



Fayette County Board of Health

Meeting Minutes

November 18, 2025

Members Present

Joe Wills
Tammy Sasse
Pam Parrish
Julie Gordon
Dr Skow

Joe Schaal

Members Absent

Julie Aderman
Kelli Blank
Matt Philbrick

Staff Present

Kendra Craig, Administrator

Allison Satterthwaite-Director of Public
Health and Home Visiting
Rikki Howard-HFI

J Wills called the meeting to order at 5:32 p.m. Roll was called and a quorum was confirmed to be present.

Minutes of May 20, 2025

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

Those Wishing to Address the Board

None

Old Business: None

K. Craig states she called Virgil to look at the roof to make sure there is no additional damage to the roof after the spring storms that wasn't found previously. J Wills states he spoke with him as well, and he states there is probably not enough to get anything done with the insurance but that it did affect the age/life of the shingles. He would like to see something in writing with the insurance to note that.

New Business: K Craig states they need a motion to approve the FY26 county budget for the FCHD. J Schaal carried, J Wills seconded the motion. All were in favor, none opposed

Staff Reports

Administrative Report

K Craig also asked for the motion to approve changes to the Employee Handbook as it was presented that section 3: 3.04 III definitions add A “salaried Employee “means employees will be expected to work a 35-hour flexible work week

Section 3: 3.12 II Statement of Policy add all employees who wish to use AI tools must receive management “prior” approval

Section 4: 4.02 D paid sick leave Remove child or stepchild “living in home age 19 or younger or incapable of self-care

J Wills carried T Sasse seconded the motion all were in favor, none

Water and electric lines have been added to the HFI storage shed

Home Health door has been replaced

Raises for FY 26 to be discussed in a closed session

Home Care QAPI K Crag gave report for Jenna, she states that they served 57 patients. They experienced 13 falls, 9 with injury, 4 without. Most common reason was cluttered living area and pt using chairs with wheels. Intervention, educate on removing clutter and chair safety at SOC visit and through out episode. There were 2 verified infections, both were wound infections. Intervention to educate on proper wound care and hygiene

Rehospitalization total was 9, which is down from last quarter. Most common included CHF, GI bleed, pneumonia, and wound infection. Intervention provides individualized patient logs and written patient disease education.

Hospice served 13 and experienced 3 falls, most common reason lack of direct care at facility. Interventions to provide bed alarms to assist with fall prevention in the facility. Hospice had 0 infections. Intervention, continue conservative use of catheters and educate about wound care. Spiritual care had 2 surveys returned all reported the right amount of spiritual care. K Craig states that budget is going to show a negative due to delay in billing and hospice does show a large negative due to the billing issues with Medicare. The state has been helpful in getting it lined out since it was proven the delay was not our fault things were filed correctly on our end and it was a glitch with Medicare. The state is working to line it out. They will be reimbursed since the fall out time was not on our end. K Craig states that if she has not seen any resolution, she will reach out and contact our representatives to see if they can help get something done.

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. T. Sasse 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 had 2 drive through clinics that went well did PreK hearing and vision screenings at local day cares 80 students total and did Brownstown public schools in October and November

Outreach helped OKAW students with their 2 step tb test in September Aubrey and Beth R went to the school to do the test to make it easier than trying to schedule all through the health dept. Okaw asked to have 20 students job shadow with public health and that has been going well, client have been accepting of having them in there to shadow. In October participated in ROE 3 education with nurses and in November presented to the rotary club

Communicable disease saw 2 linked cases of chlamydia and there was on patient who was bitten by a bat but the bat was not captured to be tested patient had appropriate PEP done.

Lead has 10 active cases 2 new confirmed 1 in person home visit was able to do outreach in September to head start with flyers and in October doula handed out lead flyers for trunk or treat

HFI new accreditation review date is December 3-5 2025 self-study was submitted by the due date. Staff changes Emily accepted Doula position on 9/1 due to FY 26 DHS request Kelly is now full time HFI supervisor, Breann Yarbrough and Moriah Gelsinger were hired end of 1q completing required trainings and will be fully trained after first week of December. Parent groups are seeing good attendance and sue to the growth in the winter months have given access to Unity Baptist church to have room to accommodate the larger groups. Presented the spread sheets that HFA model has available to make reporting easier

HFI and doula attended the 2025 prevent childhood abuse annual Illinois conference in October to increase professional development and complete required trainings team building and bring back ideas on how to improve the program. The team collaborated on summer and fall parties for participants and are planning the winter on coming up that is a Christmas theme.

Doula staff change Bailey resigned in July caseload was shifted between Katie and Michelle, Emily accepted Doula position and moved from HFI started on 9/1 undergoing required training. Changes in FY 26 funding split between ISBE and DHS Doula Supervisor determines if the participant will fall under only ISBE OR DHS funding

No prenatal group in 1Q new curriculum purchased in September for groups to go live in 2q outreach events Fayette County Interagency Council presentation in July, Head Start resource fair in September, and YMCA trunk or treat in October

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

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

J Wills asked for motion to accept QAPI report as required by the state if IL for Doula J Wills carried the motion T Sasse 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 profit of \$166,755. All grants are finalized and billing appropriately

HIPPA refresher at all staff education day in September, Privacy rule guidance in October and EPHI security risk analysis completed 10/28/25

Maternal Child Health, staff changes Ann Malloy resigned on 10/6/25 Brandi Bruno will start 12/1/25 she is a long-time nurse and has accepted the position. Had WIC and Breastfeeding peer counselor review on 10/30/25 need 16 corrective actions 12 repeat findings from FY24/25 mostly due to new staff and nothing really urgent mostly simple and minor changes those were summited last week and will have an upcoming conference call to go over it and see if anything is still needed. Working on promoting better birth out comes and trying to share with clients the benefits that come with signing up for that on top of wic.

Environmental Health Report: Jodi was not present K . Craig presented only 20 food inspections left for the year Tony has been a big asset to helping get those completed and the inspection information is up to date for October. 1 body art and tanning inspection 41 private sewage inspections, potable water only 7 inspections. Vector tick drag was done in November and west Nile is over for the year.

Motion to Approve Staff Report

J. Wills asked for a motion to approve staff reports. T. Sasse carried the motion, J Wills 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 P Parrish carried motion J Wills 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 7:07p.m J Wills asked for a motion to adjourn from open session. J Schaal carried the motion, T Sasse seconded the motion. All were in favor: none opposed.

Next Meeting

Next meeting will be held on February 17, 2026 at Fayette County Health Department Classroom at 5:30 p.m.

R Howard – FCHD Staff

