

**VERMILION COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
November 21, 2023  
6:00 PM**

Present: Brad Gross, John Hart, Paulina Padjen, Carla Priest (6:26pm), Connie Ostrander, Marla Mackiewicz, Celeste Widolff

Absent: Sabeeha Haque, Bob Jones, Jane Cooney, and Karen Broaders

Call to Order

The meeting was called to order by Brad Gross, at 6:09 PM.

Approval of Agenda

A motion was made to approve the attached agenda as presented.

Motion: Celeste Widolff

Second: Paulina Padjen

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes

Audience Comments

No audience comments.

Approval of Meeting Minutes

A motion was made to approve the meeting minutes of 9/19/2023.

Motion: John Hart

Second: Paulina Padjen

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes

Fiscal Status

The Board reviewed the attached Budget Performance Report, Income Statement, and the Balance Sheet for October 2023. A motion was then made to accept and approve the attached report, as presented.

Motion: Carla Priest

Second: Connie Ostrander

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes

Marla Mackiewicz then updated the Board of Health that the Tax Levy and fiscal year 2024 budget did pass at the last County Board meeting.

Executive Session

**Executive Session: Pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5 ILCS 120/2 (c) (1), “the appointment, employment, compensation, discipline, performance evaluation or dismissal of specific employees of the public body...”**

A motion was made to go into closed session at 6:19 p.m.

Motion: Celeste Widolff

Second: Paulina Padjen

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes

A motion was made to return to open session at 6:28 p.m.

Motion: Connie Ostrander

Second: Marla Mackiewicz

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes

Carla Priest

Yes

The purpose of the Executive Session was for the Board to review the 2023 job performance evaluation conducted by President Brad Gross and PHA Consultant Stephen Laker for Jana Messmore as Interim PHA.

A motion was made to approve Jana Messmore’s job performance evaluation.

Motion: John Hart

Second: Paulina Padjen

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widloff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

Nominating Committee Presentation of Slate of Offices and Election for 2024

A report regarding the slate of officers was made by Carla Priest. Brad Gross stated that he was willing to serve one more year as president, but he informed the Board that his 3-year term of appointment to the Board of Health ends on November 30, 2024.

A motion was made to approve Brad Gross as Board President

Motion: Carla Priest

Second: John Hart

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widloff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

A motion was made to approve Paulina Padjen as Vice President of the Board

Motion: Carla Priest

Second: Connie Ostrander

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widloff	Yes

Marla Mackiewicz	Yes
Carla Priest	Yes

A motion was made to approve Carla Priest as Secretary of the Board

Motion: Connie Ostrander  
Second: Paulina Padjen

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widloff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

#### Proposed 2024 Board of Health Meeting Schedule

Celeste Widloff's motion triggered considerable discussion regarding our current meeting schedule, Illinois Open Meeting requirements and our bylaws. It was widely recognized that the board already traditionally does not schedule a meeting in December due to holiday demands and conflicts. A general consensus became evident that we could simply maintain our current meeting schedule because we could cancel any unnecessary meetings and/or schedule any emergency meetings as necessary in compliance with our bylaws and the Illinois Open Meetings Act. See attached scheduled Board of Health Meeting calendar for 2024.

A motion was made to approve the proposed 2024 Board of Health Meeting schedule with taking off the month of May.

Motion: Celeste Widloff  
Second: Carla Priest

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widloff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

#### Medical Director Agreement

After the motion was made, Dr. Danso-Odei and the members of the Board discussed the current contract of \$10,000 annually, approximately \$833.33 per month. They also discussed Dr. Timothy Horner's employment history and possible increased duties

following the restoration of STI clinical services.

A motion was made to approve the attached Medical Director Agreement.

Motion: Paulina Padjen

Second: Carla Priest

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

SIPA: Amend Policy/Budget Amendment

A motion was made to approve the SIPA Amend Policy

Motion: Celeste Widolff

Second: John Hart

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

Following the motion and second, Stephen Laker, the volunteer PHA consultant, stood and requested an opportunity to explain the motion and the attached November 16, 2023 memorandum he drafted for Dr. Danso-Odei's endorsement regarding the SIPA Employee Retention Compensation Plan. He explained why we needed to revise the employee eligibility and qualifications for the initial CFY 2023 compensation disbursement. He also explained why it had to be deferred until CFY 2024 and that the deferral would require two disbursements in CFY 2024. Consequently, some adjustments to both the VCHD's and Vermilion County's CFY 2024 budgets might be required.

Mr. Laker then read aloud the draft motion to revise the original SIPA Employee Retention Bonus Plan by changing qualifications and eligibility for all employees to be on the VCHD November 2023 payroll and to still be on the payroll when the deferred disbursement is paid out.

President Gross then called for a motion to approve any SIPA Budget Amendments as necessary. A motion was made to approve the SIPA Budget Amendment

Motion: Carla Priest

Second: John Hart

This motion was unanimously approved, as follows:

Brad Gross	Yes
John Hart	Yes
Connie Ostrander	Yes
Paulina Padjen	Yes
Celeste Widolff	Yes
Marla Mackiewicz	Yes
Carla Priest	Yes

Program Updates

**Environmental Health**- EH is operating as normal.

**Public Health Emergency Preparedness**- The Health Department is looking for a new PHEP Coordinator.

**Immunizations** – Immunizations is operating as normal and is staying up to date with Covid.

**WIC (Women’s, Infants and Children)**- WIC is operating as normal.

**Administrator**- Dr. Prince Danso-Odei is getting settled in as the PHA and looking over administrative policies.

Items of Information

Next Meeting

The next meeting will be Tuesday, January 16, 2024, at 6:00 PM at the Health Department.


Adjournment

A motion was made to adjourn the meeting.

Motion: Carla Priest  
Second: Celeste Widolff  
Motion carried unanimously.

Respectfully submitted,

  
Clayton Fauver  
Recording Secretary

  
Carla Priest  
Secretary, Board of Health