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

2. **Roll Call:**
   Present: Bill Bingham, Matthew Gullone, Stephen Petras, Gary Jobgen, Ralph Losey, Kim Barrett, Elizabeth Blair, Nikki Chamberlain Pham, and Ron Lubcke. All members present, a quorum was established.

   Staff present: Elizabeth Townsend, Matt Calvert, Lori Stangl, and Marcia Christ

   Others present: Jamie Petras

3. **Approval of Minutes:**
   a) Minutes from September 20, 2017 Special Board of Health meeting – Matt Gullone motioned to approve the minutes as presented, second by Kim Barrett. All were in favor, the motion carried.

4. **Citizens’ Comments:** There were no Citizens’ comments

5. **Unfinished Business:** There was no unfinished business

6. **New Business:**
   a) **Discussion and possible action to approve the revised Jo Daviess County Health Department Grant Policy.**
      Elizabeth Townsend explained the revisions made to the Health Department Grant Policy; she stated that the policy is required by the state of Illinois and under the revised policy all Grants will be required to be reviewed and approved by the Board of Health prior to being submitted. Following no further discussion, Gary Jobgen made a motion to approve the revised Jo Daviess County Health Department Grant Policy, second by Elizabeth Blair. All were in favor, the motion carried.

   b) **Discussion and possible action to approve the Jo Daviess County Health Department Fraud & Whistleblower Policy.**
      Elizabeth Townsend explained that the Fraud & Whistleblower Policy is a new policy that is required by the state of Illinois. She stated the County will be putting a policy into place, but she would like the Health Department to have their own
separate policy that will become effective as of today’s date. Committee members reviewed the Policy and following no further discussion, Ralph Losey made a motion to approve the Jo Daviess County Health Department Fraud & Whistleblower Policy, second by Bill Bingham. All were in favor, the motion carried.

c) **Discussion and possible action to approve the FY2018 Safe Drinking Water Grant through the Illinois Department of Public Health.**
   Elizabeth Townsend explained that the Safe Drinking Water Grant is an annual grant prepared by Matt Calvert, Director of Environmental Health, and submitted to IDPH. Matt stated that the Grant is in relation to the Local Health Protection Grant and averages around $1200 per year for the non-community program for water sampling and sanitary survey. Matt Gullone made a motion to approve the FY2018 Safe Drinking Water Grant through the Illinois Department of Public Health, second by Kim Barrett. All were in favor, the motion carried.

d) **Discussion and possible action to approve the FY2018 Local Health Protection Grant through the Illinois Department of Public Health.**
   Elizabeth Townsend explained that the Local Health Protection Grant (LHPG) is an annual grant for services provided as a certified Health Department, and prepared by Matt Calvert. Kim Barrett inquired as to who did the audits, Matt stated that audits were conducted through IDPH. Following no further discussion, Gary Jobgen motioned to approve the FY2018 Local Health Protection Grant through the Illinois Department of Public Health, second by Elizabeth Blair. All were in favor, the motion carried.

e) **Discussion and possible action to reject all bids for the Public Health Dental Clinic Design, Phase 1.**
   Elizabeth Townsend explained that due to the purchase of Health Department Property and a change in project requirements, Phase 1 will no longer meet our needs. Elizabeth stated she will send notices to contractors requesting a re-submission of bids for the new location. Following no further discussion, Matt Gullone motioned to reject all bids for the Public Health Dental Clinic Design, Phase 1, second by Nikki Chamberlain Pham. All were in favor, motion carried.

f) **Discussion and possible action to approve the RFQ for the Health Department/Dental Clinic Consulting, Design and Project Management Services.**
   Elizabeth Townsend stated she had completed an RFQ (request for qualifications) for the Health Department Dental Clinic Project. Elizabeth noted that the closing date for the purchase of property for the new Health Department location is scheduled for December 15, 2017. She explained the project consultant would be required to stay within budget parameters and she would prefer they have some experience in dental or medical field project management. Bill Bingham added that they also be required to specify a timeline completion date. Following further review and discussion, Stephen Petras motioned to approve the RFQ for the Health Department/Dental Clinic Consulting, Design and Project Management Services, second by Ralph Losey. All were in favor, motion carried.
7. **Administrator’s Report:**
   - Elizabeth stated she was invited to attend an Elizabeth Township meeting to be scheduled sometime in November in order to discuss the property being purchased for the Health Department relocation. She explained they would review the inspection and survey of the property, and to ensure property is up to code. It was suggested that some Board of Health members may want to attend as well.
   - Elizabeth stated she had contacted the Galena Gazette to do a story regarding the process of purchasing property to relocate the County Health Department.
   - Elizabeth stated she had offered Steve Bustard the Accreditation & Quality Assurance position, and he had accepted.

8. **President’s Comments:** There were no comments or discussion.

9. **Citizen’s Comments:** There were no Citizens’ comments.

10. **Other:** There were no other comments.

11. **Next Scheduled Board of Health Meeting:** November 1, 2017 at 7:00 PM

12. **Adjourn:** Bill Bingham motioned to adjourn the meeting, second by Gary Jobgen. All were in favor, meeting adjourned at 7:40 PM.