

**Marion County Board of Health  
Meeting Minutes**

June 18, 2024  
7:00 P.M.

Board Members Present: Creighton Engel, Paula Strother, Michael Morton, Kendra Taylor, Keith Kessler, Kyle Clark and Dr. Matthew Stedelin.  
Others Present: Melissa Mallow, Administrator; Caitlyn Crain, Director of Clinical Services; Cathy Hays, Administrative Secretary; and Bruce Kropp, WJBD Radio.

**I. CALL TO ORDER**

The Marion County Board of Health met on June 18, 2024 at the Marion County Health Department, Salem office. Kyle Clark called the meeting to order at 7:02 p.m.

**II. QUORUM**

A quorum of seven board members were present.

**III. MINUTES**

Kendra Taylor made a motion to accept the March Quarterly Board of Health meeting minutes as presented; Paula Strother seconded the motion. All were in favor; none opposed. The minutes were approved.

**IV. FINANCIAL REPORT**

Kyle Clark called for a review of the financial report. Melissa Mallow reported the cash flow balance at the end of the 2nd Quarter is \$1,605,149.09.

The revenue for the end of the 2nd Quarter is \$1,028,127.29, or 54% of the total budget.

Expenditures for the end of the 2nd Quarter is \$842,060.19, or 44% of the budget.

Revenue over Expenditures is positive \$186,067.10.

Accounts Receivable are \$117,938.99.

Outstanding grants to be received.  
Family Case Management \$32,358.78  
WIC \$32,842.27  
Private Insurance Billing \$2,250.00  
Emergency Preparedness \$23,995.19  
Breastfeeding Peer Counselor \$7,215.88  
Public Aid \$1,000.00  
Managed Care \$5,406.00

Building Improvement Fund balance \$130,015.10

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

## **V. Old Business**

a. None to report.

## **VI. NEW BUSINESS**

### **Activities:**

#### **1. Environmental Health: Jenna Davis, Supervising Sanitarian (Melissa Mallow reported for Ms. Davis)**

2nd Quarter program totals:

*Food Protection Program* - 129 routine inspections and 5 cottage food inspections. Several pre-opening food inspections were completed this quarter.

*Private Sewage Program:*

9 permits issued and 8 sewage systems installed and inspected. 2023 Septic Program Review completed in May.

*Private Water:*

1 real estate well inspected this quarter.

*Body Art and Tanning:*

1 routine body art and 1 routine tanning inspection.

*Vector*

This quarter materials for tick digging was conducted for one hour, collected 6 ticks and sent to IDPH for identification and testing. Gravid traps for Mosquito/WNV Surveillance was also conducted. As of today, no West Nile Cases or Rocky Mountain Spotted Fever in Marion County.

Jenna and Seth attended 2024 IEHA Spring Virtual Conference. Covered Food, Water, and Sewage training sessions. Included IDPH 1 hour Larvicide Training and received Larvicide Applicator Certificate.

## 2. Nursing:

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

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

55 STD/Syphilis and HIV cases have been investigated this quarter.

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

There are twelve current open cases of lead this quarter.

IDPH will release new high-risk zip codes in Marion County that will go into effect on July 1.

#### **TB Monitoring:**

There currently are two active TB cases. 51 TB tests were administered this quarter.

#### **Lab Tests:**

301 clients had private pay labs drawn at the health department and 3 clients had labs drawn through our Quest Lab Card agreement. The health department will end the Quest Lab Card agreement offered through the health department. Lab specials this past quarter. March, Renal Panel was discounted to \$10.00; April, Lab Service Fee was \$10.00; May, Hep B surface Ab (immunity status) was \$15.00.

#### **Communicable Diseases:**

39 non-STD/Non-COVID communicable diseases were reported this quarter.

#### **FIT Program:**

There were zero FIT tests completed.

#### **Animal Bites**

16 animal bites were investigated this quarter.

#### **Narcan:**

Total of 11 boxes were given out this quarter from both Salem and Centralia offices.

#### **Immunizations:**

76 adult vaccines were administered and 217 pediatric vaccines were administered.

#### **COVID-19**

This quarter 5 doses of COVID-19 vaccines were given.

#### **Education/Outreach**

The health department had educational posters in the lobbies pertaining to: Illinois Poison Prevention, Colorectal Cancer, STI Awareness, Minority Health, Mental Health and Hepatitis Awareness. The health department will be uploading a downloadable foodborne illness form to the health departments website for county residents to fill out online and send in.

**b. Terri Adams; Director of Family Services (Melissa Mallow reported for Terri Adams)**

Ms. Adams attended a family fun event hosted by ROE #13 on May 30<sup>th</sup>. Terri set up a table with information on WIC and a basket to raffle off that included personal care items.

Jessica Moore, the health department's new Breastfeeding Peer Counselor began employment on May 13<sup>th</sup>.

Farmers Market Coupons will be received by the end of June; those will be given out to each family member that is on WIC except for infants younger than 6 months. Each packet is \$30.00 worth of fruits and vegetables at the Farmer's Market.

**Billables this quarter:**

ASQ'S – 221 with 12 referrals

EPSDT's - 133

Flouride Varnish – 169

Prenatal Depression Screenings – 83

Postpartum Depression Screenings – 64

Healthworks are 61 with 7 pending.

APORS and High-Risk Infants - 52

**4. Administration: Melissa Mallow**

**Grants**

Melissa reported FY25 grants are becoming available. Grant budgets submitted are: Breastfeeding Peer Counselor (BFPC) and WIC Farmer's Market, those grants have been approved. The BFPC grant amount was increased to \$39,992 (+\$1,163). Ms. Mallow is currently working on WIC, Family Case Management High Risk Infant Follow-up and Public Health Emergency Preparedness grants. WIC grant amount was increased to \$308,686 (+\$28,488).

Marion County Health Department's FY24 Local Health Protection Grant was amended, the health department was awarded additional \$30,000 funding for the Sexually Transmitted Infection (STI) Programs.

**COVID-19**

3 congregate care facilities were in outbreak status this quarter, with none of their residents hospitalized.

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

### **Solar Eclipse**

The health department and Salem Hospital worked together the day of the solar eclipse by having first aid stations at Iron Saddle Ranch and the Marion County Fairgrounds. The health department also purchased eclipse glasses and passed them out to the public.

### **Public Events**

Marion County Health Department is part of the Marion County Child Abuse Prevention Coalition. April is Child Abuse Prevention Awareness Month. To raise awareness the coalition hosted a walk around the Marion County Courthouse. There were about 25 people participating.

In May, the health department had a resource table at BCMW's Family Fun Day and Community Resource Fair.

Ms. Mallow presented a plaque to Dr. Engel for his 12 years of service on the Marion County Health Department Board. Melissa also thanked Dr. Engel for his dedication and service to the Board of Health, the County Board and the residents of Marion County. Dr. Engel's term will end on November 30<sup>th</sup>, 2024. Ms. Mallow has contacted Marion County Board Chairwoman, Debbie Smith, regarding Dr. Engel's replacement. The County Board will address the replacement at the first full County Board Meeting in November.

### **b. FY21 Audit**

Ms. Mallow presented the FY21 Audit. Melissa reported since the county is behind in the fiscal audits, the auditor completed a compliance examination of the State and Local Fiscal Recovery Funds (SLFRF) instead of a full single audit. Auditor will complete a full single audit for the health department for FY22. However, the County of Marion will still be on the stop-pay list until the FY22 audit is completed and submitted.

**VII. 2025 RAISES**

Ms. Mallow presented a 5% raise to the Board of Health for all staff for FY25. The Board went into Closed Session to discuss Exception 1). Personnel Matters.

The Board came out of Closed Session and Keith Kessler made a motion to accept the 5% FY25 raise; Creighton Engel seconded the motion. All were in favor; none opposed. The 5% FY25 raise was approved.

**VIII. CLOSED SESSION**

At 7:31pm Keith Kessler requested to go into closed session to address Exception 1.) Personnel Matters.

**IX. CAME OUT OF CLOSED SESSION**

At 7:41pm Creighton Engel made a motion to come out of closed session; Keith Kessler seconded the motion. All were in favor; none opposed. The Board came out of closed session.

**X. ADJOURNMENT**

Keith Kessler made a motion for adjournment at 7:43 p.m.; Creighton Engel seconded the motion. The next meeting is scheduled for September 17, 2024, 7 pm, at the Centralia office.

  
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Cathy Hays, Administrative Secretary

June 20, 2024  
Date

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Paula Strother, Board of Health Secretary

\_\_\_\_\_  
Date