

## Board of Health Meeting Minutes

The regular meeting of the Board of Health was held Tuesday, August 19, 2025 at 205 West Chestnut, Canton, in the Program Room.

President Dr. Ben Phillips called the meeting to order at 6:00 PM with members Kay McKinley, Nancy Schell, Mary Williams, and Mike Wagahoff present. Staff attending the meeting were Amy Edwards, Paige Edwards, Katie Lynn, and Crystal Morse. May 2025 minutes were presented. Nancy Schell made a motion to approve the minutes with Mike Wagahoff seconding the motion. All ayes, motion approved.

There were no public comments.

Katie Lynn gave the financial reports for the months of May, June and July. Schell made a motion to approve the reports with Wagahoff seconding. All ayes, motion passed.

### **New Business**

- A. The renewal agreement from HS GovTech was presented. The HS cloud program is utilized by Environmental Health staff for the food, water and sewage programs. This agreement would be for 5 years. Nancy Schell made a motion to approve the HS GovTech 5 year agreement with Mike Wagahoff seconding. A roll call vote was taken with McKinley, Schell, Williams, Wagahoff, and Dr. Phillips all voting yes. Motion approved.
  
- B. The FY 2026 budget was presented with summary.
  - 1. Salary increases were given at 3%.
  - 2. An estimated increase in health insurance of 15%.
  - 3. The HRA deductible reimbursement has been included again this year.
  - 4. There has been money allocated for Capital Improvements.
  - 5. Retention bonuses and gym memberships have been included in the budget again for employees.
  - 6. Wisewoman, IBCCP, and Family Planning grant funding was decreased.
  - 7. The Family Case Management and High-Risk Infant grant ended at the end of June 2025. We did apply for and receive the new Better Birth Outcome- Comprehensive Grant which began on July 1, 2025.

Kay McKinley made a motion to approve the FY 2026 Budget as presented with Schell seconding. A roll call vote was taken with Schell, Williams, Wagahoff, Dr. Phillips, and McKinley voting yes. Motion approved.

- C. Mike Wagahoff made a motion to approve the 2026 Salary Plan as presented with Nancy Schell seconding. A roll call vote was taken with Williams, Wagahoff, Dr. Phillips, McKinley, and Schell voting yes. Motion approved.
  
- D. The FY 2026 retention bonus proposal was presented and reviewed. The retention bonuses are proposed at the same level as FY 2025. Nancy Schell made a motion to approve the FY 2026

retention bonuses as presented with Mary Williams seconding. A roll call vote was taken with Wagahoff, Dr. Phillips, McKinley, Schell, and Williams voting yes. Motion approved.

- E. FY 2026 Gym Membership Reimbursement- Kay McKinley made a motion to approve up to \$60.00 per month for employee gym memberships with Mike Wagahoff seconding. A roll call vote was taken with Dr. Phillips, McKinley, Schell, Williams, and Wagahoff voting yes. Motion approved.
- F. Approval of the purchase of hand gun and longarm safety boxes and gun safes from Farm King paid for by the Firearms Safe Storage Grant. We will purchase 467 handgun boxes, 257 longarm boxes and 5 gun safes for a total of \$23,665.00. Mary Williams made a motion to approve the purchase with Kay McKinley seconding. A roll call vote was taken with McKinley, Schell, Williams, Wagahoff, and Dr. Phillips all voting yes. Motion approved.

**Old Business:** Website Upgrade- no update.

**Division Reports:**

**Family & Community Health Services Division-** With the flooring construction project, adjustments have been made with staff and clinic locations. All TBs and adult vaccines were temporarily moved to the Cuba office. The WIC and Healthwatch clinics have been moved to the dental office. All Women's Health and STD clinics have been temporarily suspended until we are back in the clinic area due to the lack of privacy. The majority of the staff have been moved to the dental clinic leaving only 1 clinic room available. Other division staff are located throughout the building. We have heard back from grants that we have applied for. Grant corrections for Family Planning and Ticket for the Cure were resubmitted. Working on budget corrections for Better Birth Outcomes- Comprehensive. Currently working on the Illinois Wisewoman grant application which is due August 25, 2025.

**Environmental Health Division-** The division is staying busy during the summer months. One staff member is out on medical leave and a new employee will be starting on Monday. With one employee out, it has left the division short staffed so Katie let the Board know she has been doing more inspections to help cover during this time.

**Administrator's Report-** The asbestos abatement project is moving along. It is expected to be finished by the middle of next week. The new floor has been installed in room 307 and work on installing the new floor has started in the next area. The roof work has been completed but discussions are still ongoing about the parking lot. The northeast corner of the building where the boiler room is located has some settling causing a crack in the wall. We are working with Graham and Hyde on this situation.

**President's Report-** No report.

Mike Wagahoff made the motion to adjourn the meeting at 6:40 PM with Kay McKinley seconding the motion.

Meeting adjourned.

Respectfully submitted,

R. U. Gowda, MD, Secretary

Recorded by,

Katie Lynn