

BOARD OF HEALTH – MEETING MINUTES – 02/05/2026

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

COUNTY	NAME	ATTENDED
Alexander	Sarah Basler	--
	Jim Smith	--
Hardin	Darrick Armstrong	--
	Dr. Loni Jo Banks	--
	Jordan Austin	--
Johnson	Jason Taylor	--
	Emily Taylor	P
	Chrissy Hayden	--
	Ryan Rademaker	P
Massac	Dr. Terry Heisner	--
	Jayson Farmer	ZOOM
	Sharon Burris	P
	Brian Horn	--
Pope	Tommy Hobbs	--
	Rita McKinley	P
	Lindzey Barger	P
Pulaski	Jill Bosecker	P
	Mike Sharp	P
	Debbie Brown	P
	Rob Reichert	P
Union	Harry Brockus	P
	Brandon Bierstedt	--
	Debby McKibben	P

Staff Present: *Jennifer Parks*, Executive Director; *Natalie Sawyer*, Health Education Director; *Sarah Goddard*, Fiscal Officer; *Rebecca Reed*, Human Resources Director; *Miranda Adams*, Environmental Health Director; *Teresa Wilburn*, Director of Nursing (via zoom); *Kimberly Laird*, Communicable Disease Programs Manager

Minutes recorded and transcribed by *Andrea Mayer*, Executive Assistant.

I. Call to Order - Open Meetings Compliance

Vice President Sharon Burris called the meeting to order at approximately 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/Quorum Check

Andrea Mayer took roll. A quorum was declared present.

III. Virtual Attendance

Mike Sharp made a motion to approve virtual attendance of Board members. Jill Bosecker seconded. All in favor. Motion carried.

IV. Review and Approval of Minutes

1. Debbie McKibben made a motion to approve the meeting minutes of September 25, 2025. Rita McKinley seconded. All in favor. Motion carried.
2. Debbie Brown made a motion to approve the meeting minutes of December 4th. 2025. Lindzey Barger seconded. All in favor. Motion carried.

V. Public Comment

None.

VI. Action Items

1. Emily Taylor made a motion to approve the *Public Health Financials*, presented by Sarah Goddard. Debbie Brown seconded. All in favor. Motion carried.
2. Rob Reichert made a motion to approve the *Head Start Financials*, presented by Sarah Goddard. Emily Taylor seconded. All in favor. Motion carried.
3. Mike Sharp made a motion to approve the *Head Start In-Kind Report*, presented by Sarah Goddard. Rob Reichert seconded. All in favor. Motion carried.
4. Rob Reichert made a motion to approve the *Credit Card Report* presented by Sarah Goddard. Emily Taylor seconded. All in favor. Motion carried.
5. Harry Brockus made a motion to approve *Tax Anticipation Warrants* presented by Sarah Goddard. Mike Sharp seconded. All in favor. Motion carried.
6. Rita Mckinley made a motion to approve the *Personnel Action Report*, presented by Rebecca Reed. Debbie Brown seconded. All in favor. Motion carried.
7. Lindzey Barger made a motion to approve the *Agency Pay Plans* presented by Rebecca Reed. Debby McKibben seconded. All in favor. Motion carried.
8. Debby McKibben made a motion to approve the *Agency Organizational Chart* presented by Rebecca Reed. Debbie Brown seconded. All in favor. Motion carried.
9. Rita McKinley approved the 2026 BOH meeting schedule. Jill Bosecker seconded. All in favor. Motion carried.
10. Sharon Burris presented the report in her role as the crossover member for Policy Council. Lindzey Barger made a motion to approve the *Crossover Member Report*. Mike Sharp seconded the motion. All in favor. Motion carried.

11. Rob Reichert made a motion to approve the *Enrollment/ Recruitment Report*, presented by Jennifer Parks. Ryan Rademaker seconded. All in favor. Motion carried.
12. Rob Reichert made a motion to approve the *Fitness Grant Resolution*, presented by Jennifer Parks. Emily Taylor seconded. All in favor. Motion carried.
13. The proposed *Vehicle/Gas allowance for the Executive Director*, as presented by Sarah Goddard, was unanimously tabled pending additional information.
14. Rita McKinley made a motion to approve the *25/26 Head Start Selection Criteria*. Rob Reichert seconded. All in favor. Motion carried.

VII. Reports

Miranda Adams presented the Environmental Health written report. Natalie Sawyer presented the Health Education report. Teresa Wilburn presented the Public Health Programs written report with the help of Kimberly Laird. Rebecca Reed had no additional reports to give. Jennifer Parks presented the Head Start written report including information memorandums, program instructions, significant incidents, and updates. Sarah Goddard presented the Financial written report. Jennifer Parks presented the Executive Director report.

VIII. Closed Session

Jill Bosecker made a motion to enter closed session. Emily Taylor seconded. Roll call vote was taken. All in favor. Motion carried. The Board entered closed session pursuant to:

1. **5 ILCS 120/2(c)(11)** *transcribed separately*
2. **5 ILCS 120/2(c)(21)** *transcribed separately*
3. **5 ILCS 120/2(c)(21)** *transcribed separately*

IX. Reconvene Business Session

Emily Taylor made a motion to return to open session. Lindzey Barger seconded. Roll call vote was taken. All in favor.

X. New Business

Harry Brockus made a motion to release all closed session meeting minutes from the General Committee and the Special Hiring Committee, pursuant to the semi-annual review. Debbie Brown seconded the motion. All in favor. Motion carried.

XI. Old Business

The proposed discussion and action regarding *tax dollars to Arrow Leaf* was tabled until the next Board of Health meeting. Rob Reichert made the motion to table it. Emily Taylor seconded. All in favor. Motion carried.

There was a brief discussion regarding potential updates to the By-Laws. The Board suggested researching comparable by-laws online and presenting findings at a future meeting. Term limits were discussed. Board members were asked to review the current By-Laws and bring notes or recommendations to the next meeting.

XII. Training Reminder

The Board was reminded of the required Open Meetings Act (OMA) training and Wipfli training requirements.

XIII. Adjournment

Rita McKinley made a motion to adjourn the meeting. Mike Sharp seconded the motion. Motion Carried. Meeting adjourned at approximately 9:35 P.M.

Andrea Mayer, Recorder

Debby McKibben, Secretary