

These minutes are not the official record until final approval at the next meeting and all minutes may be changed until officially approved.



JO DAVIESS COUNTY HEALTH DEPARTMENT

9483 US RT. 20 WEST • P. O. BOX 318 • GALENA, ILLINOIS 61036 • (815) 777-0263

Jo Daviess County Health Department Board of Health Finance Committee

Friday, August 5, 2016, 7:00 PM.

Jo Daviess County Health Department Conference Room

1. Call to Order

Ron Lubcke, President of the Board of Health, called the Finance Committee Meeting to order at 7:00PM.

2. Roll Call: Bill Bingham, Gary Jobgen, Dr. Stephen Petras and Ron Lubcke were present.

Others present: Elizabeth Kane, Susan Schultz & Mrs. Petras

3. Approval of Minutes from August 5, 2015 Finance Committee Meeting: Bill Bingham motioned to approve the minutes, as presented. Second by Dr. Stephen Petras. All in favor, motion passed.

4. Citizens' Comments: None

5. Unfinished Business: None

6. New Business:

- a) Discussion and possible action to recommend a Successful Bidder for the Main Level Commercially Rated Luxury Vinyl Tile Project to the Board of Health for review and approval: After comparison of the two samples, review of the bids and discussion, Bill Bingham motioned to approve and move forward a bid from Knautz Flooring Inc. for the commercially rated luxury vinyl tile project to the Board of Health for consideration. Second by Gary Jobgen. All in favor, motion passed.
- b) Discussion and possible action regarding a recommendation to the Board of Health to dissolve all Home Health Care Funds through Resolution in FY2017 after all Interfund Transfers to the Capital Investment Fund (055) are completed: Elizabeth stated that this money came from Medicare and that we need to develop a strategy

to protect and use the funds efficiently. Elizabeth and the BOH previously discussed the concept of having a Strategic Plan in place for the JDCHD. This was also discussed again with the Finance Committee with Bill Bingham stressing that this needed to be developed sooner than later. Gary Jobgen motioned to approve and move forward to the Board of Health the recommendation to dissolve all Home Health Care Funds after all interfund transfers to the Capital Investment fund are completed. Second by Dr. Stephen Petras. All in favor, motion passed.

- c) Discussion and possible action for a recommendation to forward the FY2017 Home Health Care Fund (026) to the Board of Health for review and possible approval: Bill Bingham motioned to recommend to forward the FY2017 Home Health Care Fund (026) to the BOH for review and possible approval. Second by Dr. Stephen Petras. All in favor, motion passed.
- d) Discussion and possible action for a recommendation to forward the FY2017 Home Health Care Memorial Fund (022) to the Board of Health for review and possible approval: Elizabeth said this money was used in the past to purchase small equipment for HHC. Gary Jobgen suggested this money be earmarked into the Strategic Plan. Gary Jobgen motioned to recommend to forward the FY2017 Home Health Care Memorial Fund (022) to the BOH for review and possible approval with plan to use with strategic planning. Second by Bill Bingham. All in favor, motion passed.
- e) Discussion and possible action for a recommendation to forward the FY2017 Home Health Care Capital Equipment Fund (054) to the Board of Health for review and possible approval: Elizabeth said this money will be used in accordance to the Strategic Plan. Bill Bingham motioned to recommend to forward to the BOH the FY2017 Home Health Care Capital Equipment Fund (054) to the BOH for review and possible approval. Second by Dr. Stephen Petras. All in favor, motion passed.
- f) Discussion and possible action for a recommendation to forward the FY2017 Animal Control Fund (020) to the Board of Health for review and possible approval: Elizabeth said the AC program came to the JDCHD with zero dollars. The part-time Animal Control Officer that was just hired will be working 30 hours a week. Cal Schafer, the Animal Control Administrator, will receive a salary increase of \$4,400. Elizabeth anticipates an increase in revenue with tags and fees. If revenue increases allow, the part-time position will be full time in the future. Jamie Lattner, the Animal Control Warden, is currently working on updating ordinances. The finance committee would like Animal Control to gather information from other Counties regarding fees before changing the ordinances. Dr. Stephen Petras motioned to recommend to forward the FY2017 Animal Control Fund (020) to the Board of Health for review and possible approval. Second by Bill Bingham. All in favor, motion passed.
- g) Discussion and possible action for a recommendation to forward the FY2017 Capital Investment Fund (055) to the Board of Health for review and possible

approval: Elizabeth would like to get new siding, interior painting done and a wellness room with exercise equipment for the staff. Gary Jobgen said this could be where the Memorial Fund money could be spent. Elizabeth would like to purchase a van to haul a cool cube that would be used for off-site immunizations clinics in the community. It is too heavy and large to put in an employee's vehicle. JDCHD will be expanding the immunization services. Environmental Health could use 2 trucks, perhaps using the van as a second vehicle. The van can be part of the Strategic Planning. Elizabeth would like the JDCHD to hook up to the city water. We have had issues with the well twice since she started. The septic is fairly new and wouldn't need the city sewer system at this time. Bill Bingham stated that he has issues/concerns with this budget. Dr. Stephen Petras motioned to recommend to forward the FY2017 Capital Investment Fund (055) to the Board of health for review and possible approval. Second by Gary Jobgen. There was 2 in favor and 1 nay, motion passed.

- h) Discussion and possible action for a recommendation to forward the FY2017 Catastrophic Emergency Fund (046) to the Board of Health for review and possible approval: Gary Jobgen motioned to recommend to forward the FY2017 Catastrophic Emergency Fund (046) to The Board of Health for review and possible approval. Second by Dr. Stephen Petras. There was 2 in favor and 1 nay, motion passed.
- i) Discussion and possible action for a recommendation to forward the FY2017 Emergency Preparedness Fund (005) to the Board of Health for review and possible approval: Bill Bingham motioned to recommend to forward the FY2017 Emergency Preparedness Fund (005) to the Board of Health for review and possible approval. Second by Dr. Stephen Petras. All in favor, motion passed.
- j) Discussion and possible action for a recommendation to forward the FY2017 Public Health Fund (003) to the Board of Health for review and possible approval: Bill Bingham motioned to recommend to forward the FY2017 Public Health Fund (003) to the Board of Health for review and possible approval. Second by Gary Jobgen. All in favor, motion passed.

- 7. Administrator's comments: Elizabeth will look over Environmental Health's employee mileage to see how much they are reimbursed for mileage to justify the need for the van as a second vehicle. EH is scheduled for a new truck in 2018. Elizabeth told the Finance Committee if there is something they don't like, to please let her know. Elizabeth said she spoke to the staff about her ideas. Elizabeth spoke with the Finance Committee about having the meetings scheduled more than once a year.
- 8. Citizens' Comments: None from any citizens. Ron did mention that the only time citizens present can speak is when it is scheduled on the agenda.

9. Adjourn: With no other business to discuss, Bill Bingham motioned to adjourn, second by Gary Jobgen. All in favor. Ron Lubcke adjourned the meeting at 8:38 PM.

Ron Lubcke, BOH President

Date

DRAFT