



Fayette County Board of Health

Meeting Minutes

February 17, 2026

Members Present

Joe Wills
Tammy Sasse
Pam Parish
Julie Gordon,
Matt Philbrick
Julie Aderman
Joe Schaal

Members Absent

Dr. Skow

Kelli Blank

Staff Present

Kendra Craig, Administrator

Jenna Townsend-Director Home Health/Hospice
Allison Satterthwaite-Director of Public Health
and Home Visiting Programs
Rikki Howard-HFI

J Wills called the meeting to order at 5:36 p.m. Roll was called, and a quorum was confirmed to be present.

Minutes of November 18, 2025

J Wills asked for a motion to accept the minutes as submitted. J Schaal carried the motion, T Sasse seconded the motion. All were in favor: none opposed.

Those Wishing to Address the Board

None

Old Business: None

New Business: None

Staff Reports

Administrative Report

K Craig also asked for the motion to approve the Annual Report. M. Philbrick carried the motion, P. Parrish seconded the motion all were in favor, none opposed. K Craig said it will be available on website tomorrow.

Healthy Families was recognized for Child Abuse Prevention Day. Employee of the month was Tony Wollin, Shelby Rowcliff, and Casey Wilson.

Jodi's last day was January 16th. There are 2 potential candidates for the position. One has the needed certifications and the other is in her senior year of college as a biology/science major. J Wills asked if there was a time frame one needed to be hired since we don't currently have anyone on staff with certifications. K Craig explained that we have contracted with Amber Wille from Clay and Effingham to be able to sign off on things, since you have to have and LEHP sign off. She is contracted for 500/month until someone is hired and Tony has been handling the food inspections and permits and is doing a phenomenal job. K Craig is able to handle the septic and well inspections she did her first septic inspection last Friday. There is a tic drag that needs to be done before May that she will have to do.

The 50th celebration has started and the 50th committee has planned monthly activities for the staff. The community event will be on April 30th from 4-6pm. There will be food, bounce houses and other activities. Emily Davis came up with the 50th slogan and it was put on the crew necks and t shirts that were ordered for staff to wear. K Craig asked if any of the members would like one, to just let her know and she will make sure they get one.

Annual staff recognition was held on the 13th. 5-year employees were Allison Satterthwaite, Aubrey Thomas, Michelle Knapp. 1 Year were Crystal Winters, Taylor Evans, and Emily Davis.

K Craig discussed that the water pipe in the shed bathroom burst again over winter and that the insurance has been notified. Holmes plumbing has to come look at it and then will finish with insurance on what next steps will be. K Craig, she already has it set in her calendar to start shutting off water and winterizing in October so it will not happen again.

Nurses Salary Comparison done with 27 southern counties to be discussed in closed session

Home Care QAPI Jenna states that they served 68 patients. They experienced 10 falls, 4 with injury, 6 without. The most common reason was getting up without assistance. Intervention, educate on keeping pathways clear, weather safety considerations and waiting for assistance before getting up. There were 8 verified infections, 2 wound infections and 6 urinary infections. Two of those were urinary infections were with catheters. Intervention to educate on adequate fluid intake and proper hygiene techniques.

Rehospitalizations total was 7, which is down from last quarter. The number for this quarter is already rising. Most common included UTI, CHF, hyperkalemia, cardiogenic Shock and Achalasia. Intervention to educate on chronic disease management and compliance with disease process.

Hospice QAPI is just getting back going in October. Served 9 and experienced 0 falls, most common reason n/a. Interventions to continue to educate on fall prevention. Frequently assess and educate on disease progression and appropriateness of caregiver availability. Hospice had 0 infections. Intervention, continue conservative use of catheters and educate about wound care prevention with a focus on pressure alleviation. Spiritual care had 4 surveys returned. Two reported the right amount of spiritual care, 2 returned without addressing these questions. States that still have 10 claims out from 6 months ago that they continue to fight to get payment from totaling approx. 35k..

Staff updates Kala Dugan resigned on 1/5/26. Kassie Washburn-Hipsher was hired 1/21/26. Things are going well and she is getting training done. Virtual Hospice memorial was held December 17th 2025. Santa and the Grinch delivered Christmas cheer to local doctor offices, Willowbrook, Brockstone, and FCH long term care. Shared the Well Sky report which is where the start ratings are based off of. They are currently have a 4-star rating and a 5-star rating in customer satisfaction. They are working on being more diligent about asking about medication and side effects but, ovetall it is a great report.

Motion to Approve QAPI report for Home Health and Hospice

J. Wills asked for a motion to accept the QAPI report as required by the state of IL. P. Parrish carried the motion J Schaal seconded the motion. All were in favor: none opposed.

Public Health and Home Visiting Report: Allison states that public health hearing and vision screening at Altamont in January of 2026, 270 total hearing screens, 207 total vision screens

OKAW students continuing to shadow PH October-May. Aubrey went on maternity leave the tail end of December; Allison has been covering everything while Aubrey is out.

Communicable disease saw an uptake in county recently in flu a as well as norovirus, and Rhinovirus, no link to flu a with ICU admissions 1 home and 1 congregate care setting.

Lead has 11 active cases 1 new confirmed venous case, 0 in person home visits in 2Q.

HFI and Doula outreach in September with Head Start, and in October outreach at YMCA trunk or treat. Allison presented updates on programs at the Fayette County Interagency Council and Rotary Club in 2Q.

HFI Advisory Board Update: HFA Accreditation review was completed December 3-5 2025, results received: all areas overall rating 2 or 3 except standard 5 with an overall rating of 1. TA meeting on 1/23 to go over next steps, 82% over all score, date for panel review December of 2026, all information due to TA Sarai by September of 2026. Team meeting in February to discuss acceptance and retention analysis, team commitment, and policy updates including adding to priority population to better serve our community. Community data from the most recent Community Health Needs Assessment and Community Health Plan, were added to policy manual, HFI Policy Manual updated February 17, 2026, available to advisory board members and Allison read through pages 2-5. Allison updated on changes made to priority population, eligibility criteria/screening and assessment process for new participants after meeting with HFI staff and reviewed the Acceptance and Retention analysis including anecdotal data. Minutes from the Team Meeting 2/17/26 given to each member, including the new Team Commitment, which is now hung up in the HFI office. HFI is now offering to 1st trimester mom to help sign up before other home visiting programs pick them up, added to policy that HFI has a signed MOU with DCFS to add any families in need referred by them. Was able to recently work with HFA TA to allow a mom who had graduated from the program previously to come back on to program due to a domestic violence situation, focus on resources and safety for mom and children. Have a minimum requirement of 48 families this fiscal year. 15 new families so far this year have enrolled. All but 1 FSS's has at least 10 families on case load. Building caseloads and with new

hire there is more room to accept families. Staff update, Breann and Moriah are completing all required 1st year trainings, a Staff Development Plan have been initiated for both of them per HFA requirements; this has been updated in the HFI policy, as well. Added to policy the types of evidence-based curriculum that is used by HFI. DCFS new Mandated Reporting Training has been completed by all HFI and Doula staff in January of 2026, updated HFI policy to add more detail on how abuse/neglect is tracked. Allison provided 2Q update to Equity Plan, the team has been having team meetings and team lunches once a month, team comradery is going well across programs. CQI Project completed in 2Q with focus in Well Child Check PDSA cycle- 1 assisted mom with her child's immunization catch up and connection to resources was successful. Parents Groups completed in October, November and December. CHEERS Refresher and Reflective Strategies Training with Jess TA scheduled for 2/18/26. HFI/Doula Winter Participant Party was held in December- theme was breakfast with Santa had 16 families attend, 23 parents/guardians and 16 children. PCA were letters to Santa, creating snow globes, reading books and visiting with Santa. Allison asked the Advisory Board these Advising Questions: Do we have a good enough representation of members on the committee? (Answer received by board: Yes) Are we reaching/targeting the community population in need or are we missing anyone? (Answer: Yes, now with changes made to policy to open up to mothers in 1st trimester) What are the community level barriers that need addressed or promoted to ensure equity for those we serve and employ? (Answer: None) Currently, we do have English and Spanish curriculum and access to interpreting services, any additional diverse cultural representation or barriers identified? (Answer: None, what's present in practice reflects our population. Board has good representation of community members to advise the program, knowledgeable of resources). Are there any gaps identified by the board that need to be brought forth to discuss and/or fix? (Answer: They asked if we charged for home visiting services and doula service, Allison answered that it is a free program covered by grant funding, and that if we have a mom who is not on WIC they usually fit into the priority population we serve and would still be offered the program, but we are allowed 20% that fall out of priority population if there is room available on caseloads.). Board stated they feel that director keeps them informed of what is going on with program and updates. They feel the team is doing a good job. Board reviewed copies of team meeting minutes 2/17/26, agreement of findings discussed by HFI staff and actions to improve services; new Team Commitment, and policy changes. Each board member present reviewed and signed the provided form in reference to HFA Best Practice Standards 1-1.A and 5-3.B (in reference to 5-3.A); no additional feedback discussed to advise at the community level. Supervisor and Director continue to provide outreach and try to increase self-referrals to programs. Allison informed members that the review information and signed documents will be submitted to HFA Panel Review as requested.

Doula Advisory Board Update: staff update: Michelle is studying for CLS certification, Emily is starting FANA training and currently doing the doula book club for her required training. She had her first birth this past weekend. Completed DCFS mandated reporter training. Doula supervisor continues to assess screenings and referrals to determine if a participant will fall under ISBE or DHS funding. Prenatal group in December had 0 participants, 3 signed up and no showed. New curriculum goes live in 2Q, worked into prenatal group curriculum. CHEERS

refresher with TA Jess and Bridgette on 2/18/26. Prenatal focused CHEERS offered at a future date.

Outreach events Fayette County Interagency, YMCA trunk or treat, Rotary club, outreach with HFI in February to referring provider offices and hospitals.

Doula ISBE Update: New TA Bridgett, 5 closed in 2Q Emily is undergoing training and started getting small caseload mid 2Q. DHS Update 15 families served under DHS in 2Q. caseload capacity low at end of 2Q due to a lot of closed off program. 1 birth not attended due to new assigned doula, not comfortable however mom asked if she had another baby if she could do the doula program again and doula would be present. So, it's a WIN! Board asked what hospitals Doula go to, Allison responded all of them as long as they have a sign contract/agreement which is most of them, J Gordan asked if there was a charge to insurance or anything responded no, our program is completely free and grant funded.

Motion to Approve HFI Advisory Board Report and Doula Advisory Board Report J will

J. Wills asked for a motion to accept the report as required by the state of IL For HFI. Parish carried the motion J. Schaal seconded the motion. All were in favor: none opposed.

J Wills asked for motion to accept report as required by the state of IL for Doula. P. Parish carried the motion J. Schaal seconded motion, all were in favor: none opposed.

Financial Report: K Craig gave report for Kiley who was not available to give report. Showed a loss of 22,852 that was due to HFI being behind on paying, it is back on schedule now. Tobacco grant was increased 13k this made it possible to help with time to cover salaries of people not covered by a grant and helped the budget a little.

Maternal Child Health, staff changes Victoria Padberg resigned on 1/28/26. Brianne Randall is the Interim WIC and Breastfeeding Coordinator. There is an open position for MCH RN. Started a new series of videos and post on Facebook to promote program, they are Cooking with Cam, Read with Brandi, What to Expect, and WIC approved food recipes. Working to get more signed up for the Better Birth Outcomes Program. Current caseload is at 85.1% assigned caseload is 90% this is reasoning for the promotional videos to better promote program and increase caseload. Breastfeeding peer counselor, Taylor is doing a great job and working hard to reach out to moms and is exceeding the contracted numbers, exclusively breast feeding is 16.5% contracted is 15%, breast feeding infants is at 61% contract goal is 40%. WIC reports they are recovering and doing well.

Environmental Health Report: K. Craig presented report since Jodi has resigned and she is covering until new is hired. All food inspections were done end of December, State inspection will be done in June goal is to upload all necessary documents mid-March in preparation for state inspection. J Wills asked about the food complaints, K Craig reported that most are for KFC/Taco Bell and Tony is on top of it and trying to work with them to get it lined out and the next steps would be to close them down but it hasn't gotten to that point yet and her is working

to try to make sure they are fixing any issues. Vector will begin in the summer. There is a tick drag that will need to be completed in May.

Motion to Approve Staff Report

J. Wills asked for a motion to approve staff reports. M. Philbrick carried the motion, T, Sasse seconded the motion. All were in favor: none opposed.

Motion to Move to Closed Session-Personnel-5 ILCS 120/2(c)(1) n/a

J Wills asked for a motion to move to closed session.at 6:23 J Schaal carried motion P. Parish seconded motion All were approved: none opposed.

Opened from closed session

Discussion and Possible Action to be Taken Upon Personnel Issues Discussed During Closed Session:

Motion to Adjourn the Meeting

At 6:49 p.m J Wills asked for a motion to adjourn from open session. Joe Wills carried the motion, J Schaal seconded the motion. All were in favor: none opposed.

Next Meeting

Next meeting will be held on May 19th 2026 at Fayette County Health Department Classroom at 5:30 p.m.

R Howard – FCHD Staff