



## Marion County Board of Health Meeting Minutes

September 17, 2024  
7:00 P.M.

Board Members Present: Kendra Taylor, Michael Morton, Tom Turner, Paula Strother, Kyle Clark, Matt Stedelin, Seth Hahs 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 17, 2024 at the Marion County Health Department, Centralia office. Kyle Clark called the meeting to order at 7:00 p.m.

### **II. QUORUM**

A quorum of eight board members were present.

### **III. MINUTES**

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

### **IV. SPECIAL ORDERS**

#### **a. Board Appointment**

The Board of Health member whose term ends on November 30, 2024 is Dr. Creighton Engel, who is the Marion County Board Representative. Melissa spoke with County Board Chairwoman, Debbie Smith, and the Board will address the fulfillment of the Board of Health Representative at the County's first full board meeting in November.

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

Kendra Taylor will be the new Board of Health President. Tom Turner will be the new Board of Health Secretary. Tom Turner, Dr. Kyle Clark and Keith Kessler will remain on the finance committee. Mike Morton made a motion to accept the new appointments; Keith Kessler seconded the motion. All were in favor; none opposed. Board member selections were approved and will be effective on December 1, 2024.

## V. FINANCIAL REPORT

Kyle Clark called for a review of the financial report. Melissa Mallow reported the cash flow balance at the end of the 3rd Quarter is \$1,604,605.72.

The revenue for the end of the 3rd Quarter is \$1,395,148.55, which is 73% of the budget.

Expenditures for the end of the 3rd Quarter are \$1,179,483.09 or 62% of the budget.

Revenue over Expenditures is a positive \$215,665.46.

Accounts Receivable are: \$120,456.99.

Local Health Protection \$30,000.00

WIC \$62,495.49

Breastfeeding Peer Counselor \$2,790.00

Private Insurance \$6,746.00

Body Art \$2,412.50

Smoke Free Illinois \$10,000.00

Public Aid \$1,303.00

Managed Care \$4,710.00

Building Improvement Fund current balance is \$137,736.65.

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

## VI. OLD BUSINESS

- a. None

## VII. NEW BUSINESS

- a. **Activities:**

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

Ms. Davis and Seth Orrill attended IDPH 2022 FDA Food Code Changes Training this quarter. New Food Code and New Inspection Report forms to be effective January 2024.

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

**Food Protection Program** – 106 routine inspections, 2 Cottage Food permits.

**Private Sewage Disposal Program** – 11 system installations, 13 septic permits issued.

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

**Vector Surveillance Control Grant:** This quarter Jenna grinded 3 batches of mosquitos for WNV, all negative.

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

**STD Testing Information:**

48 STD/Syphilis/HIV cases were investigated.

**Lead Poisoning Prevention Services**

11 current lead poisoning open cases.

**TB Monitoring**

77 TB tests were administered. Currently still have 2 active cases of TB.

**Lab Tests**

239 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**

8 animal bites were investigated.

**Immunizations**

A total of 41 adult vaccines were administered. A total of 401 pediatric vaccines were administered.

**COVID-19**

This quarter, zero adult COVID-19 vaccines were administered, and zero pediatric COVID-19 vaccines were administered.

**Narcan:**

17 (total from both sites) Narcan kits were distributed from the Salem and Centralia offices. There were 12 boxes given out at the August 28<sup>th</sup> Overdose Awareness Event in Centralia. (That number is reflected in Narcan total this quarter).

**COVID-19 Vaccines**

The health department is in the process of getting the the Fall 2024 COVID-19 vaccine for the public.

**Education / Outreach**

This quarter the health department showcased education in our lobbies on: Men's Health, Great Outdoors Month, Summer Food Safety, Fireworks Safety, WIC information and National Immunization Awareness Month.

In August, Ms. Crain and Ms. Kuhl attended the ICOT-Illinois Council on Tuberculosis Conference.

The health department has enrolled in the Video Directly Observed Therapy (VDOT), Electronic Directly Observed Therapy (EDOT) program. This will give patients more freedoms to take their medications on their own schedule, and be safer for Ms. Crain and Ms. Kuhl.

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

WIC Caseload for this quarter was: June 95%, July 94% and August 92%. Jessica Moore, Breastfeeding Peer Counselor, resigned during this quarter. As of September 9<sup>th</sup>, Lyndsey Burge was hired and will work in the Salem office.

This quarter:

APORS – 52

Healthworks – 68

ASQ's – 193 with 11 referrals

EPSDT's - 145

Flouride Varnish – 120

Prenatal Depression Screenings – 81

Postpartum Depression Screenings – 70

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.

Michelle Hall, Maternal Child Health Nurse, will be taking classes to become a Certified Lactation Specialist.

Farmers Market Coupons were passed to WIC clients. The health department received 200 booklets and each were worth \$30.00.

**3. Administration: Melissa Mallow**

**FY'24 Grants**

Ms. Mallow has submitted the FY25 Comprehensive Health Protection grant application. The award is \$155,986.00. Two new grant programs are included this year: TB Prevention (\$2,700.00) and Opioid Overdose Prevention (\$3,000.00). The TB Prevention grant funds will be used towards VDOT and staff salaries. Will be cost effective due to mileage pay, staff time in the office and also the safety of the health department staff.

The Opioid Overdose Prevention Grant funds will be used for staff salaries since the health department receives Narcan free from DHS.

**FY22 Audit**

Marion County Health Department signed a contract with WIPFLI who will complete our FY22 and FY23 audits. FY22 and FY23 audit is overdue, auditor hoping to have it completed by October 31, 2024. Therefore, the County of Marion is still on the Illinois Stop Payment List.

**Marion County Coalition Against Drug Use**

Ms. Mallow attended the drug overdose awareness event on August 28<sup>th</sup>. The health department gave out 12 boxes of Narcan, 50 gun-locks and various information on the health department programs.

**2024 Illinois TB Nurse of the Year**

Caityn Crain was named the 2024 Illinois TB Nurse of the Year by the Illinois Council on TB.

**Employee Retiring**

Michelle Slater, the health departments Financial and Environmental Health Secretary, is retiring on October 25, 2024. Michelle has been employed by the health department for 27 years.

**b. FY 2025 Budget**

The board received a draft copy of the FY 2025 Budget. Ms. Mallow stated a balanced budget of \$1,631,283.00. Kyle Clark made a motion to accept the FY 2025 Budget; Keith Kessler seconded the motion. All were in favor; none opposed. The FY 2025 Budget was approved.



**VII. CLOSED SESSION**

None needed.

**VIII. ADJOURNMENT**

Michael Morton made a motion for adjournment at 7:27 p.m.; Kendra Taylor seconded the motion. The next meeting is scheduled for December 17, 2024, 7 pm, at the Salem office.

*Cathy Hays*

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Cathy Hays, Administrative Secretary

September 23, 2024

Date

*Tom Turner*

\_\_\_\_\_  
Tom Turner, Board of Health Secretary

September 23, 2024

Date