

**Christian County Health Department
Board Meeting Minutes
November 24, 2025 at 6:00PM**

- I. Call to Order: Meeting began at 6:02 PM**
- II. Pledge Allegiance**
- III. Roll Call:** Dr. Gill, Dr. DeVore, Dr. Yociss, Vicki McMahon, Janet DeClerck, Dr. Sowle
Absent: Dan Held and Lindsay Fox
- IV. Approval of Minutes**
 - A. August 20, 2025 meeting minutes discussed and reviewed. Motion to approve meeting minutes with no changes by Vicki. 2nd by Dr. Gill. All in favor. Motion passes.
 - B. August 20, 2025 closed meeting minutes. Discussed. Result to table topic until council can be asked.
 - C. September 24, 2025 meeting minutes discussed and reviewed. Motion made to approve with the amendment under IX-B to say “up to \$49,630 but not to exceed” by Dr. Gill. 2nd by Dr. Yociss. Motion passes.
- V. Public Comment:** none
- VI. 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 as presented by Dr. Yociss. 2nd by Dr. Gill. Discussion. Roll call: Dr. Gill Y, Dr. DeVore Y, Dr. Yociss Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
- VII. Personnel Updates**
 - A. None
- VIII. Notification of Approval of Claims**
 - A. Lead abatement claim estimate presented. Discussed and reviewed. Motion to approve estimate for \$21,600.00 for lead abatement by Dr. Sowle, 2nd by Dr. Gill. Discussed. Roll Call: Dr. Gill Y, Dr. DeVore Y, Dr. Yociss Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
- IX. Unfinished Business**
 - A. Public Health Hero Policy: Discussed and reviewed policy for how to honor and recognize staff for their accomplishments at CCHD. Motion to approve policy as presented by Vicki. 2nd by Dr. Gill. All in favor. Motion passes.
 - B. Policy Update on Training program: Discussed and reviewed the policy on how CCHD would be reimbursed for paying for training if staff leave early. Motion to approve by Dr. Yociss, 2nd by Dr. Gill. All in favor. Motion passes.

X. New Business

- A. MOU for Mental Health Services. Discussed and reviewed MOU for Sue Paso to help and advise CCHD as needed. Motion to approve MOU and have Dr. Anderson sign as presented by Vicki. 2nd by Dr. Sowle. All in favor. Motion passes.
- B. Updated fees:
 - 1. Environmental fees: Discussed and reviewed updating environmental fees to add late fees. Motion to accept changes as displayed in red presented by Dr. Anderson by Vicki. 2nd by Dr. Sowle. No discussion. Roll Call: Dr. Gill Y, Dr. DeVore Y, Dr. Yociss Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
 - 2. Food Establishment fees: Discussed and reviewed updating food establishment fees regarding permit reprints and adding reopening after closure fees. Motion to accept changes as displayed in red presented by Dr. Anderson by Vicki. 2nd by Dr. Sowle. No discussion. Roll Call: Dr. Gill Y, Dr. DeVore Y, Dr. Yociss Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
 - 3. Change of Express fees: Discussed and reviewed proposed changes by Dr. Anderson to add an express fee. Board discussed adding an express fee based on risk category instead. After hearing that each category takes longer based on the risk, a proposal to add high risk at \$450, medium risk at \$300, and low risk at \$225 to be done between 1 or 2 business days be added to the fee schedule by Vicki. 2nd by Dr. Sowle. No discussion. Roll Call: Dr. Gill Y, Dr. DeVore Y, Dr. Yociss Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
 - 4. Credit Card fees : Reviewed and discussed that the credit card company is now charging 3.5% instead of 2.5%. Motion to accept changes as presented by Vicki, 2nd by Dr. Sowle. No discussion. Roll call: Dr. Gill Y, Dr. DeVore Y, Dr. Gill Y, Vicki McMahon Y, Janet DeClerck Y, Dr. Sowle Y. All in favor. Motion passes.
- C. Dr. Anderson let the board know that CCHD has met and audited Standard 3 of the FDA Volunteer National Retail Food Regulatory Program. He stressed that his team is working hard to better the food program and thought the board should see their success.
- D. Dr. Anderson asked if a sign could be displayed on the micro pantry outside. Board discussed and approved to be displayed.
- E. IPLAN: Dr. Anderson presented his proposed questions and asked for the board's opinion. Board members gave feedback and said there should be buttons to select answers as appropriate, not have it be open-ended. The quicker to complete the better. Board thought the questions were ok to move forward.

- F. Christian County Health Departments 60th Anniversary: Dr. Anderson asked if the board would like to do anything, as 2026 CCHD will turn 60. Board suggested asking staff what they would like to do, and bring it back to the next board meeting.
- G. Holiday Date: Dr. Anderson mentioned he was told in his administrative meetings that all Health Departments should be setting their dates for their buildings. He mentioned that some Health Departments have changed their hours as well, however, CCHD does not need that. He recommended just adopting the county's holiday hours. Motion to use the same holiday dates as the County Board was made by Dr. Gill. 2nd by Vicki. All in favor. Motion passes.
- H. 2026 Board of Health Dates. Discussed if board should keep the same schedule or if anyone had issues with the date, nobody objected. Motion to put into place Jan 28th, March 25th, May 27th, July 22nd, September 23rd, November 24th 2026 by Vicki. 2nd by Dr. Yociss. All in Favor. Motion Passes

XI. Executive Session: None

XII. Adjournment

- A. Motion to adjourn meeting by Dr. Yociss. 2nd by Dr. Sowle. All in favor. Motion passes.