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JO DAVIESS COUNTY HEALTH DEPARTMENT

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Jo Daviess County Board of Health

Wednesday, June 24, 2015 at 7:00 pm

Jo Daviess County Health Department Conference Room

1. **Call to Order:** Jim Lander, President of the Board of Health, called the meeting to at 7:00 PM.
2. **Roll Call: Members Present:** Ron Lubcke, Kim Barrett, Elizabeth Blair, Jim Lander, Dr. Stephen Petras, Jim Vormezeele and William Bingham, County Board Representative

Members Absent: Karen Scheele, Dr. Ralph Losey

Staff Present: Elizabeth Kane, Evelyn Folks, Lori Stangl, Matt Calvert and Katie Meusel

Others Present: Dan Gilbert, Deputy State's Attorney, Jamie Petras, Ron, Jeanie and Braedon Norman

Approval of Minutes

- a) **Minutes from April 1, 2015 Board of Health meeting.**
- b) **Minutes from May 5, 2015 Board of Health meeting.**

Liz Blair motioned to accept the minutes from April 1 and May 5, as presented. Second by Ron Lubcke. All in favor, motion passed.

At 7:05 PM, Greg Stauder joined the meeting.

3. **Citizens' Comments:** The Norman family addressed concerns in regard to waste dumping adjacent to their property. They presented pictures as well as aerial photos of the area.

At this point, the Norman family left the meeting.

4. **Unfinished Business:** No old business to discuss.

5. New Business

- a) Discussion and possible action to approve a Resolution to Approve the Reclassification of the following positions: Director of Environmental Health, Director of Clinical Services, Home Health Care Coordinator, Secretary of Environmental Health , to Amend the Jo Daviess County Pay Grade Structure Schedule, and to approve updated position descriptions.

Bill Bingham made the motion to approve and accept the Resolution to Approve the Reclassification of the following positions: Director of Environmental Health, Director of Clinical Services, Home Health Care Coordinator, Secretary of Environmental Health, to amend the Jo Daviess County Pay Grade Structure Schedule, and to approve updated position descriptions, second by Ron Lubcke. All in favor, motion passed.

At this point, Jim Lander, outgoing President of the Board of Health, gave a short report. He has been busy with conference calls with NALBOH (who now has an Illinois link on their website) and the Illinois State Board of Health organizations. He wanted to give special thanks to Lori Stangl, Matt Calvert and Katie Meusel for all their help during the interim process.

- b) Discussion and possible action to appoint _____ as Jo Daviess County Board of Health President.

Bill Bingham nominated Ron Lubke to be the next BOH President, second by Liz Blair. Bill then motioned to close nominations. All in favor. Ron Lubke was elected unanimously.

- c) Discussion and possible action to appoint _____ as Jo Daviess County Board of Health Vice- President.

Jim Lander nominated Bill Bingham to be the appointed Vice-President, second by Liz Blair. Dr. Petras then motioned to close nominations. All in favor. Bill Bingham was elected unanimously.

- d) Discussion and possible action to appoint _____ as Jo Daviess County Board of Health Secretary

Jim Lander nominated Elizabeth Blair to be the appointment of Secretary, second by Bill Bingham. Bill then motioned to close nominations. All in favor. Elizabeth Blair was elected unanimously.

Bylaws of the Jo Daviess County Board of Health state that the Jo Daviess County Treasurer, Melisa Hammer, will serve as the Treasurer of the Board.

All new officers of the Board of Health were given a round of applause. Ron Lubcke, President, then explained that it was his duty to appoint members to BOH Committees.

- 1. Discussion and possible action to appoint _____, _____, _____ to the Environmental Health Committee of the Jo Daviess County Board of Health
Ron appointed Greg Stauder and Jim Vormezeele to the Environmental Health Committee.

- 2. Discussion and possible action to appoint _____, _____, _____ to the Personnel Committee of the of the Jo Daviess County Board of Health.
Ron appointed Dr. Ralph Losey and Karen Scheele to the Personnel Committee.

- 3. Discussion and possible action to appoint _____, _____, _____ to the Client Care Committee of the Jo Daviess County Board of Health.
Ron appointed Elizabeth Blair and Kim Barrett to the Client Care Committee.

- 4. Discussion and possible action to appoint _____, _____, _____ to the Budget and Finance Committee of the Jo Daviess County Board of Health.
Ron appointed William Bingham and Dr. Stephen Petras to the Budget and Finance Committee.

6. Program Reports

a) Environmental Health

Matt Calvert, Director of Environmental Health, notified the Board that the Vector and Tanning Grants have been approved and received. He then gave a presentation of the 2014 statistics for all of the Environmental Health Programs (food, water, sewage and B&B).

b) Home Health Care Program

Katie Meusel, Home Health Care Coordinator, reviewed statistics for the program. A member of the Board of Health will need to be appointed to the Home Health Care Advisory Board. Ron Lubcke was the previous Committee member. The program is still short staffed but hired a full-time nurse on June 18. The census is low but Katie has been the only nurse (full-time) for months. She also informed the Board that she will be resigning her position as Coordinator, once a replacement is found. She will resume her previous position as Home Health Care Nurse/RN/BSN. An advertisement for the coordinator position has already been placed.

c) Immunizations and Communicable Disease

Lori Stangl, Director of Clinical Services, reported that Immunization Clinics continue to be well attended. She hopes to have all policies and procedures in place to start adult immunizations in July. Communicable Disease Program activity is relatively low except for a few cases of Lyme disease.

d) PHEP Program

Lori reported that the Public Health Emergency Preparedness grant will be released within the next week. The MRC (Medical Reserve Corp) has a few new members, but is always looking for more volunteers. Both Lori and Collette Hoagland attended the PHEP Conference in Schaumburg, Illinois, for 3 days.

7. Financial Reports

a) Home Health Care

Program financial reports were reviewed. No questions or concerns were voiced.

b) Public Health

Program financial reports were reviewed. Evelyn Folks, Office Manager, noted the specific lines that were above the monthly average, but the majority will be on target at the end of the year. Dr. Stephen Petras questioned line # 905 Miscellaneous Expense. The expense line was charged for funeral flowers and a gift for the outgoing BOH President Jim Lander. This line is used when the expense does not fit into any other specific category or line. No other questions or concerns were voiced.

8. **President's Comments:** Jim Lander had spoken earlier in the meeting.

9. **Administrator's Comments:** Elizabeth Kane distributed the most recent BOH Bylaws (Revised April 2, 2014). She is working with Dan Gilbert, Deputy State's Attorney, to complete needed revisions that will be in compliance with State of Illinois Statutes. Responsibilities of BOH Members will also be reviewed and updated, if necessary. Committee descriptions are also being reviewed. Once completed, revisions will be submitted to the Board for approval.

At this time, Elizabeth presented Jim Lander with a gavel plaque for his fifteen years of service to the Health Department and Board of Health.

10. **Citizens' Comments:** None

11. **Other:** Bill Bingham also wished Jim Lander well and thanked him for the time he served Jo Daviess County residents. He also expressed thanks to the Jo Daviess County Health Department staff that took part in the Community Fire Expo on June 14.

12. **Next Board of Health Meeting: Wednesday, August 5th at 7:00 PM**

13. **Adjourn:** With no other business to discuss, Bill Bingham motioned to adjourn, second by Elizabeth Blair. All in favor. Ron Lubcke adjourned the meeting at 8:22 PM.

Elizabeth Blair, BOH Secretary

Date

