



## Marion County Board of Health Meeting Minutes

September 16, 2025  
7:00 P.M.

Board Members Present: Kendra Taylor, Michael Morton, Paula Strother, Kyle Clark, and Keith Kessler.  
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 September 16, 2025 at the Marion County Health Department, Centralia office. Kendra Taylor called the meeting to order at 7:00 p.m.

### II. QUORUM

A quorum of five board members were present.

### III. MINUTES

Keith Kessler made a motion to accept the June 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. Board Appointment**

The Board of Health members whose term ends on November 30, 2025 is Tom Turner, Keith Kessler, Paula Strother, and Michael Douglas. The re-appointments are on the County's September 23rd board meeting agenda.

#### **b. Selection of Board Members:**

Kendra Taylor will remain Board of Health President. Tom Turner will remain Board of Health Secretary. Tom Turner, Dr. Kyle Clark and Keith Kessler will remain on the finance committee. Keith Kessler made a motion to accept Kendra Taylor and Tom Turner remaining President and Secretary; Michael Morton seconded the motion. All were in favor; none opposed. Paula Strother made a motion to accept Tom Turner, Dr. Kyle Clark, and Keith Kessler to remain on the finance committee; Michael Morton seconded the motion. All were in favor; none opposed. Board member selections were approved and will be effective on December 1, 2025.

## 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 3rd Quarter is \$1,824,131.78.

The revenue for the end of the 3rd Quarter is \$1,105,112.08, which is 68% of the budget.

Expenditures for the end of the 3rd Quarter are \$1,108,183.43 or 68% of the budget.

Revenue over Expenditures is a negative \$3,071.35.

### Accounts Receivable FY'25

Not all FY' 25 Grants have been paid in full.

Perinatal Hep B Grant \$964.61

### Accounts Receivable FY'26 Grants

Managed Care \$5,850.00

Private Insurance \$4,956.00

Building Improvement Fund current balance is \$169,375.89.

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.

## VI. OLD BUSINESS

### a. 2026 Raises

Ms. Mallow presented a 5% raise to the Board of Health for all staff for FY'26. The Board went into Closed Session to discuss Exception 1). Personnel Matters.

The Board came out of Closed Session and Kendra Taylor made a motion to accept the 5% FY'26 raises for all staff; Michael Morton seconded the motion. All were in favor; none opposed. 5% FY'26 raises was approved.

## VII. NEW BUSINESS

### a. Activities:

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

3<sup>rd</sup> Quarter program totals:

***Food Protection Program*** – 108 routine inspections, 32 temporary inspections, and 1 Cottage Food permit.

***Private Sewage Disposal Program*** – 24 system installed, 27 systems inspected, and 9 septic permits issued.



**Private Water/Non-Community Water:**

1 – geothermal well inspected, 1 – geothermal well installed, 1- geothermal well permit. 1- realty well inspection.

**Body Art and Tanning Programs:** 0 tanning routine inspections conducted and 2 body art routine inspections conducted.

**Vector Surveillance Control Grant:**

Jenna will not conduct bird surveillance for 2025 due to the ongoing H5N1 avian influenza outbreak.

**West Nile Virus (WNV)**

This quarter Jenna conducted WNV Testing as well as 9 samples (pools averaging around 20-30 mosquitoes) tested, all negative. Ms. Davis grinded 170 batches of mosquitos for WNV.

**Tick Surveillance**

In October Ms. Davis will tick drag to collect blacklegged adult ticks.

Ms. Davis created a QR Code for the cottage food packets and created QR Code for Cottage Food Operator's approved recipes. This code will aid the Cottage Food Operators in accessing important information.

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

**STD Testing Information:**

40 STD/Syphilis/HIV cases were investigated.

**Lead Poisoning Prevention Services**

17 current lead poisoning open cases.

**TB Monitoring**

140 TB tests were administered. Currently have 1 active case of TB.

**Lab Tests**

254 clients had private pay labs drawn this quarter.

**Communicable Diseases**

51 communicable disease reports were investigated this quarter.

**FIT tests**

This quarter there were zero FIT tests given.

**Animal Bites**

14 animal bites were investigated.

**Immunizations**

Total of 31 adult vaccines were administered. Total of 520 pediatric vaccines were administered.

**Narcan:**

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

***Education / Outreach***

This quarter the health department showcased education in our lobbies on: Great Outdoors Month, Summer Food Safety, Fireworks Safety, HIV Testing Day, Back to School Month and National Immunization Awareness Month.

In July, Ms. Crain attended a Long Term Care Facility Infection Preventionist Conference. In August, Ms. Crain and Ms. Kuhl attended the ICOT-Illinois Council Tuberculosis Conference.

***Sickle Cell Screening***

NCAA sports now require sickle cell screening to be completed/recorded to participate in sports. Ms. Crain created a website page off the health department's website's trending topics to direct people in finding their records.

***New Full Time Public Health Nurse***

The health department has hired Kaylee Hiestand as the health departments new Public Health Nurse.

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

WIC Caseload for this quarter was: June 84%, July 88% and August 88%.

Changes coming to the WIC formula and food packages starting in October. When an infant is six months, the parent/guardian has an option to include a dollar amount of fresh, frozen or canned foods instead of all baby food. Changes coming in February 2026 on the adult food packages.

***Better Birth Outcome-Comprehensive (BBO-C)***

The BBO-C Grant began on July 1<sup>st</sup>. The Maternal Child Health Staff have attended two trainings on this new grant so far. The trainings have been put forth slowly.

This quarter:

Healthworks – Average of 62

EPSDT's - 124

Flouride Varnish – 116

Prenatal Depression Screenings – 64

Postpartum Depression Screenings – 51



August was World Breastfeeding Month. Breastfeeding and WIC staff held an event for prenatal and breastfeeding clients at the Salem office. Also a tent was sent up at the Balloon Fest. Information was provided about our WIC and Breastfeeding services along with prizes and crafts for the children.

Farmers Market Coupons were given to WIC clients that wanted them. The health department received 140 booklets and each were worth \$30.00.

**3. Administration: Melissa Mallow**

***FY'26 Grants***

All contracts for the FY'26 Grants have been signed and executed. Waiting on the new IEPA-Residential Sharps Collection Program Grant.

***Illinois Stop Payment List***

Marion County was removed from the Illinois Stop Payment list on July 23, 2025.

***Staff Retirement***

Pam Farmer, Centralia Front Desk Clerk retired in July. Pam had been with the health department 10 ½ years. Bridget Dees was hired for that position.

***Training***

Ms. Mallow and Caitlyn Crain attended Press & Media Mangement for Public Entities Training in Collinsville on September 10, 2025.

***Outreach***

Marion County Health Department had a resource table at Centralia Youth Commission's "Opportunity Fair" at Castle Ridge

**b. FY'26 Budget**

The board received a draft copy of the FY 2026 Budget. Ms. Mallow stated a balanced budget of \$1,643.482.00. Kyle Clark made a motion to accept the FY 2026 Budget; Michael Morton seconded the motion. All were in favor; none opposed. The FY 2026 Budget was approved.

**c. FY'23 Audit**

Wipfli completed the FY'23 audit. There were no findings in the health department's FY'23 audit. Ms. Mallow submitted all the County of Marion's FY'23 audit items into the GATA portal.

Keith Kessler made a motion to accept the FY'23 Audit; Kyle Clark seconded the motion. All were in favor; none opposed. The FY'23 Audit was approved.

**VIII. CLOSED SESSION**

At 7:32pm Michael Morton motioned to go into closed session to address Exception 1.) Personnel Matters, Paula Strother seconded the motion. All were in favor; none opposed. The Board went into Closed Session.

**IX. CAME OUT OF CLOSED SESSION**

At 7:36pm Keith Kessler made a motion to come out of closed session; Paula Strother seconded the motion. All were in favor; none opposed. The Board came out of closed session.

**X. ADJOURNMENT**

Michael Morton made a motion for adjournment at 7:43 p.m.; Keith Kessler seconded the motion. The next meeting is scheduled for December 16, 2025, 7 pm, at the Salem office.

  
Cathy Hays, Administrative Secretary

September 17, 2025  
Date