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**Public Health**  
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LOGAN COUNTY BOARD OF HEALTH  
September 11, 2023

**PRESENT:** Board of Health: Mr. Bill Sahs, Dr. Amit Sapra, Dr. Richard Bivin, Mr. Mike Rohrer, Dr. Todd Walker, Mr. Keenan Leesman, Mr. Jayson Coble

Logan County Department of Public Health: Don Cavi, Administrator; Kara Davis, Director of Nursing; Katherine Yaple, Director of Finance

Guests: None

- 1) The meeting was called to order by Member Coble at 6:09 p.m.
- 2) Introduction of Guests – None
- 3) Approval of Meeting Agenda – Member Walker made a motion to approve the Meeting Agenda; seconded by Member Rohrer. Motion carried.
- 4) Approval of Consent Agenda – Member Sahs made a motion to approve the Consent Agenda items; seconded by Member Sapra. Motion carried.
- 5) Reports
  - a) The Administrative Report included:
    - Environmental Health hired Erin Harkins as our Sanitarian. Unfortunately, it wasn't working out and she resigned. We are happy to announce that we were able to find someone else for the position rather quickly and we have hired Maddie Sadler. She started August 30<sup>th</sup>.
    - The next Mental Health Advisory Committee meeting is November 9<sup>th</sup>. Mr. Cavi has asked the Logan County Board to include LCDPH and partners in the process of deciding how the opioid settlement money will be spent. Since the Mosaic Program is no longer funded through the ALMH Foundation, Mr. Cavi suggested it would be helpful to use some of the money for school mental health and then also for mental health services in the jail.
    - Mr. Cavi inquired with the State Attorney about having a 708 mental health board.
    - Mr. Cavi continues to look for capital improvement funding.
  - b) The Health Educator Report included:
    - Ms. Davis continues to provide CPR classes. She is also working on the Community Health Improvement Plan.

- c) The Finance Report included:
  - Mrs. Yaple reviewed the financial statements for July and August that were included in the board packet. We ended August with an overall deficit of (\$17,592). We currently have \$62,722 in outstanding revenue from the state. We have received everything from SFY23 and have started to receive payments for SFY24. We also have about \$150,000 left to receive of our tax levy.
  - This year, the state has changed the way we will receive payment for the Local Health Protection grant. Previously, they have sent the entire amount of the grant at one time, but this year, they will start paying it in quarterly reimbursements. We will also be receiving our entire \$350,000 for the SIPA grant once they execute all the agreements.
  
- d) The Nursing Report included:
  - We have fourteen elevated lead investigations. There is a new requirement that everyone entering Kindergarten must have a lead test so we will likely be seeing an increase in our number of elevated lead cases.
  - We have started giving flu shots.
  - Covid is on the rise, unfortunately.
  - We will have the new Covid vaccine as well as the new RSV vaccine soon.
  
- e) The Emergency Response Report included:
  - We handed out gun locks at the fair, handed out WNV information, and did recruitment for MRC.
  
- f) The Environmental Health Report included:
  - We have sent four birds to the state, and one came back positive for WNV.
  - Out of all the batches of mosquitos that Taylor tested over the summer, we had one positive batch from the Chestnut-Beason Pond.
  - We are hopeful that Taylor will be back next year as our WNV intern.
  
- 6) Old Business:
  - a) Employee Policy Amendment and Benefit Exception:
    - Mr. Cavi has spoken to our lawyer regarding this, and he states that the Department of Labor does not take a stance on this. He said it is legal to let our employee use sick time instead of vacation time for the time she took after her house caught fire, we can change this retroactively, and that we do not need to change the wording in our employee policies. The board left this decision to Mr. Cavi and Ms. Davis's discretion on whether they thought the employee could use sick instead of vacation in these matters.
  
- 7) New Business
  - a) SIPA-24 (Workforce Development Grant):
    - This grant was put in place to help local health departments retain staff and to recruit new staff if needed. It can be used to provide bonuses, gym memberships, tuition reimbursement, new hire incentives, license renewals, continuing education, etc.
      - i. Employee Retention Bonus Policy: We have put a policy together to provide yearly bonuses to all our staff in December of each year over the life of the grant, which ends in 2027.

- ii. Tuition Reimbursement Policy: We have put a policy together to provide tuition reimbursement for those classes that will help an employee's promotability within the health department or that directly has to do with their current job.

The board does not see a problem with these policies since they are directly related to a grant and will be funded by the grant. As stated, these policies are only in force during the life of this grant and can be cancelled at any time.

Member Sahs made a motion to approve the Employee Retention Bonus Policy and the Tuition Reimbursement Policy as presented in the board packet; seconded by Member Walker. Motion carried.

- b) Strategic Plan (2020-2025) Progress Update/Plans Moving Forward:
  - Mr. Cavi shared a PowerPoint presentation to show the board what we have already accomplished and what we still need to work on. Member Coble stated that a strategic plan isn't meant to have every measure completed. If you do that, then where do you go next. The board would like this to be an annual update so they can monitor any adjustments that need to be made to the plan.
- c) Terms of Members (Rohrer, Walker):
  - Member Sahs made a motion to extend the terms of Member Rohrer and Member Walker for another three years; seconded by Member Leesman. Motion carried.
- d) Holiday Schedule:
  - There is one addition to the holiday schedule for next year. Mr. Cavi spoke with the State Attorney, and we will also have General Election Day off in 2024.

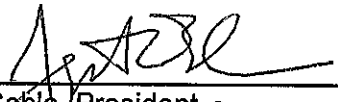
Member Rohrer made a motion to approve the holiday schedule as presented; seconded by Member Walker. Motion carried.

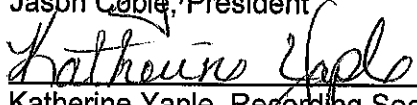
- e) Board of Health Meeting Dates (2024):
  - There is one change to the regular meeting schedule. The regular November meeting would fall on Veterans Day, so we have moved it to November 4<sup>th</sup>.

Member Rohrer made a motion to approve the meeting dates as presented; seconded by Member Walker. Motion carried.

- f) Potential Executive Session: None.
  - g) Staffing Update: As discussed earlier, Erin Harkins resigned, and we have hired Maddie Sadler as our new Environmental Health Sanitarian.
  - h) Press: In Packet.
  - i) Other: None
- 8) Announcements – None.
- 9) Adjournment – A motion to adjourn the meeting was made by Member Walker; seconded by

Member Sahs. Motion carried and the meeting adjourned at 7:25 p.m. The next meeting is Monday, November 13, 2023, at 6:00 p.m.

  
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Jason Coble, President

  
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Katherine Yaple, Recording Secretary