

## **COLES COUNTY HEALTH DEPARTMENT BOARD OF PUBLIC HEALTH DIRECTOR'S MEETING**

A regular meeting for the Public Health Board of Directors of the Coles County Health Department (CCHD) was held on May 15<sup>th</sup>, 2025, in the conference room at the Coles County Health Department, 753 Windsor Road, Charleston, Illinois. The meeting was called to order at 5:38pm by Mr. Haifley.

### **Present:**

Board members present: Dr. Stan Huffman, Dr. Bernie Ranchero, Dr. Phil Kepp, Mr. Jeremy Doughty, Mr. Matt Bower, Mr. Dan Haifley

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

### **Minutes Approved:**

At 5:39pm, a motion was made by Dr. Kepp and seconded by Dr. Ranchero to approve the minutes of the February 20, 2025 regular board meeting. Motion carried by unanimous decision.

### **Financial Reports: January – March 2025**

Mr. Howarth presented to the board most recent 3 months of the CFY25 financial statements and spoke on the following items:

Half of the County contribution for CFY25 has been received already. The rent / facility expense line item has been replaced by utilities, building maintenance, and waste disposal expense line items. Revenue from fees is low but that is typical for this time of year, as most fees received for food permits and from vaccines increase during the summer and fall months. Income from interest continues to exceed budgeted amounts, as interest from CD's and in the money market account remain high.

Expenses remain under budgeted amounts. Only the rent and the equipment line item expenses being over budget due to equipment that was not initially budgeted but for FY25 but purchased with funds from unspent program fees and also storage rent expenses have been incurred that were not when the CFY25 budget was generated.

### **Administrator's Report**

Mrs. Spear presented the Environmental Health Report and spoke about three new grant opportunities: Colorectal Cancer Screening Grant, Extreme Resistance Disease Grant, and the CLEAR-Win Lead remediation Grant. The Colorectal Cancer Screening Grant helps improve early detection among uninsured Coles County residents and reduce deaths from colorectal cancer. The blood level reference value has been lowered, meaning more patients fall below the acceptable blood levels and qualify for assistance. The CLEAR-Win program helps remove lead from homes by providing window replacements, as old window frames potentially contain lead

based paint. Grant applications for CCHD's ongoing grants with IDPH and DHS have been submitted. The Family Case Management grant is a competitive grant for CFY26 and the application for that grant has been completed and submitted.

Board members Dr. Kepp and Dave Cole (absent from the meeting) were presented with awards and thanked for their years of service on the Coles County Board of Health. Dr. Huffman was presented with an award for his service as board chairman. A discussion regarding replacement board members took place, as the process for selecting new board members was explained. The Public Health Board can make recommendations and the County Board Chair makes the final decision.

### **Nursing Report by Lisa Sorensen:**

The Nursing Report was reviewed by the board and Mrs. Sorensen led the discussion.

The WIC Program has made changes to appointment times, scheduling appointments earlier in the day, more appointments after lunch and also late hours for WIC to increase number of clients receiving services.

A discussion was started by the board members regarding the parent's involvement with WIC services provided to teens and rules of emancipation. Also discussed were the tracking and reporting of teen pregnancies in the County and if that information is available.

The HealthWorks and APOR's programs have seen an increase in home visits to 100% of the required visits and 95% of visits being conducted face-to-face, thanks to the work of CCHD Public Health Nurse, RN Melissa Duszyinski.

STD testing continues with both nurses scheduled to attend HIV training in July of this year.

### **Environmental Health Report by Gloria Spear:**

The board members present reviewed the Environmental Health Report and Mrs. Spear led the discussion

There have been 86 food establishments conducted this year with 28 re-checks. New employee Lisa Pauley is training to conduct food inspections. Lisa has also completed mosquito vector program training. The vector program has purchased equipment to upgrade testing capabilities. The RAMP unit can test Mosquitos in-house for West-Nile virus. The equipment is also versatile and can potentially be used for other tests including Anthrax, Deng virus and various heart conditions. Also, CCHD Staff recently attended trainings at PHEP conferences.

The Health Department had assisted the Animal Shelter with a press release regarding Tularemia to create awareness of how the disease can spread from wild animals to humans. Additionally,

Kevin Sosamon has returned to work at the health department as a seasonal worker for the mosquito abatement program.

Mr. Haifley enquired about the Environmental Health Director Position. Mrs. Spear spoke about Environmental Health Inspector Micah Walters and the steps she will need to take to be eligible to apply for the position. Dr. Kepp asked if we have the necessary cartridges to use the RAMP unit for other forms of testing beyond West Nile. Mrs. Spear stated that we did not but they can be purchased as needed rather than keeping them in stock.

### **Old Business:**

- A. The remaining 2025 board meeting dates were reviewed by the board members present:  
September 18<sup>th</sup>, November 13<sup>th</sup>, 2025
- B. The background check policy, conflict of interest policy, conflict of interest statement, employee bonus policy, and hiring policy were presented to the board members for the board's approval to include the documents in the Coles County Health Departments policies & procedures manual. Mrs. Spear explained the need to include these policies in order to comply with the DHS fiscal and administrative audit requirements.

Mr. Bower spoke about the need for further investigation if credit scores are to be included in the background check, as low credit scores do not necessarily reflect financial problems.

At 6:11pm, a motion to approve background check policy was made by Dr. Phil Kepp and seconded by Mr. Matt Bower. Motion carried by unanimous decision.

The conflict of interest statement and conflict of interest policy were reviewed by board members and Mrs. Spear gave an example of how conflicts of interest could arise with staff and their family or friends.

At 6:14pm, a motion to approve the conflict of interest statement and conflict of interest policy was made by Mr. Jeremy Doughty and seconded by Dr. Phil Kepp. Motion carried by unanimous decision.

Mrs. Spear explained that the employee bonus and raise policy has previously been approved by the board the previous year and a motion was needed to include the policy in CCHD's policy and procedure manual.

At 6:15pm, a motion to approve the employee bonus and raise policy was made by Mr. Matt Bower and seconded by Dr. Phil Kepp. Motion carried by unanimous decision.

At 6:16pm, a motion to approve the employee hiring policy and was made by Dr. Phil Kepp and seconded by Dr. Bernie Rancho. Motion carried by unanimous decision.

## **Miscellaneous**

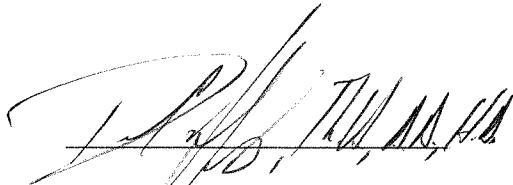
- A. Mrs. Spear spoke about the recent challenges the county has faced with the opening of an unlicensed grocery store and the ongoing issue with violations of various regulations that go beyond the scope of food permits. The owner has submitted a plan review but has not submitted payment. The board discussed jurisdiction issues and the limitations on what can be done by the health department and requested the issue be included as old business at the next board meeting.

## **Public Comment**

Bob Bennett, a member of the Coles County Board attended the meeting and commented on how well run the meeting was and with what the department offered the community. The members of the Coles County Board of Health thanked him for coming.

## **No further business:**

A motion to adjourn the meeting was made by Dr. Kepp and seconded by Dr. Rancho. Meeting adjourned at 6:37pm



Dan Haifley, President



Matt Bower, Secretary/Treasurer