

**Marion County Board of Health  
Meeting Minutes**

March 19, 2024  
7:00 P.M.

Board Members Present: Mike Morton, Kendra Taylor, Tom Turner, Dr. Matt Stedelin, Dr. Seth Hahs, and Paula Strother.

Others Present: Melissa Mallow, Administrator; Caitlyn Crain, Director of Clinical Services; Terri Adams, Director of Family Services; Jenna Davis, Supervising Sanitarian; and Cathy Hays, Administrative Secretary.

**I. CALL TO ORDER**

The Marion County Board of Health met on March 19, 2024 at the Marion County Health Department, Centralia office. Tom Turner called the meeting to order at 7:03 p.m.

**II. QUORUM**

A quorum of six board members were present.

**III. MINUTES**

Paula Strother made a motion to accept the December Quarterly Board of Health meeting minutes as presented; Dr. Matt Stedelin seconded the motion. All were in favor; none opposed. The minutes were approved.

**IV. FINANCIAL REPORT**

Tom Turner called for a review of the financial report. Melissa Mallow reported the cash flow balance at the end of the 1st Quarter is \$1,702,709.72.

The revenue for the end of the 1st Quarter is \$725,554.20, or 38% of the total budget.

Expenditures for the end of the 1st Quarter is \$441,926.47, which is 23% of the budget.

Revenue over expenditures is positive \$283,627.73.

Accounts Receivable are \$97,592.78.

FCM owes \$18,046.37

WIC owes \$40,218.51

PHEP owes \$9,515.77

Public Aid owes \$551.00

Managed Care owes \$6,854.00

Private Insurance owes \$5,271.00

Building Improvement Fund balance is: \$122,197.31

Kendra Taylor made a motion to accept the financial report; Mike Morton seconded the motion. All were in favor; none opposed. The financial report was approved.

## **V. OLD BUSINESS**

None to report.

## **VI. NEW BUSINESS**

### **a. Activities:**

#### **1. Environmental Health: Jenna Davis, Supervising Sanitarian**

1<sup>st</sup> Quarter program totals:

*Food Protection Program* - 94 routine inspections and 4 cottage food inspections.

*Private Sewage Program:*

10 permits issued and 16 sewage systems installed and inspected.

*Private Water:*

2 wells inspected this quarter.

*Body Art and Tanning:*

1 routine tanning inspection.

Ms. Davis became the health departments Supervising Sanitarian in December.

Seth Orrill started as the health departments Health Inspector on March 12<sup>th</sup>.

#### **2. Nursing:**

##### **a. Caitlyn Crain, Director of Clinical Services**

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

51 STD, syphilis and HIV cases have been investigated this quarter.

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

At the end of February there were 12 current open lead cases.

**TB Monitoring:**

No active TB cases were reported this quarter. 44 TB tests were administered.

**Lab Tests:**

197 clients had private labs drawn at the health department and 4 clients had labs drawn through our Quest Lab Card service.

**Communicable Diseases:**

38 communicable disease reports were investigated this quarter.

**Animal Bites:**

There were 9 animal bites investigated this quarter.

**FIT Program:**

There were no FIT tests completed this quarter.

**Narcan:**

Total of 22 boxes were given out this quarter from the Salem and Centralia offices.

**Immunizations:**

This quarter 162 adult vaccines were administered and 220 pediatric vaccines were administered.

**COVID-19**

This quarter 44 doses and/or COVID-19 boosters were given.

In late December, Ms. Crain was contacted by local schools asking about Naloxone trainings/distribution. The school code has been updated to include Naloxone and having trained individuals on school campus'. Ms. Crain found no state sponsored training for the schools. Caitlyn created an online training program that is based on the IDPH training materials given to the health department. The training also includes a written test that can be printed to show verification to demonstrate competency. Since February, there have been 90 participants. The training has been uploaded to the Marion County Health Department's website.

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

WIC Active Caseload for December was 80%; January 78%; and February 79%.

Family Case Management Program is going well with the caseload being above what has been assigned to the health department.

This quarter there were 52 - Apors and currently 65 – Healthworks cases.

Billables this quarter were:

Developmental screenings:

ASQ's - 211, with 15 referrals this quarter

EPSDT's - 123

Depression screenings for prenatal and postpartum clients: 148

Fluoride Varnish: 143

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

#### **Grants**

The health department received an increase in funding for the Lead Poisoning and Prevention Response Program grant. The funds are intended to assist in case management activities related to an increase in lead poisoning cases in our jurisdiction. Additional funding was \$4,040 making the total funding \$19,940.00.

#### **COVID-19**

December through February there were 7 Marion County congregate care facilities in outbreak status, and 4 residents were hospitalized. Marion County's hospitalization level is currently low. Low level means COVID-19 hospital admissions are less than 10.

The health department continues to give free BINAX NOW test kits out to congregate care facilities and the Marion County Jail.

#### **Illinois Stop Payment List**

Marion County is still on the Illinois Stop Payment List since the FY21 and FY22 audits have not been submitted yet. The auditors have started on the FY21 audit. Auditors have started to host weekly meetings with various department heads so departments know the progress of the audit.

#### **Gun Locks**

The health department continues to receive free gun locks from IDPH to distribute to the community. Gun locks are available in the lobbies of the health departments Salem and Centralia offices. So far, more than 700 gun locks have been given out.

#### **b. 2023 Annual Report**

Ms. Mallow presented the 2023 Annual Report to the Marion County Board on February 24<sup>th</sup>.

**c. Personnel Policy and Procedure Manual Revisions**

First revision is adding the Paid Leave for All Workers Act that took effect on January 1, 2024. The act allows workers to earn up to 40 hours of paid leave from work each year. Workers earn 1 hour of paid leave for every 40 hours they work. Full-time and part-time staff will now receive 1 hour of paid leave for every 40 hours worked.

Second revision is in regards to meal reimbursement for staff. Ms. Mallow would like to add the sentence: *Employee meals will be reimbursed only when employees use their personal cash, debit card, or credit card (not eWic or EBT Food Stamps).*

Dr. Stedelin made a motion to accept the two Personnel Policy and Procedure Manual Revisions; Paula Strother seconded the motion. All were in favor; none opposed. The two Personnel Policy and Procedure Manual revisions was approved.

**VII. CLOSED SESSION**

None needed.

**VIII. ADJOURNMENT**

Mike Morton made a motion for adjournment at 7:29 p.m.; Paula Strother seconded the motion. The next meeting is scheduled for June 18, 2024, 7 p.m., at the Salem office.

  
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Cathy Hays, Administrative Secretary

March 20, 2024  
Date