; Michael Morton seconded the motion. The next meeting is scheduled for March 17, 2026, 7 pm, at the Centralia office.



Cathy Hays, Administrative Secretary

December 17, 2025
Date