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**Public Health**  
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LOGAN COUNTY BOARD OF HEALTH  
July 10, 2023

**PRESENT:** Board of Health: Mr. Bill Sahs, Dr. Amit Sapra, Dr. Richard Bivin, Mr. Keenan Leesman, Mr. Jayson Coble

Logan County Department of Public Health: Don Cavi, Administrator; Kara Davis, Director of Nursing; Katherine Yapple, Director of Finance

Guests: Bill Dennis

- 1) The meeting was called to order by Member Coble at 6:17 p.m.
- 2) Introduction of Guests – Bill Dennis, Vice Chairman of the Veterans Assistance Commission
- 3) Approval of Meeting Agenda – Member Bivin made a motion to approve the Meeting Agenda; seconded by Member Sahs. Motion carried.
- 4) Approval of Consent Agenda – Member Sahs made a motion to approve the Consent Agenda items; seconded by Member Bivin. Motion carried.
- 5) Reports
  - a) The Administrative Report included:
    - The Mental Health Advisory Committee met on May 11<sup>th</sup>. Mr. Cavi is the new Chairman. The committee will make sure that the allotted \$10,000 for the MHAC is in this year's county budget. This was omitted from last year's budget.
    - The county will be receiving funds from an opioid settlement. Mr. Cavi has contacted the County Board Chair, Emily Davenport, and has requested to meet when the board begins discussion on how to use these funds.
    - Mr. Cavi continues to work on the Strategic Plan.
    - Mr. Cavi conducted a salary survey with the other Health Departments in our region. Out of the twenty-four departments, he received fifteen surveys back. This information was compiled and shared with the Health Departments, so they know where they are regarding salary ranges compared to the other departments.
    - Mr. Cavi continues to work on the insurance claim for the warehouse.
  - b) The Health Educator Report included:
    - Ms. Davis continues to provide CPR classes. A new requirement is that all high school coaches be CPR certified, and she has been in contact with the local schools.
    - The Substance Abuse Coalition is currently being revamped.

- c) The Finance Report included:
  - Mrs. Yapple reviewed the financial statements for May and June that were included in the board packet. We ended June with an overall profit of \$29,586. We currently have \$81,000 in outstanding revenue from the state.
  
- d) The Nursing Report included:
  - We currently have 0 TB positive reactors.
  - We have eleven elevated Lead investigations.
  - We will start giving flu shots soon.
  - WIC is busy, however now that we are seeing clients in person again, they are having increased cancellations.
  - There is a new vaccine for sixty and over for RSV. We are hoping to be able to provide this immunization once it is approved.
  
- e) The Emergency Response Report included:
  - We have subscribed to Constant Contacts which will allow us to send mass emails, and soon text blasts, to those that have signed up. We will utilize this for any mass communication we need to share with the community.
  
- f) The Environmental Health Report included:
  - We have hired Erin Harkins as our new Environmental Health Specialist.
  - We continue to trap mosquitoes for West Nile testing and have sent two birds in for testing. All results received thus far have been negative.
  
- 6) Old Business:
  - a) Veterans Assistance Commission/LCDPH Office Plan – Bill Dennis
    - Mr. Dennis gave an update regarding the VAC's plans to relocate to the Health Department. They have toured other facilities and they have "unofficially" decided that the Health Department would be the best place to house them. They are looking for a "permanent home."
    - Mr. Dennis asked if we knew what we would charge them. The board had agreed at our meeting in March that we would charge around \$1,500 a month for the lease agreement. This will include all utilities, maintenance, etc.
    - A few things that the VAC will need when we are producing a plan for construction are two sound proofed offices, two additional parking spaces for veterans and a unisex bathroom. They will be covering 90 – 95% of the construction costs.
    - The timeline for this is based on when the construction at the Courthouse is completed. Since the county will be paying the lease, they want to make sure they cannot house the VAC in the courthouse before they agree to move them elsewhere. VAC would like to have this completed by January or February of 2024.
    - Mr. Dennis will take the information we gave him to his board so they can discuss the cost and move forward. He has requested that Mr. Cavi come to one of their board meetings to discuss this further.
  
- 7) New Business
  - a) Workforce Development Grant:
    - The state is giving all Health Departments a \$350,000 grant to be used for

employee retention and workforce development. We have discussed ways to use this grant which includes training; tuition reimbursement up to \$2,000; yearly bonuses (will need to have a standing operating procedure on file for this); and a slight pay increase across the board. Mr. Cavi spoke with our attorney, and they decided on a \$.50/hour raise for everyone. If approved by the board, our attorney will draft an MOU to be signed by the union.

Member Sahs made a motion to increase the staff's pay by \$.50/hour starting August 1, 2023; seconded by Member Leesman. Motion carried.

b) Employee Policy Amendment & Benefit Exception:

- Last month, we had an employee who had a significant fire in their house which resulted in them being off work for a week. A question was raised about whether this employee could use sick time instead of vacation time. Our benefit time policy does not state that sick time can be used for anything else. Mr. Cavi would like to make an amendment to the policy that states "under extenuating circumstances, the Administrator can authorize use of sick time to their discretion."
- If this is approved by the board, are we also able to go back and allow the employee to use sick time for those days, instead of vacation time, or will this only be moving forward?
- Member Leesman asked his HR department how they would manage this situation. They have sick time and PTO, which is different than what we have here, but they would have to use PTO time and would not be allowed to use sick time.
- Mr. Coble asked for a motion to change the wording to our policy, which was not made. Instead, the board decided to table this discussion until Mr. Cavi contacts our attorney to see if this is something we are legally able to do and what wording we should use.

c) Potential Executive Session – None.

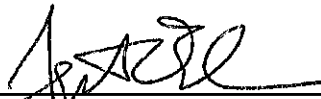
d) Staffing Update – Discussed earlier.

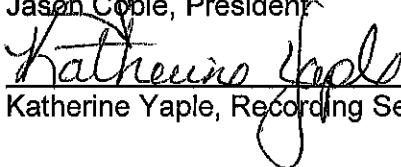
e) Press – In packet.

f) Other – None.

8) Announcements – None.

9) Adjournment – A motion to adjourn the meeting was made by Member Sahs; seconded by Member Bivin. Motion carried and the meeting adjourned at 7:44 p.m. The next meeting is Monday, September 11, 2023, at 6:00 p.m.

  
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Jason Coble, President

  
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Katherine Yaple, Recording Secretary