

**MINUTES  
MEETING  
February 19<sup>th</sup>, 2024**

The meeting of the Board of Health was called to order at 5:43 pm by Dr. Virginia Wade. Board members in attendance were: Jim Higgins, Jeremy Leonard, Dave Bozarth, Dr. Virginia Wade and Bibby Appleby. Those absent were Dr. Rick Davidson, Dr. Rafael Ruggieri and Nancy Simpson. Stacy Shonkwiler and Abby Hendren were in attendance via Teams as well.

**AGENDA**

Dave Bozarth made a motion to approve the agenda and seconded by Jeremy Leonard. All approved.

**APPROVAL OF JANUARY MEETING MINUTES**

Bibby Appleby made a motion to approve the January 15th, 2023 meeting minutes and Dave Bozarth seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**APPROVAL OF FEBRUARY BILLS SUBMITTED**

Bibby Appleby made a motion to approve bills submitted and Jeremy Leonard seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**BOH AND COUNTY BOARD (DISCUSSIONS)**

Amanda presented that she attended a meeting coordinated by Brian Moody concerning the development of the outlet mall into a viable location for social services, county offices, city offices, private corporations, and many other community entities. She was hopeful that more development will occur, and she can report on it at the next meeting.

**OLD BUSINESS**

**Building Feasibility Study**

The BOH building committee has not met during this time.

**NEW BUSINESS**

**Lawn Bids**

A motion was made by Bibby Appleby to table this motion until Amanda gained more information on the bidders and searched out references for each. Jim Higgins seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**Cleaning Bids:** Jeremy Leonard made a motion to approve M and L Cleaning for the 2024 year. Bibby Appleby seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**Repair the flooring in the back utility room:**

Jeremy Leonard made a motion to approve the work for \$3100 by Cris Good Construction to repair the flooring in the utility room in the back. Dave Bozarth seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-abstained	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**Annual Report 2023**

Bibby Appleby made the motion to approve the 2023 annual report. Dave Bozarth seconded the motion. Jeremy Leonard requested that Amanda present it to the County Board with a discussion of what the county and community would lose and what consequences might occur if the DCHD did not provide all the programs and services that they do.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**Replace Dr. Davidson on the Board of Health:** Bibby Appleby made a motion to approve Dr. Shonkwiler from Arcola for the recommendation to the PLM committee of the County Board. Dave Bozarth seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jeremy Leonard-yes	Dr. Rafael Ruggieri-absent
Bibby Appleby-yes	Dr. Rick Davidson-absent	

**ADJOURN**

Dr. Wade made a motion to adjourn the meeting at 6:45 pm and all agreed.

Submitted by Amanda Minor

**MINUTES  
MEETING  
March 18, 2024**

The meeting of the Board of Health was called to order at 5:30 pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Bibby Appleby, Jim Higgins, Dr. Virginia Wade and Jeremy Leonard. New board member (non-voting at this meeting) Shonkwiler. Board members absent Dr. Rick Davidson, Dr. Rafael Ruggieri and David Bozarth.

**AGENDA**

Bibby Appleby made a motion to approve the Agenda and Jeremy Leonard seconded the motion.

**APPROVAL OF FEBRUARY MEETING MINUTES**

Jeremy Leonard made a motion to approve February 19<sup>th</sup>, 2024 meeting minutes and Jim Higgins seconded.

**Roll Call:**

Nancy Simpson-abstain	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

**APPROVAL OF MARCH BILLS SUBMITTED**

Bibby Appleby made a motion to approve the bills submitted and Nancy Simpson second the motion.

**Roll Call:**

Nancy Simpson-yes	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

**OLD BUSINESS:**

**Building Feasibility**-Discussion on feasibility renovate old building, buy and renovate mall building and buy already renovated building in Arcola. No motion

**LAWN BIDS:**

Libby Appleby made a motion to approve bid from Amity Landscaping and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

**Updated Annual Report:**

Bibby Appleby made a motion to approve the updated 2023 Annual Report and Jeremy Leonard seconded the motion.

Roll Call:

Nancy Simpson-yes	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

## **NEW BUSINESS**

Vacation Pay-out after 2 weeks-Table

Updated Personnel Policy-Table

Food Ordinance: Bibby Appleby made a motion to approve the updated food ordinance and Nancy Simpson seconded motion. Once approved by the BOH, it will be recommended to be adopted and recorded by the county board.

Roll Call:

Nancy Simpson-yes	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

MOU with RISE and Payment for services:

Bibby Appleby made a motion to approve the presented MOU with RISE for the contracted service to provide teen Mental Health First Aid to all 10<sup>th</sup> through 12<sup>th</sup> graders in Douglas County for \$125,000 and Jim Higgins seconded the motion. This will be a reimbursable expense through an IDPH grant.

Roll Call:

Nancy Simpson-yes	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

Dental incentives and upcoming events were discussed.

## **ADJOURN**

Nancy Simpson to adjourn the meeting at 6:40pm and seconded by Bibby Applby.

Submitted by Nancy Simpson

**MINUTES  
MEETING  
April 15, 2024**

The meeting of the Board of Health was called to order at 5:35 pm by Dr. Virginia Wade. Board members in attendance were Bibby Appleby, Jim Higgins, Dr. Virginia Wade, Dr. Ryan Stimmel and Jeremy Leonard. Board members absent Nancy Simpson, Dr. Rafael Ruggieri and David Bozarth.

**AGENDA**

Bibby Appleby made a motion to approve the Agenda and Jeremy Leonard seconded the motion.

**APPROVAL OF MARCH MEETING MINUTES(Tabled)**

**APPROVAL OF APRIL BILLS SUBMITTED**

Bibby Appleby made a motion to approve the bills submitted and Jeremy Leonard second the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Rafael Ruggieri-absent	Dr. Ryan Shonkwiler-yes	

**OLD BUSINESS:**

**BOH and County Board**

- Amanda discussed the tipping fees of the county being used to help townships in the cleanup of nuisance properties. Amanda presented at the Budget and Finance meeting and will have the township supervisor of Bowdre present at the next meeting on May 10<sup>th</sup>, 2024.
- The Food ordinance was put into ordinance format to be approved through the county board.

**Building Feasibility-**

Discussion on feasibility renovating old building, buy and renovate mall building and buy already renovated building in Arcola. Brian Moody met with the building committee and updated on the mall progress. No motion

**Vacation Pay-out after 2 weeks-**

Dr. Shonkwiler made a motion to pay out employees for their vacation that is not used after using 2 weeks during the year. A complete policy is attached in the Personnel Policy. Jim Higgins seconded the motion.

**Roll Call:**

Nancy Simpson-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
David Bozarth-absent	Bibby Appleby-abstain	Jeremy Leonard-yes

**Dr. Rafael Ruggieri-absent**

**Dr. Ryan Shonkwiler-yes**

**Personnel Policy:**

**Dr. Shonkwiler made a motion to adopt the updated personnel policy with the vacation pay out at the end of the year. Jim Higgins seconded the motion.**

**Roll Call:**

**Nancy Simpson-absent**

**Jim Higgins-yes**

**Dr. Virginia Wade-yes**

**David Bozarth-absent**

**Bibby Appleby-abstain**

**Jeremy Leonard-yes**

**Dr. Rafael Ruggieri-absent**

**Dr. Ryan Shonkwiler-yes**

**NEW BUSINESS**

**Arthur Nurse Contract Renewal:**

**Jim Higgins made a motion to accept the presented nurse's contract with Arthur school district. Dates were the only thing that changed. Jeremy Leonard seconded the motion.**

**Roll Call:**

**Nancy Simpson-absent**

**Jim Higgins-yes**

**Dr. Virginia Wade-yes**

**David Bozarth-absent**

**Bibby Appleby-yes**

**Jeremy Leonard-yes**

**Dr. Rafael Ruggieri-absent**

**Dr. Ryan Shonkwiler-yes**

**Food Ordinance signed for County Board:**

**Jeremy Leonard made a motion to approve to sign the Food Ordinance and present it to the County Board for approval in the ordinance format. Dr. Shonkwiler seconded the motion.**

**Roll Call:**

**Nancy Simpson-absent**

**Jim Higgins-yes**

**Dr. Virginia Wade-yes**

**David Bozarth-absent**

**Bibby Appleby-yes**

**Jeremy Leonard-yes**

**Dr. Rafael Ruggieri-absent**

**Dr. Ryan Shonkwiler-yes**

**Amanda discussed the additional grants that are being sought. They are Teen REACH, mental health continuation grants, and conducting summer food. Amanda discussed the upcoming events- Highlight event on 4-20 at the mall parking lot, food trucks the 3 Thursday of the month**

**Financials were reviewed**

**ADJOURN**

**Jim Higgins motioned to adjourn the meeting at 6:25 PM and seconded by Bibby Appleby. Next meeting is May 20<sup>th</sup>, 2024.**

**Submitted by Amanda Minor**

**MINUTES  
MEETING  
May 20, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jim Higgins, Jeremy Leonard, Dr. Virginia Wade, Dave Bozarth, Bibby Appleby and Dr. Ryan Shonkwiler. Dr. Rafael Ruggieri was absent.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Jeremy Leonard seconded.

**APPROVAL OF MARCH AND APRIL MINUTES**

Bibby Appleby made a motion to approve the March and April minutes and Dave Bozarth seconded the motion.

**Roll Call: MARCH minutes**

Nancy Simpson-yes	Jim Higgins-yes	Dave Bozarth-absent
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dr. Rafael Ruggieri-absent	Dr. Rick Davidson-absent	

**Roll Call: April minutes**

Nancy Simpson-absent	Jim Higgins-yes	Dave Bozarth-absent
Dr. Ryan Shonkwiler-yes	Jeremy Leonard-yes	Bibby Appleby-yes
Dr. Virginia Wade-yes	Dr. Rafael Ruggieri-absent	

**APPROVAL OF MAY BILLS SUBMITTED**

Dave Bozarth made a motion to approve the May bills submitted and Jeremy Leonard seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Jim Higgins-yes	Dave Bozarth-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dr. Rafael Ruggieri-absent	Dr. Ryan Shonkwiler-yes	

**BOH and COUNTY BOARD-** Amanda updated the board if there were any questions or concerns.

**NEW BUSINESS**

**Building Negotiation limits:** Jim Higgins made a motion to allow Amanda to enter negotiations with the City of Tuscola for the leasing of D/C space at the outlet mall for no more than \$75,000 with the option to buy or sublease and Bibby Appleby seconded the motion.

**Roll Call:**

Nancy Simpson-abstain	Jim Higgins-yes	Dave Bozarth-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes

**Dr. Rafael Ruggieri-absent**

**Dr. Ryan Shonkwiler-yes**

**NEXT MEETING**

**June 17, 2024at 5:30pm**

**ADJOURN**

**Libby Appleby made a motion to close the meeting and Dave Bozarth seconded.**

**Submitted by Nancy Simpson**

**MINUTES  
MEETING  
June 17, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jeremy Leonard, Dave Bozarth, Jim Higgins, Bibby Appleby and Dr. Rafael Ruggieri. Dr. Ryan Shonkwiler was absent.

**AGENDA**

Nancy Simpson made a motion to approve the agenda to include in old business a motion not just discussion on building and Jeremy Leonard seconded the motion.

**APPROVAL OF THE MINUTES OF THE May meeting**

Libby Appleby made a motion to approve the minutes as presented and Dave Bozarth seconded.

**Roll Call:**

Nancy Simpson-abstain	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jim Higgins-yes	Bibby Appleby-yes
Dr. Ryan Shonkwiler	Dr. Rafael Ruggieri-abstain	

**APPROVAL OF JUNE INVOICES**

Dave Bozarth made a motion to approve the bills submitted for payment and Jim Higgins seconded.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jim Higgins-yes	Bibby Appleby-yes
Dr. Ryan Shonkwiler-absent	Dr. Rafael Ruggieri-yes	

**APPROVE DEPARTMENT FEE REPORTS:**

**Dental fees:** Tabled

**OLD BUSINESS**

**Building:**tabled

**NEW BUSINESS**

**Building Rental:** Dr. Rafael Ruggieri made the motion to rent D14 space at 5000 sq ft at the outlet mall for \$1000/month for 6 months and Bibby Appleby seconded the motion. This will coincide with the ending of the 1600 lease and if all the necessary paperwork comes through as expected.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jim Higgins-yes	Bibby Appleby-yes
Dr. Ryan Shonkwiler-absent	Dr. Rafael Ruggieri-yes	

**Kari Nadar, FNP, Contract Approval:** Nancy Simpson made a motion to accept Kari Nadar's contract for a FT 40 hour position s the APRN for the Do. Co. Health center and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jim Higgins-yes	Bibby Appleby-yes
Dr. Ryan Shonkwiler-absent	Dr. Rafael Ruggieri-yes	

**Weekly check for VISA for Summer:** Nancy Simpson made the motion to approve weekly payments for the VISA this summer to ensure that the meals can be paid for summer food and Dr. Rafael Ruggieri seconded the motion. Weekly payments will be made from June 1 until August 9<sup>th</sup>.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-yes	Jim Higgins-yes	Bibby Appleby-yes
Dr. Ryan Shonkwiler-absent	Dr. Rafael Ruggieri-yes	

**NEXT MEETING:**

July 15<sup>th</sup>, 2024 at 5:30pm

**ADJOURN**

Nancy Simpson made motion to close meeting at 6:30pm and Jim Higgins seconded.

Submitted by Nancy Simpson

**MINUTES  
SPECIAL MEETING  
June 24, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jim Higgins, Libby Appleby, Jeremy Leonard, Dr. Virginia Wade and Dr. Ryan Shonkwiler. Dr. Rafael Ruggieri and Dave Bozarth were absent.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Libby Appleby seconded motion.

**Approve Department Fee Reports:**

**Dental Fees:** Jeremy Leonard made a motion to approve the presented update Reports of fees of the Departments. Dental fees have been updated and Libby Appleby seconded.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Bibby Appleby-yes
Dave Bozarth-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	

**OLD BUSINESS**

**Building Renovation:** Bibby Appleby made a motion to approve the Farmsworth Project Service Agreement for renovation of the rented D14 space at 5000 FT2 at the outlet mall for \$30,900.00 and this will also include a master conceptual floor plan that shows a phased approach to moving all services to the mall with the following corrections – page 2 & page 4 should read D building not J building and Jeremy Leonard seconded the motion.

Nancy Simpson-yes	Jeremy Leonard-yes	Bibby Appleby-yes
Dave Bozarth-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	

**Building Rental:** Nancy Simpson made a motion to rent the D14 space at 5000 ft.2 at the outlet mall for \$1300/month for 6 months. This will then coincide with the ending of the J600 lease and Jim Higgins seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Bibby Appleby-yes
Dave Bozarth-absent	Jim Higgins-yes	Dr. Virginia Wade-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	

**ADJOURN**

Nancy Simpson made a motion to adjourn the meeting at 5:52pm and Bibby Appleby seconded.

Submitted by Nancy Simpson



**MINUTES  
MEETING  
July 15<sup>th</sup> , 2024**

The meeting of the Board of Health was called to order at 5:35pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jim Higgins, Jeremy Leonard, Bibby Appleby, Dr. Rafael Ruggieri, Dr. Ryan Shonkwiler and Dr. Virginia Wade. Board member not in attendance Dave Bozarth.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Bibby Appleby seconded motion.

**APPROVAL OF THE MINUTES OF THE JUNE 17,2024 &  
SPECIAL MEETING MINUTES JUNE 24, 2024**

Jeremy Leonard made a motion to approve the minutes as presented and Bibby Appleby seconded motion.

Roll Call:

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-absent	Jim Higgins-yes	Bibby Appleby-yes
Dr. Rafael Ruggieri-yes	Dr. Ryan Shonkwiler-absent	

**APPROVAL OF JULY INVOICES**

Nancy Simpson made a motion to approve the bills submitted for payment and Jim Higgins seconded motion.

Roll Call:

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-absent	Jim Higgins-yes	Bibby Appleby-yes
Dr. Rafael Ruggieri-yes	Dr. Ryan Shonkwiler-yes	

**NEW BUSINESS**

Building renovation review/approval: Bibby Appleby made a motion to accept the presented floor plans prepared by Farnsworth Group for the renovation of D1400 in the Tuscola Outlet Mall with option 1- out for bid for modification if needed and Dr. Ryan Shonkwiler seconded the motion.

Roll Call:

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-absent	Jim Higgins-yes	Bibby Appleby-yes
Dr. Rafael Ruggieri-yes	Dr. Ryan Shonkwiler-yes	

MASTER PLAN FOR FUTURE SPACES: Table

**D1400 HVAC:** Dr. Rafael Ruggieri made a motion to replace the HVAC system for \$10,150 along with one more bid and Dr. Ryan Shonkwiler seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Jeremy Leonard-yes	Dr. Virginia Wade-yes
Dave Bozarth-absent	Jim Higgins-yes	Bibby Appleby-yes
Dr. Rafael Ruggieri-yes	Dr. Ryan Shonkwiler-yes	

**NEXT MEETING-August 19, 2024 at 5:30pm**

**ADJOURN**

Nancy Simpson made a motion to adjourn the meeting at 6:36pm and Bibby Appleby seconded the motion.

**Submitted by Nancy Simpson**

**MINUTES  
MEETING  
September 16<sup>th</sup>, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jeremy Leonard, Dr. Ryan Shonkwiller, Jim Higgins, Bibby Appleby, Dave Bozarth, Dr. Virginia Wade, and Dr. Rafael Ruggieri.

**AGENDA**

Nancy Simpson made a motion to approve the agenda presented and Dr. Rafael Ruggieri seconded the motion.

**APPROVAL OF THE MINUTES OF THE AUGUST 19<sup>TH</sup> MINUTES**

Bibby Appleby made a motion to approve the minutes as presented Jeremy Leonard seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Jeremy Leonard-yes	Dr. Ryan Shonkwiller-yes	Dave Bozarth-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-absent	

**APPROVAL OF SEPTEMBER INVOICES**

Dave Bozarth made a motion to approve the September invoices as presented and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Jeremy Leonard-yes	Dr. Ryan Shonkwiller-yes	Dave Bozarth-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	

**NEW BUSINESS**

Bid opening: Bibby Appleby made a motion to accept the presented denial bid letter from Farnsworth and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Jeremy Leonard-yes	Dr. Ryan Shonkwiller-yes	Dave Bozarth-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	

Tyrus Health Proposal: Dr. Rafael Ruggieri made a motion to approve the proposal with a 3 month payment plan from Tyrus to spend up to \$20,000.00 to credential the health center and the providers associated with the clinic and Dr. Ryan Shonkwiller seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Jeremy Leonard-yes	Dr. Ryan Shonkwiller-yes	Dave Bozarth-yes
Bibby Appleby-yes	Dr. Rafael Ruggieri-yes	

**Next Meeting:**  
**October 21<sup>st</sup> at 5:30pm**

**Adjourn**  
**Nancy Simpson made a motion to adjourn the meeting 6:55pm and Dr. Rafael Ruggieri.**

**Submitted by Nancy Simpson**

**MINUTES  
MEETING  
October 21<sup>st</sup>, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Jeremy Leonard, Dr. Ryan Shonkwiler, Jim Higgins, Bibby Appleby, Dr. Virginia Wade and Dave Bozarth. Dr. Rafael Ruggieri was absent.

**AGENDA**

Dave Bozarth made a motion to approve the agenda as presented and Bibby Appleby seconded the motion.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 16<sup>TH</sup> MINUTES**

Bibby Appleby made a motion to approve the minutes as presented and Jeremy Leonard seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Ryan Shonkwiler-yes
Dave Bozarth-yes	Dr. Rafael Ruggieri-absent	

**APPROVAL OF OCTOBER INVOICES**

Dave Bozarth made a motion to approve the October invoices as presented and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Ryan Shonkwiler-yes
Dave Bozarth-yes	Dr. Rafael Ruggieri-absent	

Administrative fees for 23 and 24: Jeremy Leonard made a motion to pay the FY 23 and FY 24 administrative fees to the county of \$55,792.00 and FY 23 administrative fees to the county of \$55,792.00 with an itemized listing for FY 23 and Nancy Simpson seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Ryan Shonkwiler-yes
Dave Bozarth-yes	Dr. Rafael Ruggieri-absent	

**NEW BUSINESS**

Department Raises for FY25: Tabled

**Audit responses:** Bibby Appleby made a motion to approve response to the FY23 Audit and Nancy Simpson seconded the motion.

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Ryan Shonkwiler-yes
Dave Bozarth-yes	Dr. Rafael Ruggieri-absent	

**Provider Contracts:** Tabled at this time so any changes requested should be attached to current contract.

**Contract with Prairie State Women's Health Program:** Bibby Appleby made a motion to approve the contract with Prairie State Women's Health Program for eligible clients to receive IBCCP services and Nancy Simpson seconded the motion

**Roll Call:**

Nancy Simpson-yes	Dr. Virginia Wade-yes	Jim Higgins-yes
Bibby Appleby-yes	Jeremy Leonard-yes	Dr. Ryan Shonkwiler-yes
Dave Bozarth-yes	Dr. Rafael Ruggieri-absent	

**ADJOURN**

Nancy Simpson made a motion to adjourn at 6:40pm and Dave Bozarth seconded and all agreed.

**NEXT MEETING**

**November 18<sup>th</sup>, 2024 at 5:30pm**

**Submitted by Nancy Simpson**

**MINUTES  
MEETING  
November 18<sup>th</sup>, 2024**

The meeting of the Board of Health was called to order at 5:32pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Bibby Appleby, Dr. Ryan Shonkwiler, Jeremy Leonard, Dave Bozarth, Dr. Virginia Wade, Dr. Rafael Ruggieri. Jim Higgins was absent.

**AGENDA**

Bibby Appleby made a motion to approve the agenda as presented and Jeremy Leonard seconded.

**APPROVAL OF THE MINUTES OF THE OCTOBER 21<sup>ST</sup>, 2024**

Dave Bozarth made a motion to approve the minutes as presented and Jeremy Leonard seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-abstain	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

**APPROVAL OF NOVEMBER INVOICES**

Nancy Simpson made a motion to approve the November invoices as presented and Dave Bozarth seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

Administrative fees for 24: Bibby Appleby made a motion to approve the FY24 administrative fees to the County of \$55,792.00 and Dr. Rafael Ruggieri seconded the motion.

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

## **NEW BUSINESS**

**Board of Health appointments:** Nancy Simpson made a motion to recommend to the County Board the renewal of Dr. Ryan Shonkwiler-11-30-27; Dr. Rafael Ruggieri-11-30-27; Jim Higgins-11-30-27; Bibby Appleby-11-30-25 and Dave Bozarth seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

**Board Offices:** Dave Bozarth made a motion to approve the FY25 Board of Health Officers and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

**Christmas Party allotment:** Dr. Rafael Ruggieri made a motion to approve the amount of \$700.00 for the 2024 Christmas Party for 38 employees on December 19, 2024 and Dave Bozarth seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

**Contract Negotiations:** Dr. Rafael Ruggieri made a motion to approve the contract updates per the following and Bibby Appleby seconded: Kara Morgan asking for an additional week of vacation and the ability to have some admin time in her schedule on her 35 hour : Dr. Stimmel without a contract for a couple of months and Wade-contract to expire 12/31/26 and Casey contract to expire 12/31/25:

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

Dr. Ryan Shonkwiler made a motion to approve Dr. Lin's request of 4.5% raise and Dr. Rafael Ruggieri seconded the motion.

**Roll Call:**

Dr. Rafael Ruggieri-yes	Nancy Simpson-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dave Bozarth-yes	Jim Higgins-absent
Dr. Virginia Wade-yes	Bibby Appleby-yes	

## **ADJOURN**

Bibby Appleby made a motion to close meeting at 7:00pm and Nancy Simpson seconded.

## **NEXT MEETING**

December 16<sup>th</sup>, 2024, 5:30pm

Submitted by Nancy Simpson

**EXECUTIVE SESSION**  
**November 18<sup>th</sup>, 2024**

**A motion was made by Bibby Appleby and seconded by Dr. Ryan Shonkwiler at 6:25pm to go into Executive Session and agreed by all.**

**Dr. Rafael Ruggieri-yes**

**Nancy Simpson-yes**

**Jeremy Leonard-yes**

**Dr. Ryan Shonkwiler-yes**

**Dave Bozarth-yes**

**Jim Higgins-absent**

**Dr. Virginia Wade-yes**

**Bibby Appleby-yes**

**A motion was made by Nancy Simpson to include Amanda Minor in Executive Session and seconded by Dr. Rafael Ruggieri and agreed by all.**

**Discussion: An engagement agreement in Re: Investigation into Allegations Regarding Management Concerns discussed by board and agreed to have Dr. Virginia Wade sign the Engagement Agreement of the Law Firm of Meyer Capel.**

**Bibby Appleby made a motion to go out of executive session at 6:45pm and Dr. Rafael Ruggieri seconded the motion and agreed by all.**

**Submitted by Nancy Simpson**

**MINUTES  
MEETING  
December 16, 2024**

The meeting of the Board of Health was called to order at 5:30pm by Dr. Virginia Wade. Board members in attendance were Nancy Simpson, Dr. Ryan Shonkwiler, Bibby Appleby, Jeremy Leonard, Dr. Virginia Wade, Jim Higgins and Dave Bozarth. Dr. Rafael Ruggieri was absent.

**AGENDA**

Nancy Simpson made a motion to approve the agenda as presented and Dave Bozarth seconded this motion.

**APPROVAL OF THE MINUTES OF THE NOVEMBER 18<sup>TH</sup> , 2024**

Jeremy Leonard made a motion to approve the November minutes as presented and Dave Bozarth seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dave Bozarth-yes	Jim Higgins-yes
Dr. Virginia Wade-yes	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dr. Rafael Ruggieri-absent	

**APPROVAL OF DECEMBER INVOICES**

Bibby Appleby made a motion to approve the December invoices as presented and Jim Higgins seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dave Bozarth-yes	Jim Higgins-yes
Dr. Virginia Wade-yes	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dr. Rafael Ruggieri-absent	

**BOH and county board:** There was discussion on Audit & email and budget adjustments of FY24.

**OLD BUSINESS**

**Contract negotiations** : Bibby Appleby made a motion to approve the contract for Keri Nadar for 40 hour week with 4 week vacation and Jeremy Leonard seconded the motion:

**Contract negotiations:** Bibby Appleby made a motion to approve the contract for Kara Morgan for 30 hour week and 3 week vacation and Dr. Ryan Shonkwiler seconded the motion.

**Roll Call:**

Nancy Simpson-yes	Dave Bozarth-yes	Jim Higgins-yes
Dr. Virginia Wade-yes	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dr. Rafael Ruggieri-absent	

## **NEW BUSINESS**

**Employee/Department restructuring:** Nancy Simpson made a motion to approve the presented restructured organizational chart for DCHD departments and Dave Bozarth seconded the motion:

**Roll Call:**

Nancy Simpson-yes	Dave Bozarth-yes	Jim Higgins-yes
Dr. Virginia Wade-yes	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dr. Rafael Ruggieri-absent	

**Salary increases for FY25:** Nancy Simpson made a motion to approve that the FY salaries begin on July 1, 2025 with the % increase to be determined at the May 2025 BOH meeting and Bibby Appleby seconded the motion.

Nancy Simpson made a motion to approve that salary increases beginning on July 1<sup>st</sup> of the following years unless changed by the BOH in accordance with the Illinois Open Meetings Act.

**Roll Call:**

Nancy Simpson-yes	Dave Bozarth-yes	Jim Higgins-yes
Dr. Virginia Wade-yes	Bibby Appleby-yes	Jeremy Leonard-yes
Dr. Ryan Shonkwiler-yes	Dr. Rafael Ruggieri-absent	

## **ADJOURN**

**Closed at 6:25pm**

## **NEXT MEETING**

**January 20<sup>th</sup>, 2025 at 5:30pm**

**Submitted by Nancy Simpson**