



McHenry County  
Board of Health - Regular Meeting  
MINUTES

November 18, 2024, 6:30 PM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Joseph Clarke, Barbara Amsler, Cecilia Carman, Sarah Clarke, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, Michael Szurek

Members Absent: Pamela Althoff, Juliana Morawski

Full comments on all agenda items are included in the video recording of this meeting.

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**1. CALL TO ORDER**

J. Clarke called the meeting to order at 6:37 PM.

Also present: Melissa Adamson, Public Health Administrator; Anne Marrin, Planning & Operations Director; Patricia Nomm, Director of Environmental Health; Susan Karras, Director of Nursing; Maryellen Howell, Veterinary Division Director; Meaghan Haak; Director of Community Health; Dr. Tommaso, Medical Director and Cheyanne Waschow, Administrative Specialist

**2. PUBLIC COMMENT**

NONE.

**3. MINUTES APPROVAL**

3.1 October 21, 2024

**Mover:** Cecilia Carman

**Secunder:** Sarah Clarke

Approved by Voice

**4. EMPLOYEE RECOGNITION**

Employees who are celebrating milestone anniversaries were recognized by staff and Board of Health members. Employees who were in attendance received a certificate and had a photo taken with their Division Director and the Public Health Administrator. Employees not in attendance will be presented with a certificate at a later date.

**5. DEPARTMENT & DIVISION UPDATES**

Ms. Adamson said the Bilingual Pay and the Crystal Lake Renovation resolutions are on the agenda tonight and will be on the County Board's agenda to be approved on Tuesday evening.

Director Nomm stated the division has compiled the virtual office hours for the food program. They started with about 175 attendees and are now holding steady at about 40-60 attendees per month. The virtual office hours are going to be useful as the division transitions to the new FDA retail food code. The division is working on cross divisional projects to update their activity reporting system. They are working on cross divisional education regarding ticks, rabies and West Nile Virus.

Director Karras said the mobile clinic will be at McHenry County College tomorrow for the Wellness Fair. The department is seeing an increase in Pertussis cases, primarily in school aged population. COVID remains low and influenza is on the rise. With the Respiratory Surveillance Funding the department received, the department is starting respiratory point of care testing on December 2nd. The division will have their first long term care facility respiratory round table at McHenry County College on 11/19/2024 to talk about managing out breaks in the facilities. There has been a report of M Pox Clade 1 in the United States.

Director Howell said in 2020 the division introduced the potentially dangerous dog where they felt there hasn't been a lot of issues with a dog or the interactions haven't been very severe. The division has their first dog that is at the 24 month mark after being deemed potentially dangerous, the owner has put in a written request and the dog will be coming off the list. The division is looking at their spring vaccination clinics for rabies in which a few will be off-site. The division met with Chameleon about image scanning and data entry of vaccination registrations. Knowledge Rocket will pull information from an excel file that will then put it into Chameleon. The division is holding onto 15 animals from a criminal court case from July.

Director Marrin said Employee Appreciation Week kicked off today with Apple Cider and Apple Trivia with fun things planned the rest of the week. The ARPA funding for the Crystal Lake building will be on the County Board meeting to be approved as Stuckey Construction is the lowest bidder. She said she has been reviewing HIPAA security rules with IT through a 3-day seminar that will be updated in 2025. The department is going to conduct a pre-meeting to schedule a cyber security exercise in February or March.

Director Haak stated they partnered with 5 police departments to provide leave behind kits when they go on potential overdose calls. The kits include Narcan, Fentanyl test strips, gloves, masks, etc. Our MRC volunteers were chosen to be interviewed for a promotional recruitment video that will be released state-wide. The division is conducting a whole-body approach class with the Northern Illinois Food Bank at Stone Soup Food Pantry in Marengo which is a healthy eating class with fruits and vegetables to take home. Emergency Response Coordinator, Bridget Hoffman, has been recognized for receiving her Illinois Professional Certificate through FEMA.

Manager Dietz said the end of this month is the end of Fiscal Year 2024. She is working on a system with OnBase trying to streamline the departments process for purchase requisitions and invoices.

Dr. Tommaso stated Pertussis, commonly known as Whooping Cough, is a preventable bacterial infection that has been on the rise. Pneumonia is also on the rise. Pneumonia and Pertussis is commonly treated with the same antibiotic.

## 6. CONSENT AGENDA

**Mover:** Barbara Amsler

**Secunder:** Kyle Marcussen

**Approved by Voice**

6.1 Department 24 - Tuberculosis

6.1.a Disbursements

6.1.b Income & Expenses

6.1.c TB Report

6.2 Department 51 - Health

6.2.a Disbursements

6.2.b Special Funds

6.2.c Income & Expenses

6.2.d ADM Report

6.3 Contracts & Agreements-Renewals

6.3.a IDPH Tobacco Free Community Objectives

## 7. NEW AND UNFINISHED BUSINESS

7.1 Bilingual Pay Resolution

This resolution is to appropriate the ARPA funds for Bilingual pay through 2026, then moves to the General Fund.

**Mover:** Kyle Marcussen

**Second:** Cindy Gaffney

Authorize emergency appropriation of Designated ARPA funds for bilingual compensation to the Department's Fiscal Year 2024 budget.

Aye (10): Joseph Clarke, Barbara Amsler, Cecilia Carman, Sarah Clarke, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, and Michael Szurek

Absent (2): Pamela Althoff, and Juliana Morawski

**Approved (10 to 0)**

7.2 CL Renovation Resolution

This resolution is to appropriate the funds for the Crystal Lake building renovation project that will be paid for with ARPA dollars.

**Mover:** Cindy Gaffney

**Second:** Kristen Maguire

Accept Bid 25-7657 and authorize the emergency appropriation of ARPA funds to make building improvements and modifications to the Department of Health's Crystal Lake Facility.

Aye (10): Joseph Clarke, Barbara Amsler, Cecilia Carman, Sarah Clarke, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, and Michael Szurek

Absent (2): Pamela Althoff, and Juliana Morawski

**Approved (10 to 0)**

7.3 CHPG Funding Resolution

This resolution is the Comprehensive Health Protection Grant funding which adds \$87,000 into our budget, bringing the total grant amount to \$439,243.

**Mover:** Kyle Marcussen  
**Seconded:** Guadalupe Ortiz

Authorize the emergency appropriation of an additional \$87,000 in grant funding to the Department of Health's fiscal year 2025 budget for the Comprehensive Health Protection Grant.

Aye (10): Joseph Clarke, Barbara Amsler, Cecilia Carman, Sarah Clarke, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, and Michael Szurek

Absent (2): Pamela Althoff, and Juliana Morawski

**Approved (10 to 0)**

7.4 Approval of the Employee Personnel Policy Handbook Update

The personnel policy manual was updated to include new laws and titles that have been updated throughout the year.

**Mover:** Kyle Marcussen  
**Seconded:** Cindy Gaffney

**Approved by Voice**

7.5 Merit Pay Memo

This is to approve the fiscal year 2024/2025 3.5% merit pool.

**Mover:** Kyle Marcussen  
**Seconded:** Barbara Amsler

Aye (9): Joseph Clarke, Barbara Amsler, Cecilia Carman, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, and Michael Szurek

Abstain (1): Sarah Clarke

Absent (2): Pamela Althoff, and Juliana Morawski

**Approved (9 to 0)**

7.6 Employee Appreciation Guidelines and Anniversary Booklet

Ms. Adamson stated the Employee Recognition guidelines and booklet recognize milestone anniversaries. The Board voted to add gift cards to the list of allowable gifts with amounts based on years of service.

**Mover:** Kyle Marcussen  
**Seconded:** Barbara Amsler

Aye (10): Joseph Clarke, Barbara Amsler, Cecilia Carman, Sarah Clarke, Cindy Gaffney, Melissa Katz, Kristen Maguire, Kyle Marcussen, Guadalupe Ortiz, and Michael Szurek

Absent (2): Pamela Althoff, and Juliana Morawski

**Approved (10 to 0)**

7.7 Slate of Officers

The Slate of Officers for fiscal year 2024-2025 was presents: President, Joe Clark, Vice President, Kyle Marcussen, Treasurer, Dr. Barb Amsler, and Secretary, Cecilia Carman.

**Mover:** Kristen Maguire

**Seconded:** Guadalupe Ortiz

**Approved by Voice**

**8. BOARD ISSUES**

NONE.

**9. INFORMATION AND COMMUNICATIONS**

9.1 Thank You

9.2 Administration for Strategic Preparedness & Response

9.3 Happily Ever After

**10. EXECUTIVE SESSION (AS NECESSARY)**

Motion was made by K. Marcussen, seconded by B. Amsler to enter into Executive Session at 7:32 PM. Motion passed unanimously with a voice vote.

10.1 Review of Executive Session Minutes-November 20, 2023

10.2 5ILCS 120/2 (c)(29) Internal Audit Discussion

10.3 5ILCS 120/2 (c)(1) Personnel Matters and Employment Contract

**11. REGULAR SESSION**

Motion was made to exit Executive Session and enter back into Regular Session by C. Gaffney, seconded by G. Ortiz at 9:05 PM.

11.1 Approval of Executive Session Minutes-November 20, 2023

**Mover:** Kyle Marcussen

**Seconded:** Cindy Gaffney

**Approved by Voice**

11.2 Resolution Approving Employment Contract (Not in Packet)

**12. APPENDIX**

12.1 Media Appendix/Webstat

12.2 ENV Well/Septic Report

12.3 ENV Lab Report

12.4 PHN Reports

12.5 VPH Reports

12.6 Community Health Reports

**13. ADJOURNMENT**

Motion was made by K. Marcussen, seconded by B. Amsler to adjourn at 9:06 PM. Motion passed unanimously with a voice vote.