BOARD OF HEALTH – MEETING MINUTES – 7/31/2025

Meeting held in-person at the Southern Seven Health Department Clinic Classroom and remotely over Zoom.

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

Union	Dr. Kathy Swafford	ZOOM
	Brandon Bierstedt	--
	Debby McKibben	P
	VACANT	--

Staff Present: Jennifer Parks - Early Childhood Administrator

Natalie Sawyer - Health Education Director

Sarah Goddard - Financial Administrator

Rebecca Reed - Human Resources Director

Miranda Adams - Environmental Health Director

Teresa Wilburn - Director of Nursing

Minutes recorded and transcribed by Andrea Mayer, Program Associate.

I. **Call to Order - Open Meetings Compliance - Quorum Check**

Vice President Sharon Burris called the meeting to order at 6:30 P.M. A quorum was declared present. All notices were posted in compliance with the Open Meetings Act.

II. **Roll Call for Attendance.**

Andrea Mayer took roll.

III. **Moment of Silence in Memory of Rhonda Andrews-Ray**

IV. **Esteemed Guests**

It was declared there were no esteemed guests present. Dismissal of Lisa Hodges, Attorney via Zoom.

V. **Executive Closed Session**

Executive Closed Session deemed unnecessary.

VI. Review and Approval of Meeting Minutes – 05/29/2025

Meeting minutes from 05/29/2025 were presented to the Board.
Rita McKinley made a motion to approve meeting minutes. Debbie Brown seconded the motion. All in favor. Motion carried.

VII. **Approval for Debby McKibben (Union County) to serve on the Executive Committee**
Jill Bosecker asked to enter a Closed Session during this time to discuss a personnel complaint and other pertinent matters. Request was not granted due Sharon's understanding that it must be on the meeting agenda in order to go into Closed Session.
Debbie Brown made a motion to approve Debby McKibben to serve on the Executive Committee. Kathy Swafford seconded the motion. All in favor. Motion carried.

VIII. Personnel Update as Approved by the Executive Committee at the Meeting on 7/17/2025
Debby McKibben made a motion to approve Jennifer Parks and Natalie Sawyer as Co-Interim Executive Directors. Brian Horn seconded the motion. Roll Call vote was taken. Eight of the eleven board members present voted yes. Three members abstained. Majority ruled. Motion carried.

IX. **Approval for the Board of Health Resolution that Jennifer Parks & Natalie Sawyer have all the responsibilities, duties, and authorities as provided to the Executive Director and/or Public Health Administrator of Southern Seven Health Department**
Kathy Swafford made a motion to approve the Board of Health resolution. Jim Smith seconded the motion. Roll Call vote was taken. Eight of the eleven board members present voted yes. Three members abstained. Majority ruled. Motion carried.

X. Election of Officers

a. Nominations

1.) President - Currently Terry Heisner

2.) Vice President - Currently Sharon Burris

3.) Secretary - Currently Debby McKibben

4.) Treasurer - Currently Debbie Brown

b. Vote - *Roll call motion to approve.*

Jayson Fitzgerald made a motion to approve the Election of Officers. Rita McKinley seconded the motion. All in favor. Motion carried.

XI. Administrator's and Director's Reports

a. Director of Nursing, Teresa Wilburn

i. Program Updates

ii. Communicable Disease Report

b. Health Education Director, Natalie Sawyer

i. Program Updates

ii. Health Education Report

c. Environmental Health Director, Miranda Adams

i. Program Updates

ii. Environmental Health Report

d. Executive Director Report, Jennifer Parks & Natalie Sawyer

i. Grants & Funding

ii. Contracts & Leases

1. Lease continuation with Mary and Dennis Hughes for Building Blocks Daycare (formerly Funshine Daycare) in Metropolis retroactive to July 1, 2025 – June 30, 2026. The agreement amount is $5,100.00 per month. *Jim Smith made a motion to approve the lease continuation for Building Blocks Daycare. Debbie Brown seconded the motion. All in favor. Motion carried.*

2. Lease continuation with Pope County School for two classrooms. Lease effective August 1, 2025 – July 31, 2026. The agreement amount is $600 per month for the months of September 2025 – June 2026

3. *Rita McKinley made a motion to approve the lease continuation at Pope County School. Debby McKibben seconded the motion. All in favor. Motion carried.*

4. Lease continuation with Hardin County School for one classroom. Lease effective August 1, 2025 – July 31, 2028. The agreement amount is $600 per month for the months of September 2025 – June 2026.
   Darrick Armstrong made a motion to approve the lease continuation with Hardin County School. Rita McKinley seconded the motion. All in favor. Motion carried.

5. Lease continuation with Egyptian School for two classrooms and office area. Lease is effective August 1, 2025 – July 31, 2026. Agreement amount has increased by 3.5% to $2,345 per month for the months of September 2025 – June 2026.
   Jim Smith made a motion for the lease continuation with Egyptian School. Debbie Brown seconded the motion. All in favor. Motion carried.

6. Lease with Cairo School for two classrooms. Lease is effective August 1, 2025 – July 31, 2030. Agreement amount is $1,200 per month.
   Sarah Basler made a motion to approve the lease with Cairo School. Debbie McKibben seconded the motion. All in favor. Motion carried.

7. Lease continuation with Community Health & Family Health Emergency Services for 4 rooms and common areas of Hardin County Medical clinic. Lease is effective August 1, 2025 – July 31, 2027. The agreement amount is $400 per month.
   Darrick Armstrong made a motion to approve the lease continuation with CHESI. Rita McKinley seconded the motion. All in favor. Motion carried.

8. Agreement with Dr. Kathy Swafford to serve as the Medical Director for Southern Seven Health Department effective September 1, 2025 – August 30, 2026. The agreement amount is $250.00 per month.

9. *Debby McKibben made a motion to approve the agreement with Kathy Swafford as Medical Director. Jayson Fitzgerald seconded the motion. All in favor. Motion carried.*

iii. Updates

Southern Seven Health Department and Head Start 2025 – 2026 Strategic Plan Update.

e. Financial Administrator - Sarah Goddard

i. Public Health Financial Statements

Debbie Brown made a motion to approve PH Financial Statements. Jim Smith seconded the motion. All in favor. Motion carried.

ii. Head Start Financial Statements

Jim Smith made a motion to approve HS Financial Statements. Rita McKinley seconded the motion. All in favor. Motion carried.

iii. Head Start In-Kind Report

Debby McKibben made a motion to the HS In-Kind Report. Jim Smith seconded the motion. All in favor. Motion carried.

iv. Credit Card Reports

Debbie Brown made a motion to approve the Credit Card Reports. Kathy Swafford seconded the motion. All in favor. Motion carried.

v. FY’25 Final Budget

Jim Smith made a motion to approve the FY’25 Final Budget. Jayson Fitzgerald seconded the motion. All in favor. Motion carried.

vi. Head Start Preliminary Budget

Jim Smith made a motion to approve the HS Preliminary Budget. Debby McKibben seconded the motion. All in favor. Motion carried.

vii. Tax Anticipation Warrants

Debbie Brown made a motion to approve Tax Anticipation Warrants. Jim Smith seconded the motion. All in favor. Motion carried.

f. Human Resources Director - Rebecca Reed

i. Personnel Action Report

Rebecca presented the Personnel Action Report from May to August 2025.

Debbie Brown made a motion to approve the Personnel Action Report. Jill Bosecker seconded the motion. All in favor. Motion carried.

ii. Head Start Standards of Conduct

Jim Smith made a motion to approve the HS Standards of Conduct. Rita McKinley seconded the motion. All in favor. Motion carried.

iii. Early Childhood Administrator Evaluation

Rebecca stated that any Board Member who had attended over half of the BOH meetings within the past 12 months should have received an evaluation form in their meeting packet for Early Childhood Administrator Jennifer Parks. The evaluations should be sent to and processed by Sharon Burris.

g. Early Childhood Administrator - Jennifer Parks

i. Sharon Burris - Crossover Member Report

Sharon presented the Crossover Member Report.

Jim Smith made a motion to approve the Crossover Member Report. Debbie Brown seconded the motion. All in favor. Motion Carried.

ii. Enrollment/Attendance/Recruitment Update

Jennifer reviewed the Enrollment/Attendance/Recruitment Reports

Rita McKinley made a motion to approve the Enrollment, Attendance, and Recruitment Updates. Debby McKibben seconded the motion. All in favor. Motion Carried.

iii. Grant Updates

Head Start Continuation Grant/Conversion Grant update for 2025-2026

Jennifer discussed the plan is to write both a Continuation and a Conversion Grant at the same time, that will be due in October.

Jim Smith made a motion to approve the writing of the Continuation Grant while adding the Conversion Grant to it. Debbie Brown seconded the motion. All in favor. Motion Carried.

iv. Self-Assessment – Update

Jennifer stated there was a Manager's Retreat in July for all Head Start staff.

v. Prevention Initiative Review Update

Jennifer stated there was a review of the Prevention Initiative Program and that results should be given to her in the next six weeks, and will be discussed at the September BOH Meeting.

vi. Illinois DCFS Licensing Standards update

Jennifer stated that on July 7th, 2025 there were updates made to the DCFS Licensing Standards.

vii. Information Memoranda and Program Instructions

On 7/29 Jennifer found out, that while there was no COLA this year, there are new grants available to help with kitchen updates and other things as it pertains to nutrition and the children.

viii. Significant Incidents

There were no significant incidents to discuss.

XII. Next Meeting Date: Thursday, September 25th, 2025

XIII. Other Discussions

Jill asked for clarification on Executive Committee members, their positions and who voted them in. Sharon responded. Jill asked where in the Bylaws did it state the Executive Committee had full decision-making power? Sharon stated this is included under the duties of the Executive Committee but was unsure of where in the Bylaws it stated this. Jill said that a physical quorum is needed before virtual attendance can be accepted per the OMA and stated we should talk to legal counsel regarding this matter. Also, stated her rights according to OMA, that she can request to go into Closed Session at any time. Sharon said she would look into this more.

XIV. Adjournment

Jim Smith made a motion to adjourn the meeting. Sarah Basler seconded the motion. Motion Carried. Meeting adjourned at 8:25 P.M.

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Andrea Mayer, Recorder Debby McKibben, Secretary