



# Southern Seven Health Department

## Administrative Office

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## BOARD OF HEALTH MEETING

37 Rustic Campus Drive, Ullin, IL.  
Building B/Clinic Classroom  
Thursday, Sept. 25, 2025  
6:30 P.M.

### **Revised Meeting Agenda**

- I. **Call to Order - Open Meetings Compliance - Quorum Check**
- II. **Roll Call for Attendance**
- III. **Virtual Attendance — *Motion to Approve***
- IV. **Review and Approval of Regular Meeting Minutes from 07/31/2025**
- V. **Public Comment**
  - a. Kimberly D. Laird (S7 Employee) Board Process & Communication
- VI. **Administrator's & Director's Reports**
  - a. **Financial Administrator - Sarah Goddard**
    1. Grants & Funding
    2. Contracts & Leases—*Motion to Approve*
    3. Public Health Financial Statements—*Motion to Approve*
    4. Head Start Financial Statements—*Motion to Approve*
    5. Head Start In-Kind Report—*Motion to Approve*
    6. Credit Card Reports—*Motion to Approve*
    7. CY '26 EHS/HS Continuation/Conversion Grant Final Budget—*Motion to Approve*
    8. USDA Statement of Budget Income Equity—*Motion to Approve*
    9. FY '25 Audit—*Motion to Approve*
  - b. **Human Resources Director - Rebecca Reed**
    1. Personnel Action Report—*Motion to Approve*
    2. Open Enrollment Update



Southern Seven Health Department is an Equal Opportunity Employer and Provider, complies with applicable federal civil rights laws, and does not discriminate on the basis of race, color, national origin, age, disability, or sex.



3. Holiday Schedule—*Motion to Approve*
4. Job Descriptions — *Motion to Approve*
5. Financial Administrator's Evaluation
6. Annual BOH Trainings
7. Training Travel Per Diem Discussion—*Motion to Approve*
8. Executive Director Hiring Update
  - a. Form Hiring Committee—*Motion to Approve*
  - b. Splitting of Positions/Posting for Hire—*Motion to Approve*

**c. Early Childhood Administrator - Jennifer Parks**

1. Sharon Burris Crossover Member Report — *Motion to Approve*
2. Enrollment/Attendance/Recruitment Update — *Motion to Approve*
3. Under-Enrollment Update
4. Grant Updates
5. Administrative Board of Health Plan — *Motion to Approve*
6. Self-Assessment — *Motion to Approve*
7. Community Assessment — *Motion to Approve*
8. EHS/HS Annual Report — *Motion to Approve*
9. PIR Results
10. BOH + PC Joint Training
11. Significant Incidents Update
12. Information Memorandums and Program Instructions
13. CACFP Grant Submission — *Motion to Approve*
14. USDA/CACFP Training
15. Center Updates
16. Locally Designed Program Option — *Motion to Approve*

**d. Director of Nursing - Teresa Wilburn**

1. Program Updates
2. Public Health Programs Report

**e. Health Education Director - Natalie Sawyer**

1. Program Updates
2. Health Education Report

**f. Environmental Health Director - Miranda Adams**

1. Program Updates
2. Environmental Health Report

**VII. Old Business**

**VIII. New Business**

1. Jill Bosecker: Requested Discussion of Concerns
2. Executive Director Approval of Public Health Fee Adjustment—*Motion to Approve*

**IX. Closed Session**

The Board may enter closed session pursuant to the Illinois Open Meetings Act (5 ILCS 120/2(c)) to discuss matters permitted under the Act. Specific exemptions will be cited at the time of the motion, if applicable.

**X. Adjournment**

**Reminder:**

The Next BOH Meeting date is scheduled for Thursday, November 20<sup>th</sup>, 2025.