

JO DAVIESS COUNTY HEALTH DEPARTMENT

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JO DAVIESS COUNTY BOARD OF HEALTH

MEETING MINUTES

Thursday, February 6, 2014 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Thursday, February 6, 2014 at 7:00 PM, in the Health Department Conference Room. This meeting was rescheduled from Wednesday, February 5, 2014.

Board of Health members present: Laura Duerr, Karen Scheele, Jim Lander, Ron Lubcke, Jim Vormezeele and Marge Montelius, County Board Representative.

Board of Health members absent: Dr. Stephen Petras, Greg Stauder, Dr. G. Allen Crist and Elizabeth Blair.

Staff Members Present: Nancy Lewis, Evelyn Folks and Lori Stangl

Jim Lander, President of the Board of Health called the meeting to order at 6:59 p.m.

All Board of Health and staff members present introduced themselves to Jim Vormezeele, the newest appointee to the Board. Jim is representing the Menominee/East Dubuque area.

UNFINISHED BUSINESS

1. Marge Montelius, Jo Daviess County Board Liaison, motioned to approve the minutes of Board of Health Meeting held on October 9, 2013 as presented, second by Laura Duerr. All in favor, motion passed.
2. Nancy Lewis, Administrator, gave a short update on options for electronic board packets. For the last few meetings, packets (with attachments) have been sent by e-mail. Another possibility would be I-Pads for all Board members. All of the members present reported that they have had no difficulties in receiving or opening the informational e-mails. This will be set aside until the April meeting.
3. More examples of Board of Health Mission Statements were reviewed. Jim Lander Suggested that all members should review the samples and be prepared to act at the next meeting. All were in approval.

4. The Board of Health Bylaws were discussed. Questions arose regarding attendance and voting by cell phone or other electronic means. This would only be possible if a quorum were physically present. Acceptable reasons for electronic attendance need to be addressed and inserted into the Bylaws before approval by the Board. The specific types of electronic attendance and equipment will also need to be specific as well as reasons, such as illness, family emergency or unsafe weather conditions. Samples of Bylaws from Vermillion and Boone County were also reviewed. A draft of proposed changes will be presented to the Board at the April meeting.

NEW BUSINESS

1. Reports:

- A. Lori Stangl, Director of Clinical Services, reported to the Board that Collette Hoagland, RN, has been hired as a Public Health Nurse. She will be assuming duties for Communicable Disease.
Reportables for 2013 included 21 Lyme disease cases, 17 animal exposures and 16 cases of chlamydia.
Monthly Immunization Clinics have been well attended. The Agency is also accommodating as many walk-in requests for vaccinations/immunizations as possible. Research for grants or other funding is ongoing for adult vaccinations such as Tdap and shingles.
Tubersol, for TB testing, is now available. It was in short supply for the majority of 2013.
Obesity Coalition members will have a booth at the Health Summit in March.
- B. Heather Miller, Director of Environmental Health, was unable to attend the meeting, but Nancy Lewis, Administrator presented her written report. The Department inspected 226 retail food establishments. The number of actual food inspections performed was 319. This included 265 regular inspections, 41 re-inspections and 13 pre-opening inspections. Well and Septic permit numbers ended similar to the past few years. Septic Permits numbered 102 and 35 well permits were issued.
An application has been submitted for a Vector Control Grant (\$12,000). This is for West Nile Virus, mosquito prevention and dead bird surveillance. If awarded, the grant would begin on April 1, 2014.
Ellen Carr, Sanitarian, was hired in November. Her primary focus will be the food protection program, but will work in all EH programs. She will be splitting her time assisting Nancy Lewis with IPLAN. This is a 5-year State plan that addresses strengths and weaknesses of the County's health and well-being and looks at ways to resolve the issues. The Health Department will also be working with the Midwest Medical Center Hospital by sharing any resources that might be available. The Hospital completes a similar plan called ICAN.
- C. Year-end financial reports for Public Health were reviewed. The annual audit for FY2013 will be starting soon and is usually completed by the end of April. No questions or concerns were voiced.

D. Home Health Care continues to be busy. Even though the census count is in the high 20's, staff shortage, multiple visits and patient issues are keeping HHC staff very busy. Tana Jones, RN, BSN, was hired for the HHC program on December 30 and is doing very well. Katie Meusel, HHC Coordinator, expects that Tana will be ready for solo visits very soon.
Visit summaries and year-end financial reports were reviewed. No questions or concerns were voiced.

2. Nancy Lewis reported that the Carlson Dettmann Consulting Company wage/salary scale results are making it difficult to recruit qualified personnel. Her suggestion was to look into using Grade 10 (which is empty now) for professional licensed staff, such as a Sanitarian with a LEHP or Public Health Nurse with a BSN and experience. The starting wage (or Step 1) would be \$19.99. This slot could also be used for a half-time PH Nurse and half-time Health Educator. To justify this salary grade, new job descriptions for each position would have to be submitted and approved by the consulting company.
3. Long range financial planning was discussed. A five-year capital improvement plan for the Health Department was reviewed, noting that no expenditures will be made from The Public Health Capital Improvement Fund in the 2014 fiscal year. The Public Health and Home Health Care Program Funds both have a good carryover balance this year.
4. The Jo Daviess County Health Department Medical Reserve Corp, in conjunction with IEMA, will be presenting a Radiation Response Training at the Jo Daviess County Health Department on Wednesday, February 26 from 5:30 to 8:30 PM. Pre-registration is requested.
5. All employees at the Health Department have had their annual evaluations completed. According to a resolution approved by the County Board and the Board of Health, pay raises will be effective February 1. The raises are dependent on their evaluation scores.
6. The Illinois Department of Public Health and the State of Illinois have opened the grant process for the Local Health Protection Grant for 2015. This grant year will be from July 1, 2014 to June 30, 2015. The grant will be for the same amount (\$63,201). This year, the process and application, along with submittal, will be on-line.
7. The "approved" BOH Meeting dates for FY2014 were distributed.
8. Nancy Lewis informed the Board that the mileage reimbursement rate for employee travel has increased from \$.555 to \$.56 per mile. This is the current IRS rate and was also approved by the County Board.
9. The Jo Daviess County Health Department is considering the possibility of an AmeriCorps Grant for a member joining the Agency for a 3-month period that would cost the Agency \$3,500. Another option would be an 11-month commitment that would cost the Agency \$10,500. The AmeriCorps lead agency would pay for housing along with a member stipend.

10. As the Agency gets more involved in the IPLAN and Accreditation processes, it has been made aware that the Agency needs to update many things. A SWOT Analysis has been completed and committees formed. A Risk Management Survey has been completed. The Risk Management Plan that addresses the survey results has been approved. Vision and Value Statements are being developed.

The Health Department has developed a revised Mission Statement:

“The mission of the Jo Daviess County Health Department is to prevent disease, promote a healthy environment & to protect the citizens of Jo Daviess County through an organized, comprehensive, county-wide health effort.”

Laura Duerr motioned to accept the revision to the Health Department Mission Statement, second by Ron Lubcke. All in favor, motion passed.

The Strategic Plan of the Agency was reviewed. Ron Lubcke motioned to approve the Plan, as presented, second by Laura Duerr. All in favor, motion passed.

11. Jim Lander, BOH President, reported to the members that IDPH is still working on their accreditation. This can be a long process, but very helpful, once completed, to other local health departments, as they start their own accreditation.

Jim was in Kenya from October 24 to November 7 this past year. He reported that Public Health in Kenya left a lot to be desired. As they traveled from the capital city to the host family sight, garbage was dumped along the roadways and animals were eating it. Could be a recipe for disaster. Water could not be used for drinking or bathing unless it had been boiled first. Jim will be presenting a program about this adventure at Westminster Presbyterian Church on February 16.

NALBOH (National Association of Local Boards of Health) is undergoing review by CDC. The organization has had a big shake-up in leadership regarding their financial situation. The administrative costs were out of control. A consulting company (Badger Bay) has been hired to turn the organization around. Badger Bay believes that just plain poor management was the issue.

SALBOH (State Association of Local Boards of Health) has not sent invoices for dues as of date.

With no other business to discuss, Ron Lubcke motioned to adjourn, second by Karen Scheele. All in favor, motion passed.

The next scheduled meeting will be on Wednesday, April 2, 2014.

Jim Lander adjourned the meeting at 8:41 PM.

Ron Lubcke, BOH Secretary

Date