



TAZEWELL COUNTY BOARD OF HEALTH  
Minutes of Meeting  
January 26, 2026

**Members Present:** Gary Burton, Dave Dingledine, Amy Grugan, Jay Hall, Bobbi Mullis, Gloria Ranney, Aaron Yoder, and Kacey Zobrist.

**Members Absent:** Steve Dickey, Rich Karneboge, and Sarah Kosca.

**Staff Present:** Amy Fox, Stacie Ealey, and Janet Johnson.

President Mullis called the BOH meeting to order at 6:30 pm in the Board Room at the Tazewell County Health Department, Tremont, Illinois.

**Public Comment:** None.

**Handouts:** None.

**Motion by Member Hall** to approve December 8, 2025, minutes as emailed. **Second by Member Dingledine. Motion carried by voice vote.**

**Agenda changes:** None.

## Reports-

**Item A. Finance Report-1. Financials 1) Year-end process for County-** Administrator Fox reported financials start on page 24. The last line-item transfers will be presented to county board on Wednesday night. The county closed out FY25 and we finished out okay. On page 23 it shows what we are still owed from grants from fiscal year 2025 reimbursements. The final number is unknown at this time but we will share it when we have it. This close out is almost two months earlier than last year.

**Item A. Finance Report-1. Financials 2) Payroll Software Presentation-** Director Johnson shared that she attended a presentation last week at the county from ADP. The payroll software appeared to be a good option for the county to explore that would have manual timesheets, user-friendly with laptop, computer and app access, grant tracking capability and HR functions. We did request a future call to further discuss the uniqueness of the health department to confirm that the system would meet our grant requirement/needs.

**Item A. Finance Report -1. Financials 3) Live billing with AdvancedMD-** Administrator Fox stated we went live last week. Director Johnson shared that they system did an automated write-off of all outdated claims and unfortunately sent out statements that it wasn't supposed to. The health department has been fielding calls from clients and vendors and is working to correct the issues and is working with AMD to remove the error in the system that they created. We have started weekly calls with our billing specialist for training and support and she seems very helpful.

## Discussion-

**Item 1. Strategic Planning-Mission, Vision, Values final draft-** Administrator Fox directed members to page 25 for the final draft that has been through all staff twice, the board and the committee. The highlighted changes were reviewed and members agreed with the draft.

**Item 2. Community Health Improvement Plan-** Administrator Fox pointed out page 26 where the plan started. It's provided in its entirety. The appendices include all entities' plans. This plan was voted through the Partnership Board last week and will go through each system for a vote. The annual meeting will be held on February 26, 2026, at the Spalding center to close out the old plan and launch this plan.

**Item 3. Vacation policy of TCHD vs. County-** Administrator Fox directed to pages 119-122, as a result of finding out the county had changed their policy and we were unaware. Both were provided in the packet to review the similarities and the differences. Payouts, anniversary dates, carryover, and accrual increases are all areas to compare and consider.

Currently there are fifteen employees that earn 5 weeks, four employees that earn 4 weeks, fifteen employees that earn 3 weeks, and 20 employees that currently earn 2 weeks of vacation in the year.

**Item 4. Administrators' Evaluation-** President Mullis will review and work to present to members next month with the assistance of Member Hall. She will get the input from the additional community/leaders provided by Assistant Administrator Ealey as well.

**Item 5. Sign off approval by Assistant Administrator in Administrators absence-** Administrator Fox stated in the review of old minutes, the process does allow for Stacie to sign-off but the wording states "incapacitated". It was requested to change for her to be able to sign off in her absence in both the Job Description and the Business Operations policy. Language could include due to illness, vacation, travel type absences.

**Item 6. Longevity Bonus-** Administrator Fox reminded members we have done this the past couple of years as a result of the SIPA grant that allows us to provide this incentive to staff as a retention incentive. Director Johnson shared that we had 50 eligible employees, 31 full-time, 19 part-time, with a total of over 735 years of service and the bonuses total \$20,400.

**Item 7. Draft Annual Report-** Administrator Fox presented members with a copy of the final draft Annual Report for 2025. JD Raucci did a wonderful job with the development of the report. Cole Nicholson assisted and has become our resident historian helping include a historical timeline. This report will be on the agenda next month for approval, please let us know if you notice any issues or corrections. A picture will need to be taken tonight as well.

### **Action-**

**Item 1. Approve of Invoices and Bills-** Motion by Member Dingleline, and Second by Member Grugan to approve the seven batches of bills, one batch of Mammos, November and December mileage, January insurance, two December payrolls and three January payrolls for a grand total of \$848,296.23. **Motion Carried by Roll Call Vote.** Aye: Burton, Dingleline, Grugan, Hall, Mullis, Ranney, Yoder, and Zobrist. Nay: zero. Absent: Dickey, Karneboge, and Koscica.

**Item 2. Approve Health Department Mission, Vision and Values-** Motion by Member Hall, and Second by Member Grugan to approve the Mission, Vision and Values as presented. **Motion carried by Voice Vote. No Objections.**

**Item 3. Approve CHIP document-** Motion by Member Burton, and Second by member Ranney to approve the presented Community Health Improvement Plan as presented. **Motion carried by Voice Vote. No Objections.**

**Item 4. Approve Administrators' Evaluation and Compensation-** Tabled for a future meeting.

**Item 5. Approve Longevity Bonus for appropriate staff-** Motion by Member Dingleline, and Second by Member Grugan to approve the presented Longevity Bonuses for appropriate staff to be paid in mid-February from the SIPA grant funds for a total of \$20,400. **Motion carried by Roll Call Vote.** Aye: Burton, Dingleline, Grugan, Hall, Mullis, Ranney, Yoder, and Zobrist. Nay: zero. Absent: Dickey, Karneboge, and Koscica.

**Item 6. Approve change of vacation policy to match County-** Tabled for a future meeting.

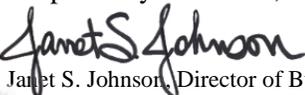
### **Announcements-**

The next Board meeting will be scheduled for Monday, February 23, 2026.

Members discussed BOH dinner and agreed to same venue and will consider dates in the second week of April. Possibly between 4/6-4/12/26.

Meeting Adjourned by President Mullis, at 7:13 pm.

Respectfully submitted,



Janet S. Johnson, Director of Business Operations