

Whiteside County Board of Health Minutes
Special Meeting
November 24, 2020

Members Present: Howard Melchi, Dr. Robert Whittaker, Margo Myers, Rick Cavazos, Karen Nelson

Members Absent: Dr. Mark Mench

Staff Present: Cheryl Lee, Steve Brenner, Peggy Blase, Tina Hodge, Jeff Deets

Others Present: Chris Tennyson, Dr. Mathew Mathew

The meeting was called to order at 7:00 p.m. Margo Myers made a motion to recommend as a candidate Chris Tennyson and Dr. Mathew Mathew to present to the County Board to replace Cindy Schott, who resigned, and Dr. Sarah Mathew, who did not renew her medical license. These will be forwarded to the County Board Chairman. Motion made by Margo Myers, seconded by Rick Cavazos. Motion carried.

Other Business: Steve Brenner, Compliance Officer, presented a summary of the changes for the salary structure as follows:

1. Comp was paid out to date on the last pay period totaling a \$60,000 to \$70,000 payout. Any new accrued comp time since will be paid out or left to be used by the employee. Proposal to add three personal days and two sick days for all employees. Personal days will not be carried over year to year. Removal of comp time will eliminate large payouts at resignation or retirement. Dr. Whittaker made the motion to accept this change, seconded by Margo Myers. Motion carried.
2. Proposal was made to adjust salary structure according to a National mixed average. The purpose being to establish consistency overall in the Department's salary structure, taking into account education and years of experience as well. These salary adjustments have been incorporated into the budget that was previously approved. This will allow more flexibility in recruitment and fair and appropriate pay structure. Margo Myers made the motion to accept the changes to the salary structure, seconded by Dr. Whittaker. Motion carried.
3. Proposal was made to change the Executive staff to PTO time with a scale of five weeks, 6 weeks, 7 weeks, and pro-rating for the first year of employment. Resignation payout of one week with no rollover into IMRF. Dr. Whittaker motioned to approved the 95% of average salary for PHA/CEO and to re-assess in one year, seconded by Rick Cavazos. Motion carried.
4. HRSA required co-application between Whiteside County Board of Health and Whiteside County Community Health Clinic Governing Council has been cleaned up.

Future changes should be minimal unless there are changes in law. Karen Nelson made the motion to accept the co-application changes, seconded by Rick Cavazos.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Cheryl Lee, M.S.", written over a horizontal line.

Cheryl Lee, M.S.

Public Health Administrator/CEO