

**MINUTES**  
**Livingston County Public Health Department**  
**Board of Health**  
**BOH March Meeting**  
**Monday, March 17, 2025, 6:00 pm- 8:00 pm**  
**LCHD Conference Room**



**In Attendance:**

Malinda Hillman, RN, BSN; Armin Groom; Donnie Simmons, LEHP; Erin Fogarty, PhD, MPH, MCHES; Gina Manker; John M. Rinker, MD; Patricia Platz; Tondra Harris, RN; Andrew Jordan, DDS

**Not in Attendance:**

Jeanne Elliott, RN

**I. Call to Order**

Call to order by MaLinda Hillman at 6:00 PM

**II. Approval of December Meeting Minutes**

*Move: Armin Groom; Second: Patricia Platz; Status: Passed*

**III. Reports**

**A. Administrative Report**

Report reviewed as submitted. No additional discussion.

**B. Nursing Report**

Report reviewed as submitted. No additional discussion.

**C. CLIA Report**

See nursing report.

**D. Environmental Health Report**

Report reviewed as submitted. No additional discussion.

**E. Advisory Board Reports**

**a. Healthy Families**

Report reviewed as submitted. It was noted that the Healthy Families Illinois (HFI) program will have an upcoming program review for accreditation scheduled for April.

**b. Senior Services Advisory Council**

Report reviewed as submitted. Discussion was had regarding the potential impacts on the community resulting from the discontinuation of Show Bus services in Livingston County. It was explained that the county was looking at alternative options and partnerships with other counties in the region. Discussion was had regarding other transportation options, such as Lyft or Uber. It was mentioned that there are government grants available for rural transportation, and Manker noted that there are a lot of challenges in navigating those grants. Hillman suggested that the county may want to talk with Futures Unlimited about a transportation partnership as they work to expand their transportation availability.

**F. Quarterly Financial Reports**

**a. Public Health**

Quarter 1: Balance on hand as of December 1, 2024: \$1,775,327.67; Receipts: \$520,987.60;

Disbursements: \$542,920.40; Balance on hand as of February 28, 2025: \$1,771,394.87;  
Balance in SIPA grant: \$55,287.71

**b. Wellness**

Quarter 1: Balance on hand as of December 1, 2024: \$11,181.35; Receipts: \$8,203.46;  
Disbursements: \$8,337.45; Balance on hand as of February 28, 2025: \$11,047.36

**c. Kohrt Memorial Fund**

Quarter 1: Balance on hand as of December 1, 2024: \$3,965.99; Receipts: \$25.00;  
Disbursements: \$32.95; Balance on hand as of February 28, 2025: \$3,958.04

**d. Donations and Cancer Fund**

Donations (*excluding Cancer fund*)

Quarter 1: Balance on hand as of December 1, 2024: \$25,337.86; Receipts: \$0;  
Disbursements: \$0; Balance on hand as of February 28, 2025: \$25,337.86

Cancer Fund

Quarter 1: Balance on hand as of December 1, 2024: \$55,891.50; Receipts: \$7,558.90;  
Disbursements: \$2,265.99; Balance on hand as of February 28, 2025: \$61,184.41

*Move: Dr. John M Rinker; Second: Gina Manker; Status: Passed*

**IV. Old Business**

**A. Drive-thru building update**

Fogarty explained that building was nearing completion and that plans for use of the facility were already in the works, including a drive-thru back-to-school supply event.

**V. New Business**

**A. Allocation Table**

Allocation table approved as submitted. Fogarty noted that IBCCP and SBHC were no longer included in the allocation table as the programs had been discontinued. These costs were absorbed in adjustments to HFI and CCU allocations.

*Move: Armin Groom; Second: Dr. John M Rinker; Status: Passed*

**B. Annual PH Administrative Reports**

**a. FY24 Annual LCHD Printed Report**

FY24 Annual Report approved as submitted. Dr. Rinker noted a decrease in Wellness participation and Harris indicated she would look into this further; but that Wellness clinics had seen a decrease in activity. Discussion was had regarding opportunities for growth of the program, with Dr. Rinker noting that there is a need in the community. Ideas discussed included incorporating Wellness in with Immunization appointments and reaching out to schools to offer wellness in conjunction with flu clinics. Fogarty noted that the LCHD is exploring alternative clinic hours that may be more accommodating for working people, noting that the early morning appointments are the most desired.

**b. Annual Agency Financial Report**

FY24 Annual Agency Financial Report approved as submitted.

FY24: Beginning balance as of December 1, 2023: \$1,735,951; Revenue: \$2,810,604;  
Expenditures: \$2,771,227; Ending balance as of November 30, 2024: \$1,775,328. Public Health Tax Levy accounted for \$487,295 (18%) of FY24 total revenue. Salaries accounted for the majority (68%) of program expenses.

**c. Annual Program Expense Report**

FY24 Annual Program Expense Report approved as submitted.

In FY24, total program expenditures amounted to \$2,725,126, with an increase (FY23 \$94,995; FY24 \$176,717) noted in administrative costs due to increase in insurance costs as the county now pays 50% of family insurance. Fogarty noted that this was important for the health of employees and their families.

*Move: Pat Platz; Second: Dr. John M Rinker; Status: Passed*

**C. Annual Communicable Disease Report**

Annual Communicable Disease Report reviewed as submitted. No additional discussion.

*Move: Dr. Andrew Jordan; Second: Gina Manker; Status: Passed*

**D. Appointments**

**a. Appointment of Rachel Wenger, M.D. to Board of Health and to serve as the Alternate Medical Director**

Dr. Rinker recommended Dr. Wenger for the Board of Health, noting that she has a desire to serve rural communities, a robust background in OB and family healthcare, and strong connections to Livingston County.

*Move: Dr. John M Rinker; Second: Pat Platz; Status: Passed*

**E. Bylaws**

**a. Board of Health**

No changes to the current ByLaws.

**b. Healthy Families**

No changes to the current ByLaws.

**c. Senior Services Advisory Council**

No changes to the current ByLaws.

**d. Tuberculosis Board**

No changes to the current ByLaws.

*Move: Armin Groom; Second: Pat Platz; Status: Passed*

**F. Fee Schedule**

Fee Schedule approved as submitted, including increases to the following Environmental Health fees: Septic Permit (previously \$125, now \$150); Certified Food Manager - Certification Class (previously \$125, now \$140); and \$5 increase to all food permits. Simmons explained that Environmental Health fees have not been adjusted for several years. Increases were made to septic permits and food permits to align more with costs of other health departments; and the increase to the food safety course was due to increase in the cost of the required course textbook. Hillman noted that Public Health Nursing fees needed to be removed as the program was discontinued.

*Move: Armin Groom; Second: Dr. John M Rinker; Status: Passed*

**G. Health Department Policy Review - Action**

**a. CCU**

No changes.

**b. Health Families Illinois**

No changes.

**c. Job Descriptions**

No changes.

**d. OSHA**

No changes.

**e. Personnel**

Changes to 7-6 Compensatory Time Off Policy reflecting that overtime does not have to be paid and may be retained by the employee to be used as comp time. This has already been approved by the County Board and was reviewed for Board of Health awareness.

**f. Safety Data Sheets**

No changes.

**g. Wellness**

No changes.

**h. Lead**

Lead Policy approved as submitted. Lead Policy changed to align with new guidelines, lowering the threshold from reference value of  $\geq 5$   $\mu\text{g/dL}$  to reference value of  $\geq 3.5$   $\mu\text{g/dL}$ .

**j. NEW E.H. Policy - Allowance of pet dogs in outdoor dining areas**

Newly proposed policy allowing the LCHD to permit licensed food facilities that wish to allow pet dogs in an outdoor dining area upon complying with the requirements detailed in the policy. Simmons explained that this policy is intended to be proactive as more restaurants are considering allowing pets in outdoor dining areas.

*Move: Gina Manker; Second: Pat Platz; Status: Passed*

**H. Grant Approval - New**

**a. Approval FY25 Livingston County Opioid Litigation Funds**

Grants funds approved as submitted. Fogarty explained that the opioid litigation funds would be used for education and distribution specifically with local village boards and city councils, as well as volunteer fire departments. The implementation of OneBoxes in three rural communities is also planned for FY25.

*Move: Gina Manker; Second: Dr. Andrew Jordan; Status: Passed*

**I. I.P.L.A.N. 2025-2030**

**a. Approval of I.P.L.A.N. 2025-2030 for submission and L.C.H.D. recertification**

IPLAN 2025-2030 approved as submitted. Fogarty explained that the top priorities for the upcoming 2025-2030 strategic planning cycle includes Maternal & Child Health, Healthy Behaviors, and Behavioral Health.

*Move: Armin Groom; Second: Dr. John M Rinker; Status: Passed*

## **VI. Other**

### **A. Program Statistics**

Report reviewed as submitted. No additional discussion.

### **B. Staff Activity Reports**

Report reviewed as submitted. No additional discussion.

### **C. Statement of Economic Interest**

Distributed at meeting to be completed and returned to Fogarty for submission to the county.

## **VII. Adjourn**

*Move: Pat Platz; Second: Dr. John M Rinker; Status: Passed*

Next Meeting June 16, 2025

Respectfully submitted,

Armin Groom  
BOH Secretary