

**WOODFORD COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

DATE: May 24, 2023

START TIME: 5:30pm

END TIME: 6:57 pm

LOCATION: Woodford County Board Room

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Bonnie Allen (President)	
<u>ROLL CALL</u>	Present: Bonnie Allen (President), Anna Laible, Karen Krug, Dr. Michael Meier Absent: Laurie Schierer, Autum Jones, Dr. Gary Knepp Staff: Hillary Aggertt, Administrator	
<u>Public Input</u>		
<u>Approval of Minutes</u>	Approval of March 22, 2023 meeting minutes Approval of and release/keep confidential the March 22, 2023 Executive minutes Executive Meeting Minutes: May 20, 2019 May 12, 2008 May 14, 2012 November 5, 2008 November 26, 2018 Part 1 November 23, 2020	Motion by Anna Laible, Second by Karen Krug. Motion carries. Motion by Krug, Second by Laible. Motion carries. Motion to keep all executive meeting minutes confidential. Motion made by Dr. Michael Meier, Second by Krug. Motion carries.
<u>Reports</u>	Hillary presented Environmental Health Report	

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	Hillary presented Clinical Report	
	Hillary presented Third Party Billing Report	
<u>Financial Report</u>	Monthly Financial Bills/Bills Paid in Vacation	Motion by Krug, Second by Laible. Motion carries.
<u>Executive Session</u>	5ILCS 120/2 c (1)	Motion to enter by Krug Second by Laible Entered at (time): 5:42 pm Motion to exit by Dr. Meier, Second by Laible Exited at (time): 6:27 pm
<u>Unfinished Business</u>	Proposed: Changing Bookkeeper/Grant Manager Job Description Proposed: Pay increase for Epidemiologist/ERC	Motion by Krug, Second by Dr. Meier. Motion carries. No motion.
<u>New Business</u>	Hillary Aggertt presented the Administration Report. Proposed: Full-time Epidemiologist Job Description with Pay Increase from \$28.33 per hour to \$30.27 per hour. Proposed: Part-time Emergency Response Coordinator with established pay rate \$21.00 with a Bachelor Degree required (25 hours per week)	Motion by Krug, Second by Laible. Motion carries. Motion by Dr. Meier, Second by Krug. Motion carries. Motion by Krug, Second by Laible. Motion carries.

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	<p>Proposed Change: Health Inspector Job Description to include Tobacco Coordinator with pay increase from \$28.53 per hour to \$29.53 per hour.</p> <p>Proposed: Community Health Education Specialist Job Description with established pay \$27.00 per hour (Exempt)</p> <p>Proposed/Discussion: Increasing PRN/Part-time Nurse Salary \$21-\$25 per hour.</p> <p>Proposed: FMLA Administrative coverage policy</p>	<p>Motion by Dr. Meier, Second by Laible. Motion carries.</p> <p>Motion by Krug, Second by Dr. Meier. Motion carries.</p> <p>Motion by Laible, Second by Dr. Meier. Motion carries.</p> <p>Motion by Krug, Second by Dr. Meier. Motion carries.</p>
<p><u>Next Meeting</u></p>	<p>July 26, 2023 at 5:30pm</p>	
<p><u>Adjournment</u></p>	<p>Meeting adjourned at 6:57pm</p>	<p>Motion by Laible, Second by Dr. Meier. Motion carries.</p>

Respectfully submitted by: _____

Secretary