**SOUTHERN SEVEN HEALTH DEPARTMENT**

**BOARD OF HEALTH – MEETING MINUTES  
January 30, 2025**  
*Meeting hybrid of in person and remotely over Zoom*

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| --- | --- | --- |
| COUNTY | NAME | ATTENDED |
| Alexander | VACANT | **--** |
| Rebecca Glodo | **--** |
| Jim Smith | **--** |
| VACANT | **--** |
| Hardin | Darrick Armstrong | **X** |
| Dr. Loni Jo Banks | **--** |
| Jordan Austin | **--** |
| VACANT | **--** |
| Johnson | Jason Taylor | **--** |
| Emily Taylor | **X** |
| Chrissy Hayden | **--** |
| Joashley Ross | **--** |
| Massac | Dr. Terry Heisner | **\_** |
| Jayson Farmer | **--** |
| Sharon Burris | **X** |
| Brian Horn | **x** |
| Pope | Dr. Karla Cunningham | **X** |
| Rita McKinley | **--** |
| Lindzey Barger | **\_** |
| VACANT | **--** |
| Pulaski | VACANT | **--** |
| Mike Sharp | **\_** |
| Debbie Brown | **X** |
| Jayson Fitzgerald | **--** |
| Union | Marsha Griffin | **X** |
| Dr. Kathy Swafford | **--** |
| Brandon Bierstedt | **x** |
| Debby McKibben | **x** |

Staff Present: Rhonda Andrews-Ray, Executive Director/Public Health Administrator

Sarah Goddard, Financial Administrator

Jennifer Parks, Early Childhood Administrator

Emily Boyd, Human Resources Administrator

Miranda Adams, Environmental Health Director

Natalie Sawyer, Health Education Director

Minutes transcribed by Rhonda Andrews-Ray, Executive Director

1. **Call to Order/Quorum Check/Open Meetings Compliance**

Board of Health Acting President, Sharon Burris, called the meeting to order at 6:45 P.M. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

1. **Introductions/Roll Call**

Robin Mize took roll.

Sharon Burris led the meeting as the Vice-President in Terry Heisner’s absence.

1. **Review and Approval of Meeting Minutes – 11/21/2024**

Meeting minutes from 11/21/2024 were presented to the Board.

*Karla Cunningham made a motion to approve the 11/21/2024 Meeting Minutes. Marsha Griffin seconded the motion. All in favor. Motion carried.*

1. **Administrator’s and Director’s Reports**
   1. **Executive Director, Rhonda Andrews-Ray**
      1. **Grants & Funding**
         1. Rhonda presented all grants and funding updates to the Board. Several previously written grants were not awarded.
      2. **Contracts and Leases**
         1. The agenda reflects a lease proposal with Diane Cheak for the rental of personal property that is associated with Su Casa Migrant Head Start. Rhonda noted that this lease is incomplete at this time. It will be presented at a later Board meeting.
         2. A previous lease proposal has been presented to Shawnee College, for Building G. After having a building inspection, the building was found to need some significant repairs. These would be too costly for S7HD. It was decided to rescind the lease proposal and keep the current contract for Shawnee College.
      3. **Updates**
         1. **Federal Government Programs Pause** – Rhonda made mention of the Executive Orders released the prior week. At the time it was unclear as to which programs/grants were affected. Rhonda is watching the situation closely.
   2. **Financial Administrator, Sarah Goddard**
      1. **Public Health Financial Statements**

Sarah presented the Public Health Financial Statements from July 1st, 2024 through November 30th, 2024.

*Debby McKibben made a motion to approve the Public Health Financial Statements. Debbie Brown seconded the motion. All in favor. Motion carried.*

* + 1. **Head Start Financial Statements**

Sarah presented the Head Start Financial Statements from January 1st, 2024 through November 30th, 2024.

*Marsha Griffin made a motion to approve the Head Start Financial Statements. Emily Taylor seconded the motion. All in favor. Motion carried.*

* + 1. **Head Start In-Kind Report**

Sarah presented the Head Start In-Kind Report for January to November of the 2024/25 school year.

*Emily Taylor made a motion to approve the Head Start In-Kind Report. Darrick Armstrong seconded the motion. All in favor. Motion carried.*

* + 1. **Credit Card Reports**

Sarah presented the Credit Card Expenses for October and November of 2024.

*Debbie Brown made a motion to approve the Credit Card Reports. Debby McKibben seconded the motion. All in favor. Motion carried.*

* + 1. **Resolution No. (2025-01) for Line of Credit**

Sarah discussed the fact that the state government is very slow on getting contracts procured and sending out subsequent payments. She also mentioned that the current instability of the federal government would likely create more financial pressure. Sarah noted that she had already secured tax anticipation warrants, but would like to have a $150,000.00 line of credit as a safety measure.

*Karla Cunningham made the motion to approve Resolution 2025-1 and establish a line of credit for $150,000.00. Emily Taylor seconded the motion. All in favor. Motion carried.*

* + 1. **Resolution No. (2025-02) Update Bank Accounts to Remove Gene Zinn**

Sarah informed the Board that Gene Zinn (past BOH President) is still on a number of the Health Department’s bank accounts. She needs to get his name off of these accounts and add Debbie Brown to them since she is the Treasurer.

*Karla Cunningham made the motion to approve Resolutions 2025-2 to 2025-2-8. Marsha Griffin seconded the motion. All in favor. Motion carried.*

Sarah discussed the practice of tax distributions for mental health services. To the best of her belief and knowledge this practice was started many years ago. It was done in order to be in compliance to the statute that says local health departments should provide mental health services. She explained that we are in compliance due to programs such as “Signs of Suicide”, Prenatal and Postpartum depression screenings, etc. This will likely be discussed during a future meeting.

* 1. **Human Resources Administrator, Emily Boyd**
     1. **Personnel Action Report**

Emily presented the Personnel Action Report as of January 30, 2025.

*Marsha Griffin made a motion to approve the Personnel Action Report. Emily Taylor seconded the motion. All in favor. Motion carried.*

* + 1. **City of Vienna Collaboration Building Project**

Emily discussed a concept that is being created in Vienna called the Regional Innovation Center. There have been a couple of meetings about building a complex to house multiple services and programs. Some of these include the schools and possibility Vienna Head Start and the Health Department if there is interest.

*Karla Cunningham made the motion to pursue learning more about the Vienna Collaboration Building Project Opportunity. Debby McKibben seconded the motion. All in favor. Motion carried.*

* 1. **Early Childhood Administrator, Jennifer Parks**
     1. **Sharon Burris - Crossover Member Report**

Sharon presented the Crossmember Report.

*Karla Cunningham made a motion to approve the Crossover Member Report. Debbie Brown seconded the motion. All in favor. Motion carried.*

1. **Enrollment and Attendance**

Jennifer reviewed the Enrollment and Attendance Report. Reports were jointly presented.

*Marsha Griffin made a motion to approve the Enrollment and Attendance report. Emily Taylor seconded the motion. All in favor. Motion carried.*

1. **2025-2026 Selection Criteria**

Jennifer reviewed the 2025-2026 Head Start selection criterial. No one had suggestions to add any other criteria.

*Debbie Brown made the motion to approve the 2025-2026 Head Start selection criteria. Debby McKibben seconded the motion. All in favor. Motion carried.*

1. **Update Under-enrollment**

Jennifer gave the under-enrollment update to the Board and what her team is doing to meet goals. Centers are now averaging 97% enrollment and have for the past couple of months. This must last for 6 months to get the program off of the under-enrollment list.

1. **Focus Area 1 Review – Week of 2/24/25**

Jennifer reported that there will be a Focus Area 1 Review during the week of February 24, 2025. Her team has already begun preparations for this review. Jennifer noted that she would need some Board of Health members to volunteer for this process. Debbie Brown volunteered.

1. **Su Casa – Migrant Head Start**

Southern Seven Head Start has been approached by the Head Start Migrant Program to provide services in Cobden, Illinois. Su Casa has operated in Union County for many years and is looking to make a change in program administration. Several staff have viewed the facility and found it to be in excellent condition. Most buildings within the complex are owned by the federal government. The main building and the property that the buildings sit on is owned by a private individual. Recently a rental study has been completed. A lease would need to be created if there is interest.

*Debbie Brown made the motion to approve Southern Seven Head Start being in a relationship with Su Casa and pursuing a lease with the property owner. Emily Taylor seconded the motion. All in favor. Motion carried.*

1. **Grant Updates**
   * + 1. **Conversion**

Jennifer discussed the possibility of needing to convert slots from Head Start to Early Head Start. Specifics are unknown at this time. Due to this the Board of Health tabled this item to possibly discuss at a later meeting.

* + - 1. **COLA**

Jennifer reminded the Board that every year Head Start will issue a cost of living increase. Usually our Head Start has to write for this in order to receive it. Last year, they just sent the funds. Jennifer never knows when this will be issued.

*Darrick Armstrong made the motion to write for the Head Start COLA when it becomes available. Karla Cunningham seconded the motion. All were in favor. Motion carried.*

1. **Significant Incidents**

Jennifer presented Head Start’s Significant Incidents Report. There had been 1 new Significant Incident in the month of January. This incident has been investigated by our office, the local police and DCFS. None of these agencies feel that Southern Seven was at fault.

1. **Information Memorandums and Program Instructions**

Jennifer presented all new information Memorandums and Program Instructions supplied by the Office of Head Start.

1. **Center Updates**

Center updates were not given due to time constraints.

1. **Director of Nursing, Teresa Wilburn**
   * 1. **Program Updates**
     2. **Communicable Disease Report**

Teresa was absent from the meeting. Rhonda informed the board of several pop- up flu clinics in response to the local flu outbreaks.

1. **Health Education Director, Natalie Sawyer**
   * 1. **Program Updates**
     2. **Health Education Report**

Natalie presented her Health Education Program Updates to the board.

* + 1. **Request for Out-of-Town Training in excess of $3,500.00**

Natalie discussed the fact that there is an employee who needs to attend a conference in Baltimore for a grant. The cost would be in excess of $3,500.00

*Marsha Griffin made the motion to approve the Health Education training in Baltimore that in excess of $3,500.00 Karla Cunningham seconded the motion. All in favor. Motion carried.*

* + 1. **IDPH Letter of Request to Change Organizational Capacity Assessment for IPLAN S7HD’s Strategic Plan**

Natalie informed the board that she is still working on the Illinois Project of Local Assessment of Needs Project (IPLAN). Along with this plan an organizational capacity assessment needs to be completed. IDPH will accept an agency’s strategic plan in lieu of the organizational capacity assessment.

*Darrick Armstrong made the motion to approve using the S7HD’s Strategic Plan in lieu of the IDPH Organization Capacity Assessment. Karla Cunningham seconded the motion. All in favor. Motion carried*

1. **Environmental Health Director, Miranda Adams**
   * 1. **Program Updates**
     2. **Environmental Health Report**

Miranda presented the Program Updates and reports for the Environmental Health Department.

1. **Food Protection Ordinance**

Miranda presented the proposed changes to the current food sanitation ordinance. She also mentioned that after the Board of Health approved the changes for a new ordinance, these would also have to be presented and approved by the local County Commissioners in each of the 7 counties.

*Darrick Armstrong made the motion to approve the proposed food sanitation ordinance. Debbie Brown seconded the motion. All in favor. Motion carried.*

1. **Next Meeting Date: Thursday, March 27th, 2025**
2. **Adjournment**

*Marsha Griffin made a motion to adjourn the meeting. Brian Horn seconded the motion. All in favor. Motion carried. Meeting adjourned at 8:40 P.M.*

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 Rhonda Andrews-Ray, Recorder Marsha Griffin, Secretary