

**Christian County Health Department  
Board Meeting Minutes  
July 23, 2025 at 6:03PM**

- I. Call to Order**
- II. Pledge Allegiance**
- III. Roll Call:** Janet DeClerck, Vicki McMahon, Lindsay Fox, Dan Held, Dr. Leslie DeVore, Dr. Matt Yociss, Dr. Pavi Gill      Absent: Dr. Sowle
- IV. Officers for 2026**
  - A. **President.** Discussion. Motion to nominate Dr. Leslie DeVore as President of the CCHD Health board by Janet DeClerck. 2nd by Vicki McMahon. Discussion. All in favor. Motion passes
  - B. **Vice President.** Discussion. Motion to nominate Dan Held as Vice President of the CCHD Health Board by Dr. Yociss. 2nd by Janet DeClerck. Discussion. All in favor. Motion passes.
  - C. **Secretary.** Discussion. Motion to nominate Lindsay Fox as Secretary of the CCHD Health Board by Vicki McMahon. 2nd by Dr. Yociss. Discussion. All in favor. Motion passes.
- V. Approval of Minutes:**
  - A. Meeting minutes of 4/7/25. Reviewed and discussed. Motion to accept meeting minutes from 4/7/25 by Vicki McMahon. 2nd by Janet DeClerck. All in favor. Motion carries.
  - B. Meeting minutes of 5/28/25. Reviewed and discussed. Motion to accept meeting minutes from 5/28/25 by Vicki McMahon. 2nd by Dr. Yociss. All in favor. Motion passes.
- VI. Public Comment:** none
- VII. Reports**
  - A. Reviewed and Discussed packet report about each unit within the health department.
  - B. Reviewed financial, summary, and year to date reports. Discussed.
  - C. Motion to approve financial documents submitted for review by Janet DeClerck. 2nd by Vicki McMahon. Discussion. Roll call: Dr. Gill yes, Janet yes, Vicki McMahon yes, Dr. DeVore yes, Lindsay yes, Dan yes. All in favor. Motion passes.
- VIII. Personnel Update**
  - A. Dell Wilber intent to retire and is thankful for the opportunity to work for the Christian County Health Department. He wishes to come back to help train his replacement and still be a part of the MRC program.
- IX. Notification of Approval of Claims**

- A. Advertising signs to promote the Health Department and the Narcan program in Kincaid and Pana. Reviewed and Discussed claims, cost, and location.
  - 1. Motion to approve location WC media billboard panel number 1302 for a 3 month period at \$350 initial set up fee of production and \$350 a month but not to exceed \$1500 to advertise Narcan and the health department in Kincaid, IL by Vicki McMahon. 2nd by Janet. Discussion. Roll call: Dr. Yociss yes, Dr. DeVore yes, Dan yes, Lindsay yes, Janet, yes, Vicki yes, and Dr. Gill yes. Motion passes.
  - 2. Motion to approve the vinyl billboard from Robinson Outdoor location in Pana, IL claim and not to exceed \$4,000 for a timespan of 3 month limit to promote Narcan and CCHD by Vicki McMahon. 2nd by Dan. Discussion. Roll call: Dan yes, Dr. DeVore yes, Dr. Gill yes, Dr. Yociss yes, Lindsay yes, Vicki yes, Janet yes. Motion passes.

**X. Unfinished business**

- A. Board of Health Orientation Manual. Reviewed and discussed potential edits and additions to manual. Motion to approve with the Board of Health Manual with the discussed changes of the watermark, revised verbiage of the economic statement, signatures, and to include the signed by-laws by Vicki McMahon. 2nd by Dr. Gill. Discussion. Will table graphic changes for next revision. Roll call: Janet yes, Vicki yes, Dr. Gill yes, Dan yes, Dr. DeVore yes, Lindsay yes, Dr. Yociss yes. Motion passes.

**XI. Well Ordinance**

- A. Discussed and reviewed well ordinance and what the county board wanted to change. Motion to accept the changes that the Christian County Board advised and approve the Well Ordinance by Janet DeClerck. 2nd by Lindsay Fox. Discussion. Roll call: Lindsay yes, Dan yes, Vicki yes, Janet yes, Dr. DeVore yes, Dr. Gill yes, Dr. Yociss yes. Motion passes.

**XII. Department Specific Policy Update**

- A. Reviewed and Discussed Board of Health Specific Policies packet. Discussed and advised recommended changes and verbiage.
  - 1. Motion to accept Department Specific policies with noted changes by Vicki McMahon. 2nd by Lindsay Fox. Discussion. Roll call: Dr. Gill yes, Janet yes, Vicki yes, Lindsay yes, Dan yes, Dr. DeVore yes, Dr. Yociss yes. Motion passes.

**XIII. Updated Environmental Fees**

- A. Reviewed and Discussed changes and updates regarding the need for the alteration of the fees and other services no longer available due to no longer covered by IDPH. Motion to apply fees as discussed with Coliform and E coli real estate water test fee of \$175 per test; real estate water nitrate testing fee of \$170; real estate water nitrite testing fee of \$170 fees as well as the individual

water test kits for Coliform/E.Coli will be \$85 and \$80 each for the individual water test kit for nitrate in addition to \$80 each for the individual nitrite water test kit. 2nd by Dan Held. Discussion. Roll call: Dr. Gill yes, Janet yes, Vicki yes, Lindsay yes, Dan yes, Dr. DeVore yes, Dr. Yociss yes. Motion passes.

**XIV. FDA Standard 1 Completion**

- A. Enrolled CCHD in 2023 with 9 standards that help make the health department a better food program. Completed Standard 1 successfully.

**XV. Mental Health App**

- A. Discussed and reviewed what the Mental Health App provides services and aid to those in need. Available to all members of Christian County with internet access. Discussed options for who can assist with funding for this service such as 708 board, etc.

**XVI. Executive Session: none**

**XVII. Future Budget Meeting**

- A. Utilize survey monkey to schedule next budget meeting.

**XVIII. Adjournment**

- A. Motion to adjourn BOH meeting by Dan Held. 2nd by Lindsay. All in favor. Motion carries.