

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 November 13th, 2025, in the conference room at the Coles County Health Department, 753 Windsor Road, Charleston, Illinois. The meeting was called to order at 5:30pm by Mr. Haifley.

Present:

Board members present: Mr. Mike Zuhone, Dr. Bernie Ranchero, Dr. Jameson Baumgarten, Mr. Bret Hyland, Dr. Dan Haifley, Dr. Stan Huffman

Staff present: Lisa Sorensen, Paul Howarth, Gloria Spear

Minutes Approved:

At 5:32pm, a motion was made by Dr. Huffman and seconded by Dr. Ranchero to approve the minutes of the September 18, 2025 regular board meeting. Motion carried by unanimous decision.

Financial Reports: April – July 2025

Mr. Howarth presented to the board with most recent 2 months of the County Fiscal Year 2026 (CFY26) financial statements and spoke on the following items:

The budgeted amount of fees anticipated for CFY25 has now been reached. Interest revenue from CD's and the money market account has exceeded the budgeted amount. CCHD no longer has any C.D.s. as an equivalent interest rate is being earned through the money market account. Grant reimbursements for State Fiscal Year 2026 (SFY26) are now being received. Program expenses have increased due to vaccine purchases during the fall vaccine season. Overall, CCHD's expenses are trending lower than budgeted for the fiscal year.

Administrator's Report

A Public Health Secretary recently resigned and a new hire is going to start next week to fill the vacant position. CCHD has hired a dietician who had previously worked for CCHD before leaving to complete her education. Funds from the LHD Respiratory Grant are not going to be available to help fund the annual contract for an Epidemiologist, so that contract will not be renewed for CFY26.

Staff training has been completed for use of the ground penetrating radar (GPR) equipment. A discussion was had among board members regarding the fees charged for various uses of the GPR equipment. Mr. Zuhone suggested no charge for search and rescue efforts within the County. A \$200 fee was agreed upon for use with septic system permitting within the County and \$500 for neighboring Counties. An \$880 per hour / 2-hour minimum was agreed upon for miscellaneous or recreational use. Dr. Haifley spoke about the need to publicize the GPR services.

At 6:03pm, a motion was made by Dr. Huffman and seconded by Dr. Rancho to approve the \$200 fee for GPR equipment use with permitting septic systems within Coles County. Motion carried by unanimous decision.

President's Remarks

Dr. Haifley spoke about an event in Mattoon featuring keynote speaker Ben Carson. This event takes place in April 2026.

Nursing Report by Lisa Sorensen:

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

Eight confirmed cases of Pertussis were reported in Coles County. There were not enough commonalities for this to be considered to be an outbreak. CCHD has flu vaccine available for County residents. CCHD also began participating in an adult vaccine immunization program to provide free vaccinations to under insured and uninsured adults. CCHD has already given COVID and flu vaccinations through the program.

Case numbers for the WIC Supplemental Nutrition Program have been increasing and so Nutritionist Samantha Bubeck has been hired to work in the WIC Program. This also presents CCHD with an opportunity to start an employee wellness program. A new clerical staff member has been hired and will start on Monday, being cross trained between immunizations, WIC, and environmental health programs.

Environmental Health Report by Gloria Spear:

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

There number of permits issued have increased in all areas of environmental health this year. The City of Mattoon has plans to implement a \$100 operating fee for food vendors within city limits, with higher fees for operating permits in the downtown Mattoon area. This will likely cause confusion with the County's food permit fees. Tristan Delgadillo has been hired in Environmental Health. He has been doing well with training and has also been keen to learn everything.

New Business:

A. The 2026 board meeting dates were reviewed by the board members present:

February 19th, May 21st, September 17th, November 12th 2026

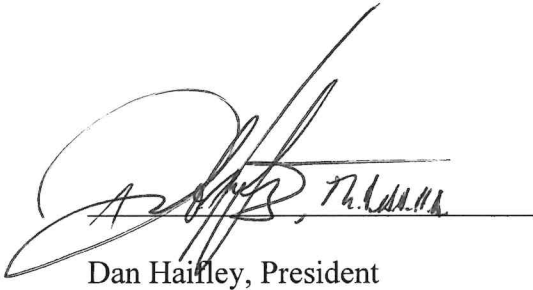
At 6:19pm, a motion was made by Mr. Hyland and seconded by Mr. Zuhone to approve the 2026 board meeting dates. Motion carried by unanimous decision.

Miscellaneous:

Mrs. Spear spoke about a situation that involved petting zoo's being in close proximity to farmer's market food vendors and whether or not there was a need for a distance ordinance. The board members present discussed the issue and asked for the subject to be included on the February 2026 board meeting agenda.

No further business:

A motion to adjourn the meeting was made by Dr. Huffman and seconded by Dr. Rancho. Meeting adjourned at 6:28pm



Dan Haifley, President



Matt Bower, Secretary/Treasurer

