



**Public Health**  
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## JO DAVIESS COUNTY HEALTH DEPARTMENT

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### JO DAVIESS COUNTY HEALTH DEPARTMENT

#### BOARD OF HEALTH

**Wednesday, December 10, 2014 at 7:00 PM**

Jo Daviess County Health Department Conference Room

Call to Order:

Jim Lander, President of the Board of Health, called the meeting to order at 7 PM.

Roll Call:

**Present:** Jim Lander, Ron Lubcke, Greg Stauder, Jim Vormezeele, Liz Blair, Dr. G. Allen Crist, Dr. Stephen Petras, Bill Bingham, County Board Representative

**Absent:** Karen Scheele

**Others Present:** Matt Calvert, Lori Stangl, Evelyn Folks and Dan Gilbert, Deputy State's Attorney

At this time, Jim Lander welcomed Bill Bingham to the Jo Daviess County Health Department Board of Health. Bill was appointed by the County Board to serve on the Board of Health on December 9, 2014.

**Citizen's Comments:** None

**Unfinished Business:** None

**New Business:**

1. **Discussion and possible action on adding a Geothermal Closed System Ordinance to the Jo Daviess County Code & Ordinance.** Matt Calvert, Director of Environmental Health, explained the Geothermal Closed Loop System Ordinance to Board of Health members. Environmental Health staff attended a training in Sterling on October 8. The Illinois Department of Public Health has revised the water well code to include geothermal systems. Contractor licensing is established through IDPH, effective December 1, 2014. Responsibility for permitting, inspections and abandonment of the systems is on the local health department once the ordinance is passed. Since this is new process, no records or oversight exists on systems already installed. Ron Lubcke motioned to add the ordinance for Geothermal Closed Loop Systems, as presented. Second by Jim Vormezeele. Voice vote taken and all were in favor. Motion passed.

Questions lingered regarding oversight, systems already installed and if IDPH has any plans for regulation of existing systems and any problems that might arise from faulty systems. Greg Stauder asked Matt Calvert, Director of Environmental Health, to do more research and question IDPH about pre-existing systems and reporting by contractors of any repairs that might be required. No records exist for any systems that have been installed and therefore no authorized inspections were done. A meeting of the Health Department Environmental Health Committee will be scheduled at a later date to review the issue and then report to the Board of Health.

2. **Discussion and possible action on implementing a fee for Geothermal Closed System review & inspection (to be added to fee schedule).** Fees for review and inspection of Geothermal Closed Loop Systems re suggested by the Illinois Department of Public Health. The fee mentioned in Section 920.200 d of the Illinois Water Well Construction Code is \$100 per the first 10 bore holes drilled and \$10 for each additional bore hole. The number of bore holes may vary due to the size of the project. Most residential systems should be less than 10 bore holes. Greg Stauder motioned to approve and add the fee for geothermal systems, as presented. Second by Dr. Stephen Petras. Voice vote taken and all were in favor. Motion Passed.

3. **Discussion and possible action on updating Environmental Health fee structure**

Matt presented the current fee schedule for Environmental Health services. He requested that Geothermal Permits be added at \$100.00 for the first 10 bore holes and \$10.00 per additional bore hole; Add Sand Filter permit (2 inspections required) at \$300.00; Contract with the City of Galena (Bed & Breakfast inspections) \$50.00 each (schedule currently says \$35.00) and Radon Test Kits \$5.00 each. (The fees for Sand Filters was approved by the Board of Health in the Minutes dated 4-10-2013 and approved by the Jo Daviess County Board, as recommended by the Social & EH Committee in the Minutes of May 14, 2013). Dr. G. Allen Crist motioned to add the above stated fees to the existing Fee Structure, as presented. Second by Ron Lubcke. Voice vote taken and all were in favor. Motion passed.

4. **Discussion and possible action on a format change for the Jo Daviess County Health Department Annual Report.** Evelyn Folks, Public Health Office Manager, presented two samples of Annual Reports used by other small counties in Illinois. The Annual Report, by Illinois State Statute, must be available for the public to view by February 28

of each year. The current format has been the same for over 20 years. Due to budget constraints, she suggested that the form be updated and shortened. This would allow the Health Department to possibly print their own, thus saving a substantial amount of money. This would also allow the flexibility to e-mail the report to Regional Health Departments IDPH agencies and save on postage. A draft version will be presented for approval at the BOH Meeting in February. Dr. G. Allen Crist motioned to give the authority to change the format of the Annual Report and print in-house. Second by Liz Blair. All in favor, motion passed.

5. **Discussion and possible action on the approval of the Jo Daviess County Health Department IPLAN 2015-2020/Community Health Needs Assessment and Community Health Plans, as presented.** The IPLAN 2015-2020 document had been sent to all Board members to review. Ron Lubcke asked for clarification on some of the graphs and noted a few typographical errors. Other than that, the Board was pleased with the content. Ron Lubcke motioned to approve and forward the IPLAN document, with corrections, to the Illinois Department of Public Health for their approval. Second by Dr. Stephen Petras. Voice vote was taken. All in favor, motion passed.
  
6. **Discussion and update on hiring process for the Administrator position by Administrator Search Committee.** Bill Bingham, Public Health Administrator Search Committee Member, informed the Board that the Committee has had one meeting. It was mostly discussion and idea gathering. Verbiage and places to post the position opening advertisement will also be on the agenda. The next scheduled meeting is for Tuesday, December 16 in the Health Department Conference Room. The Meeting is scheduled to start at 6 PM.

7. **Discussion and possible action to approve a Resolution to Amend the Jo Daviess County Pay Grade Schedule to include the position of Associate Sanitarian, Public Health Nurse positions and Home Health Nurse positions and to approve associated position descriptions.** Lori Stangl, Interim Administrator, reviewed the Resolution and the pay grade. The nursing positions moved up one pay grade and the Associate Sanitarian position was placed on the schedule as a new position. Liz Blair motioned to accept and approve the resolution as presented. Second by Greg Stauder. Voice vote was taken and all were in favor. Motion passed.
  
8. **Discussion and possible action on the JDC Health Department Annual Plan & Health Education Plan** – The Jo Daviess County Annual Plan and Health Education Plan for FY2015 was presented to the Board. The purpose of these plans is to establish goals, track progress and activities, and at the end of each year, to evaluate whether the goals were met. The programs involved are Food Sanitation, Potable Water Supply, Private Sewage Disposal, Communicable Disease and IPLAN. The plans are sent to the Illinois Department of Public Health and placed on the County website. Copies are also posted in-house for public view. The Board approved both plans but no action was needed.
  
9. **Discussion and possible action on BOH meeting dates for 2015** – The “Draft” Board of Health Meeting Dates for 2015 were reviewed. No questions or concerns were voiced. The schedule will be sent to all area newspapers and posted on the website. Ron Lubcke motioned to accept and approve the proposed schedule of Board of Health Meeting Dates for 2015. As presented. Second by Bill Bingham. All in favor, motion passed.
  
10. **County Board Representative for Board of Health** – Bill Bingham has already been introduced earlier in the meeting.

11. **FY2015 Budget** – The Health Department’s budgets have been approved and are now in effect for FY2015. The hope is that the PH Tax Levy decrease for this fiscal year will not be repeated next year. Ron Smith, County Board Chair, assured the Agency that it would only be for one year. Ron was just re-elected Chair for the next year. Public Health Emergency Preparedness Grant reimbursement billing has been sent in for the months of July, August, September and October. The grant year is from July 1, 2014 to June 30, 2015. To date, July, August and September checks have been received. No payment for the Local Health Protection Grant has arrived. That grant year is also from July to June.

## **REPORTS**

### **Program Reports**

1. **Environmental Health** – Well and septic permits are on par for the year. All restaurant inspections have been completed. Environmental Health fees exceeded the estimate for 2014.
  
2. **Home Health Care** – Katie Meusel, HHC Coordinator, is expected to return next month. The twins are doing well. Tana Jones, Interim HHC Coordinator, has been doing an excellent job in Katie’s absence. All of the staff have been very busy making up for the staff shortage.
  
3. **Immunizations and Communicable Disease** – Lori reported that 109 doses of flu vaccine have been administered. Another flu clinic has been scheduled for Tuesday, December 16. County schools are reporting increased absences due to flu symptoms. Immunization Clinics have been well attended. The Immunization Program just underwent the VFC (Vaccine For Children) Compliance Visit. The only deficiency was in relation to date on some VFC Cards. This will be corrected. Communicable Disease has reported an increase in animal bites, but no rabies.
  
4. **Public Health Emergency Preparedness** – Staff have been working with area and regional partners on the Ebola Preparation Plan. Lori just attended a Regional Meeting in Dixon. Attendees also included law enforcement as well as Emergency

Management personnel. Lori said that she is confident in the County's ability to handle any situation.

5. **Medical Reserve Corp** – The MRC Capacity Building Grant confirmation has not yet been received. It is expected to be announced after the first of the year. The next MRC Member Meeting is scheduled for February.

### **Financial Reports**

1. **Home Health Care** – The latest monthly budget print-out (October) was reviewed. No questions or concerns were voiced.
2. **Public Health** - The latest monthly budget print-out (October) was reviewed. A cash basis recap for the year was reviewed. The 2014 Annual Audit will not be started until February or March. Evelyn told the Board that even though the new budget year started December 1, payments for services and supplies ordered and received in November will still be paid out of the 2014 budget. No questions or concerns were voiced.

**Citizens' Comments** - None

**Closed Session** – None

**Adjourn** – With no other business to discuss, Bill Bingham motioned to adjourn. Second by Dr. G. Allen Crist. All in favor, motion passed.

Jim Lander, Board of Health President, adjourned the meeting at 8:22 PM.

**Next Board of Health Meeting:** The next regular scheduled Board of Health Meeting is Wednesday, February 4, 2015 at 7 PM.