

**SOUTHERN SEVEN HEALTH DEPARTMENT
BOARD OF HEALTH – MEETING MINUTES**

May 29, 2025

In Person Meeting

COUNTY	NAME	ATTENDED
Alexander	VACANT	--
	Rebecca Glodo	--
	Jim Smith	--
	VACANT	--
Hardin	Darrick Armstrong	--
	Dr. Loni Jo Banks	--
	Jordan Austin	--
	VACANT	--
Johnson	Jason Taylor	--
	Emily Taylor	--
	Chrissy Hayden	--
	Joashley Ross	--
Massac	Dr. Terry Heisner	--
	Jayson Farmer	P
	Sharon Burris	P
	Brian Horn	P
Pope	Dr. Karla Cunningham	--
	Rita McKinley	P
	Lindzey Barger	P
	VACANT	--
Pulaski	VACANT	--
	Mike Sharp	P

Union	Debbie Brown	—
	Jayson Fitzgerald	--
	Marsha Griffin	—
	Dr. Kathy Swafford	P
	Brandon Bierstedt	—
	Debby McKibben	P

Staff Present: Rhonda Andrews-Ray, Executive Director/Public Health Administrator
Sarah Goddard, Financial Administrator
Jennifer Parks, Early Childhood Administrator
Miranda Adams, Environmental Health Director
Natalie Sawyer, Health Education Director

Minutes transcribed by Rhonda Andrews-Ray, Executive Director

I. Call to Order/Quorum Check/Open Meetings Compliance

Board of Health Acting President, Sharon Burris, called the meeting to order at 6:35 P.M. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. Introductions/Roll Call

Rhonda Andrews-Ray took roll.

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

III. Esteemed Guests - None

IV. Review and Approval of Meeting Minutes – 3/27/2025

Meeting minutes from 3/27/2025 were presented to the Board.

Lindzey Barger made a motion to approve the 3/27/2025 Meeting Minutes. Brian Horn seconded the motion. All in favor. Motion carried.

V. Administrator's and Director's Reports

a. Director of Nursing, Teresa Wilburn – absent, reports were mailed in board packets.

- i. Program Updates**
- ii. Communicable Disease Report**

b. Health Education Director, Natalie Sawyer

- i. Program Updates – submitted written report**
- ii. Illinois Project of Local Assessment of Needs (IPLAN) Community Needs Assessment & Community Health Plan for 2025-2030**

Natalie spoke about the IPLAN project and all of the data that was collected during the process. The three priority health problems identified were: 1. Cancer 2. Cardiovascular Disease 3. Behavioral Health. A link to the document was provided to the board prior to the meeting.

Rita McKinley made the motion to approve the IPLAN project as presented. Dr. Kathy Swafford seconded the motion. All in favor. Motion carried.

- iii. Health Education Report**

Natalie spoke of programs that are going on within the Health Education division such as ICHC and the Tobacco Program.

c. Environmental Health Director, Miranda Adams

- i. Program Updates**
- ii. Environmental Health Report**

Miranda presented the Program Updates and reports for the Environmental Health Department. Miranda mentioned that the number of septic and food complaints has increased. At this time, a lot of septic systems are being installed. There have been 6 tick drags so far this season. The department will not be collecting dead birds this year due to the outbreak of the Bird Flu Virus. Cottage food numbers have increased. Five of the 7 counties have now signed the food ordinance.

d. Executive Director, Rhonda Andrews-Ray

- i. Grants & Funding**

- 1. Rhonda discussed that the Respiratory Outbreak and Response grant for \$250,000 has been restored by the federal government due to a legal

injunction. Rhonda also mentioned that the Adolescent Health grant for \$87,500 will not be issued for FY'26. Rhonda stated that the agency is in the process of writing for the Family Planning grant. She also mentioned that the Wellness on Wheels grant is going competitive this year. At the present time, that grant has not been released.

ii. Contracts and Leases

1. Lease proposal from Dianne Cheak for the former Su Casa main building and land where the other building is located. Lease term is July 1, 2025 – June 30, 2030, in the amount of \$4,000.00 per month.

Motion was made by Dr. Kathy Swafford to approve the lease as presented. Debby McKibbin seconded the motion. All in favor. Motion carried.

2. Lease proposal with Dongola School for use of 2 additional classrooms (plus one that the agency doesn't pay for) for a Migrant Head Start program during the months of June and July. Lease amount of \$10,000 for the term.

Motion was made by Mike Sharp to approve the lease as presented. Lindzey Barger seconded the motion. All in favor. Motion carried.

3. Lease proposal with Jonesboro School for use of 2 additional classrooms for a Migrant Head Start program during the months of June and July. Lease amount of \$3,500 for the term.

Motion was made by Dr. Kathy Swafford to approve the lease as presented. Brian Horn seconded the motion. All in favor. Motion carried.

4. Audit proposal in the amount of \$29,000 plus \$1,750 for each major program that needs tested from Beussink, Hey & Roe (David Prasanphanich) for the FY'25 audit.

Motion was made by Dr. Kathy Swafford to approve the audit proposal for the FY'25 audit. Lindzey Barger seconded the motion. All in favor. Motion carried.

iii. Updates

Rhonda made mention that she is working with the AAIM Employer's Association to create an up-to-date policy manual. Rhonda also mentioned that she received an invitation from the Illinois Department of Public Health to work on the Chronic Disease portion of the State Health Improvement Plan (SHIP). Rhonda also mentioned that Sherrie Crabb from Arrowleaf has asked to speak at our next Board meeting about the tax levy for mental health. She also has requested the names and addresses of the board members so that she can mail them a letter. Rhonda has prepared documentation on the matter as well and will be sending it to all of the board members.

e. Financial Administrator, Sarah Goddard

i. Public Health Financial Statements

Sarah presented the Public Health Financial Statements from July 1st, 2024, through March 31st, 2025.

Mike Sharp made a motion to approve the Public Health Financial Statements. Brian Horn seconded the motion. All in favor. Motion carried.

ii. Head Start Financial Statements

Sarah presented the Head Start Financial Statements from July 1st, 2024, through March 31st, 2025.

Dr. Kathy Swafford made a motion to approve the Head Start Financial Statements. Brian Horn seconded the motion. All in favor. Motion carried.

iii. Head Start In-Kind Report

Sarah presented the Head Start In-Kind Report for July 1st, 2024, through March 31st, 2025.

Rita McKinley made a motion to approve the Head Start In-Kind Report. Lindzey Barger seconded the motion. All in favor. Motion carried.

iv. Credit Card Reports

Sarah presented the Credit Card Expenses for February and March 2025.

Mike Sharp made a motion to approve the Credit Card Reports. Lindzey Barger seconded the motion. All in favor. Motion carried.

v. FY'26 de minimus rate

Sarah presented that the de minimus rate has changed from 10% to 15%. This is good news for the health department because more indirect costs will be covered within the grants.

Dr. Kathy Swafford made a motion to approve the 15% de minimus rate. Jayson Farmer seconded the motion. All in favor. Motion carried.

vi. FY'25 Final Budget – Tabled until the July Board meeting

vii. FY'26 Preliminary Budget

Sarah presented 2 budget scenarios for FY'26. One scenario contained all of the Public Health revenue information that she knew to date and all of our current staff and associated expenses. Several grants are in question as to funding levels. Some grants have gone competitive, and she doesn't know if we will receive these. The Head Start portion of the budget remained unchanged. In a preliminary budget that just takes Public Health programs and staff into account along with the information that Sarah knows, there is a deficit of \$685,052. This would be if all public health positions were filled by hiring staff. Seven positions are on a hiring freeze. The total salaries for public health alone in this budget are \$2,410,116 with fringes of \$723,035. Sarah doesn't expect this budget to be correct since we are missing some revenue information, so the deficit could be less. Sarah presented another budget scenario which included staff reduction. In this budget the public health staff salaries are \$1,941,750 with fringes of \$582,525. The board discussed both budget scenarios.

Debby McKibbin made the motion to approve the FY'26 Preliminary Budget with staff reductions. Dr. Swafford seconded the motion. All in favor. Motion carried.

viii. Daycare Credit Card Payment Discussion

Sarah discussed the fact that many people do not have checkbooks any longer nor do they carry cash. Sarah would like to make the acceptance of credit cards available at the Building Blocks Daycare. We currently use Court Money with our health clinics. The fee to use this service is carried over to the customer.

Dr. Kathy Swafford made the motion to approve the acceptance of credit card payments at Building Blocks Daycare. Mike Sharp seconded the motion. All in favor. Motion carried.

f. Human Resources Administrator, Rhonda Andrews-Ray

i. Personnel Action Report

Rhonda presented the Personnel Action Report as of May 29, 2025. Rhonda mentioned that there are 7 frozen positions. Interviews for the Human Resources Director will be held on June 2 & 10. There is one grant that has been cancelled which will result in 1 layoff.

Brian Horn made a motion to approve the Personnel Action Report. Jayson Farmer seconded the motion. All in favor. Motion carried.

g. Early Childhood Administrator, Jennifer Parks

i. Sharon Burris - Crossover Member Report

Sharon presented the Crossmember Report.

Jayson Farmer made a motion to approve the Crossover Member Report. Brian Horn seconded the motion. All in favor. Motion carried.

ii. Enrollment, Attendance, Agency Recruitment Plan

Jennifer reviewed the Enrollment, Attendance, and Agency Recruitment Report. Reports were jointly presented. Jen noted that the Early and Traditional programs are full. They will need to be full in September in order to get off of the under-enrollment list.

Rita McKinley made a motion to approve the Enrollment, Attendance, and Recruitment Plan report. Brian Horn seconded the motion. All in favor. Motion carried.

iii. Grant Updates

1. Prevention Initiative

Jennifer informed the Board that the Prevention Initiative grant will be extended for one more year.

2. Su Casa – Migrant Head Start

Jennifer mentioned that the Migrant Head Start grant will be starting soon. Currently staff are being hired. The locations identified for the summer session will be Dongola and Jonesboro Schools.

This item was also discussed under the leases and contracts section.

3. Grandparents Grant

Jennifer mentioned that the Grandparents grant will be competitive again. She plans to write for it.

iii. 2025-2026 School Calendar

Jennifer distributed calendars to the Board with all training days and holidays listed.

Mike Sharp made the motion to approve the 2025-2026 school calendar.

Rita McKinley seconded. All in favor. Motion carried.

iv. Child Outcomes and School Readiness Report - Tabled

v. Prevention Initiative Review

The Prevention Initiative Review will be done the last week of June and the first week of July. This will be for the Building Blocks Daycare Center.

vi. Information Memorandums and Program Instructions

Jennifer stated that there was no information Memorandum and Program Instructions supplied by the Office of Head Start during the last 2 months.

vii. Significant Incidents

Jennifer stated that there had been 2 significant incidences since the last board meeting. The first involved a child on the playground playing with a dinosaur. He dropped it on another child's head. The second involved a child's finger being mashed in a door.

II. Next Meeting Date: Thursday, July 31st, 2025. The meeting will be held in person only.

III. Adjournment

Mike Sharp made a motion to adjourn the meeting. Jayson Farmer seconded the motion. All in favor. Motion carried. Meeting adjourned at 8:15 P.M.

Rhonda Andrews-Ray, Recorder

Marsha Griffin, Secretary

