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Jo Daviess County Health Department • 9483 US Rt. 20 West • P. O. Box 318 • Galena, Illinois 61036

**Jo Daviess County Board of Health**

Wednesday, October 19, 2016 at 7:00 pm

Jo Daviess County Health Department Conference Room

**Meeting Minutes**

**1. Call to Order:** Ron Lubcke, President of the Board of Health called the Meeting to order at 7:00 PM.

**2. Roll Call**

Present: Ron Lubcke, Kim Barrett, Elizabeth Blair, Ralph Losey and Gary Jobgen. A quorum was established.

Not Present: Bill Bingham Stephen Petras, Greg Stauder and Jim Vormezeele

Staff present: Elizabeth Kane, Lori Stangl, Matt Calvert, Emily Koons and Marcia Christ.

**3. Approval of Minutes**

a) Minutes from August 15<sup>th</sup>, 2016 Board of Health meeting – After review, Kim Barrett motioned to approve the minutes as presented, second by Gary Jobgen. All were in agreement, motion passed.

**4. Citizens' Comments**

a) Elizabeth introduce Emily Koons as the newly hired full-time Animal Control Warden

**5. Unfinished Business**

a) **Discussion and possible action to approve the purchase of a new SHARP MX3050N Print/Copy/Scan/Fax Machine from Midwest Business Products for the price of \$4,871.**

Elizabeth Kane stated that due to office restructure she did not feel there was a need to purchase the copier at this time. Following a discussion, committee members agreed it was necessary to trade in the current copier while still of some value and upgrade to the new machine allowing for more efficiency. Ralph Losey motioned to proceed with the purchase, second by Elizabeth Blair. All were in favor, motion passed.

## 6. New Business

- a) **Congratulations to Dr. Stephen Petras and Jim Vormezele on their recent reappointments to serve another term on the Board of Health.**

Committee members were not present.

- b) **Discussion regarding Public Health Fund (003) Minimum Fiscal Year End Fund Balance Policy changes made at the August 18th Joint Committee meeting.**

Elizabeth Kane stated that, due to the estimated FY2017 Fund balance, a policy change was made in order to meet the requirements and was determined that the difference would have to be made up the following year.

- c) **Discussion and possible action to approve a Resolution to dissolve and rescind the Home Health Care Fund (026), Home Health Care Memorial Fund (022), and the Home Health Care Capital Equipment fund 054).**

After confirming that Home Health Care funds would be transferred to Public Health, Ralph Losey motioned to approve the resolution to dissolve and rescind all Home Care Funds, second by Gary Jobgen. All were in favor, motion passed.

- d) **Discussion and possible action to approve a contract for a Work plan and Development Workshop with NACCHO (National Association of County and City Health Officials) for a total of \$24,285.**

Elizabeth Kane stated she had been in contact with a consultant through NACCHO, and as a current member; to consider contracting with the association for suggestions, guidance, resources, and strategic planning. To organize a Community Outreach and Conversation, to involve and educate the community. NACCHO would then head a joint meeting with the Board of Health and County Board, in order to discuss the final outcome. Kim Barrett made a motion to approve a contract with NACCHO for a Work plan and

Development Workshop, second by Ralph Losey. All were in agreement, motion passed.

- e) **Discussion and possible action to approve the Amendments to the Participating Home Care Agreements between Jo Daviess County Health Department and the three Medical Associates Health Plans entities;**  
1) **Medical associates Health Plan, Inc. (Iowa HMO groups), 2) Medical Associates Clinic, P.C. (Wisconsin HMO Groups), and 3) Preferred Health Choices, LLC (the PPO network managed by Medical Associates Health Plans).**

Lori Stangl explained that the Health Department will be providing vaccines to those who have medical insurance through Medical Associates Health Plans. She stated that we have contracted with Ability, a 3<sup>rd</sup> party billing agency, allowing us to submit the service for payment. Ralph Losey made a motion to approve the amendments to the Participating Home Care Agreements between Jo Daviess county Health Department and the three Medical Associates Health Plans, second by Elizabeth Blair. All were in agreement, motion passed.

- f) **Discussion and possible action to approve the 2017 Health Department Space Allocation and to adjust Space Rental Fees to BEST, Inc. ; Stephenson County Health Department; and Jo Daviess County Emergency Management Office.**

Elizabeth Kane explained that after reviewing the current rental space used, there will need to be adjustments made to the current space allocations. Gary Jobgen made a motion to approve the Space Allocation Adjustments and Space Rental Fees to BEST, Inc., Stephenson County Health Department, and the Jo Daviess county Emergency Management Office, second by Elizabeth Blair. All were in agreement, motion passed.

- g) **Discussion and possible action to approve a contract with Stephenson County Health Department to provide Affordable Care Act Open Enrollment Services for FY16-FY17.**

Elizabeth Kane discussed contracting with Stephenson County Health Department to provide enrollment services to Jo Daviess County Residents for a 3-month period. After suggesting corrections be made to their proposed contract, Ralph Losey made a motion to approve the contract with Stephenson County Health Department to provide ACA Open Enrollment Services for FY16-FY17, second by Elizabeth Blair. All were in favor, motion passed.

**h) Discussion and possible action to approve the purchase of a Ramp Machine for Environmental Health for the price of \$6,170.69.**

Matt Calvert explained that the Ramp Machine would collect mosquito samples in order to test for West Nile Disease. He stated the cost would be reimbursed by the Vector Control Grant. Gary Jobgen made a motion to approve the purchase of the Ramp Machine, second by Kim Barrett. All were in favor, motion passed.

**i) Discussion and possible action to approve the FY2017 Board of Health Meeting schedule.**

Elizabeth Kane presented the FY2017 meeting schedule and explained the need to increase the number of Board of Health and Board of Health Finance Committee meetings. Kim Barrett motioned to approve the FY2017 Board of Health Meeting schedule, second by Elizabeth Blair. All were in favor, motion passed.

**7. Administrator's Comments**

Elizabeth Kane briefly reviewed:

- a) possible Animal Control ordinance changes
- b) Staffing changes
- c) Part-time Animal Control Officer position posted
- d) Leaks in Health Department roof needing to be repaired
- e) New Flooring installation has been completed
- f) Quarterly Report

**8. President's Comments**

Ron Lubcke commenting on the article in the Galena Gazette, recognizing Dr. Matthew Gullone and Dr. Ralph Losey for their community support.

**9. Citizen's Comments - None**

**10. Other – None**

**11. Next Board of Health Meeting- Wednesday, January 4, 2017 at 7:00 pm**

**12. Adjourn –** Kim Barrett motioned to adjourn the meeting, second by Ralph Losey. All were in favor, meeting adjourned at 8:40 pm.

DRAFT