

JO DAVIESS COUNTY HEALTH DEPARTMENT

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JO DAVIESS COUNTY BOARD OF HEALTH

MEETING MINUTES

Wednesday, June 4, 2014 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Wednesday, June 4, 2014 at 7:00 PM, in the Health Department Conference Room.

Board of Health members present: Jim Lander, Ron Lubcke, Jim Vormezeele, Dr. Stephen Petras, Elizabeth Blair and Marge Montelius, County Board Representative

Board of Health members absent: Dr. G. Allen Crist, Laura Duerr, Karen Scheele.

Staff Members Present: Nancy Lewis, Evelyn Folks, Matt Calvert, Katie Meusel and Lori Stangl

Others present: Kate Hansen, BEST Career Advisor, Dan Austin, AmeriCorps Intern and Jamie Petras

Jim Lander, President of the Board of Health, called the meeting to order at 6:58 p.m.

UNFINISHED BUSINESS

1. Elizabeth Blair motioned to approve the minutes of Board of Health Meeting held on April 6, 2014. Second by Ron Lubcke. All in favor, motion passed.
- Examples of Board of Health Mission Statements were reviewed. Ron Lubcke motioned that in his research into the mission Statements, most were short, 1 or 2 sentences. After discussion, Ron Lubcke motioned to choose the following as the BOH Mission Statement: **“The Jo Daviess County Board of Health exists to provide leadership in planning and policy development for the Jo Daviess County Health Department to implement a coordinated, prevention-oriented program that promotes and protects the health of all Jo Daviess County residents.”** Second by Jim Vormezelle. All were in approval, motion passed.
- Jim Lander informed the Board members that #3, WIC (Stephenson County) Space usage would be addressed under New Business, #4 Financials.
- Nancy Lewis, Administrator, reviewed the final Audit Report, submitted by CliftonLarsonAllen, LLP, for FY2013 with the Board. All of the Agency funds (both

Public Health and Home Health Care) were reviewed. The Report showed no listed deficiencies for the Agency.

5. The updated HIPPA Policy and Procedure Manual had been sent to all members for review late in April. The primary changes were relating to electronic health records. Nancy Lewis is listed as the Privacy Officer and Matt Calvert as Security Officer. Ron Lubcke motioned to adopt the HIPPA Manual, as presented, second by Liz Blair. All in favor, motion passed.

NEW BUSINESS

1. Kate Hansen, Career Advisor for BEST (Business Employment Skills Team), introduced herself to the Board. BEST is a non-profit agency providing career counseling, financial assistance for GED testing, resume' writing, and assistance in locating employment. The agency is contracting the use of one of the lower level offices. Kate is in the office one day each week and covers Jo Daviess and Carroll County.

2. Reports:

- Lori Stangl, Director of Clinical Services, reported to the Board that an application for a VFC (Vaccine for Children) Grant for \$900 has been completed. This would be used for a new stand-alone freezer for Varicella and Proquad vaccines that must be kept frozen. Communicable Disease has been busy with animal bite reports (cat, dog and bats). The agency has received lots of questions regarding tick bites and Lyme Disease. Unfortunately, STD cases remain steady.

Nursing and Environmental Health staff will be taking part in a 2-day functional statewide drill about a foodborne outbreak on Wednesday and Thursday.

- Matt Calvert, Director of Environmental Health, distributed EH revenue and inspection reports to the members. Food establishment, septic and well inspection/permits numbers have increased from last year. Farmers Market inspections are underway for this year. Ticks are really bad this year. Be sure to use some type of spray if you're outdoors and check yourself when you return. Don't forget to check your pets.

The State of Illinois has changed requirements for Food Handler Training. Everyone (and anyone) who handles food in any way, must take an on-line 90 minute

course and

test for a 3-year certification. This law will go into effect on July 1, 2014 or 90 days

Individual certificates will be posted in the place of employment. The cost for the course and test is around \$10.00.

Matt also reminded the Board that the Illinois Environmental Protection Agency (IEPA)

Bureau of Water will hold 2 public meetings at the Midwest Medical Center. The dates

are Tuesday, June 10 at 6:00 pm and Wednesday, June 11 at 10:30 am. These meetings

will provide the public an opportunity to receive information on the impairments within

the Galena, Sinsinawa Rivers and Frenress Lake. The impairments for these segments

of the watershed are fecal coliform, dissolved oxygen, total phosphorus and zinc. Pollution reduction goals will be discussed as it relates to water quality.

- Katie Meusel, Home Health Care Program Coordinator, informed the Board that the census has been a steady 36. Currently, 12 are VA patients. This has been increasing each year. Staff are quite busy and Katie has been spending some of her time visiting physicians and clinics in the area. Because of the increased competition in the area, it is crucial that the presence of JDC Home Health Care is recognized and remembered. In the upcoming 2015 budget, dollars will be targeted to marketing the Program and its services.

Katie Meusel and Marcia Christ, Home Health Care Office Manager, will be attending the Region III Conference in Rock Falls on June 9 for a luncheon meeting.

Katie also informed the Board that it was renewal time for the physical therapy contractual agreement with Midwest Medical Center. The proposed price per visit will

increase from \$75 to \$90, but MMC will be the sole PT provider for the whole county. A

motion was made by Margie Montelius to approve the increase to MMC for physical

therapy services, second by Liz Blair. All in favor, motion passed.

The Illinois Department of Public Health is expected to arrive at the Agency sometime

this month to conduct the HHC Certification. Nancy Lewis, Administrator, spoke of the

strong need to move forward with electronic health records.

- The April budget financial reports for Public Health and Home Health Care were reviewed. No questions or concerns were voiced.

#3. OLD Business

Nancy Lewis notified the Board that she has completed a Memorandum of Agreement with Stephenson County Health Department concerning the space on the lower level used by WIC/Family Case Management. Since the services are provided to eligible residents of Jo Daviess County, the rental for the area will be \$200.00 monthly, instead of the actual cost of \$700.00. The agreement will take effect on July 1, 2014.

- The Health Department again had well water issues. The pump, valve, switches and wiring had to be replaced due to a lightning strike. Because the pump was just at 2 years old, the installer was able to get the actual pump replaced at no charge. The total bill for the remainder of the work and parts was \$1,988. (Prevailing Wage)
- The Illinois Association of Public Health Administrators has asked the Illinois Department of Public Health for an increase in funding for the Health Protection Grant. It would have amounted to an increase of \$6,500. Legislation is pending and an across the board cut is probably more likely (\$-4,500). It was noted that the overall request to the CDC will remain the same.
- Nancy reported that IPLAN surveys were completed by staff and mailed to community partners. The Agency had an 82% return rate. The top three health issues chosen through the surveys were: Heart Disease, Obesity and Diabetes. The goal was to choose health issues that would have measurable goals. After discussion by the Board, Dr. Stephen Petras motioned to use the same goals chosen by staff and the surveys, second by Liz Blair. All in favor, motion passed.
- Dan Austin has started his 3-month term as the AmeriCorp Intern chosen by the Agency. He will be with us until August 8. His project is to develop a brochure and

directory for persons with disability. This would be a tool to contact individuals if the need arose due to a public health emergency or disaster.

The Health Department has also applied for and been accepted as a host agency for the 11-month Fall AmeriCorp Grant.

- Jim Lander, BOH President encouraged Nancy Lewis to complete and submit an abstract for speakers at the Annual BALBOH Conference. It will be held in Milwaukee this year in August. Jim also gave a short update on the financial woes of the NALBOH organization. It seems as though no wrongdoing was found and the Robert Wood Foundation has forgiven any debts owed to them.
- The Jo Daviess County 2015 budget schedule was distributed to the members. The first round of fund revenue projections are due at the County Administrator's office on Friday, June 13.
- At the June General Staff Meeting, Public Health and Home Health Care employees will be asked for volunteers to serve on a committee to review and revise the existing Dress Code Policy.
- The annual audit for the county was completed and one of the areas of concern was the accumulation of vacation time for certain employees. The Employee Handbook states: "An employee may carry over up to one-half of their accrued vacation from the previous year, for six months past their anniversary date for the following year." This has not been an issue of concern at the Health Department.

On June 17 and 18, 2014, the County Safety Committee will be offering "Computer and Internet Safety, both at work and personal use". The training will be offered by Joe Kratcha and Nick Keleher.

Ron Smith, JDC Board Chair has asked Nancy Lewis to be a member of the Insurance Committee. She will be a part of the group consisting of employees, department heads, union representatives and County Board members. This group will meet with representatives of insurance carriers. The new insurance contract will begin on December 1, 2014.

A short report was given by Evelyn Folks on the Personnel Review Committee meeting held on June 3, 2014 at the County Courthouse. The primary changes were in

language by

specifying County Board Chair/BOH Chair or County Administrator/HD Administrator.

No changes were made to the evaluation forms. Any employee evaluation that receives a

rating above "Meets Expectations" must be approved by the County Administrator/HD

Administrator and reviewed by the Executive Committee of the County Board/Personnel

Committee of the Board of Health.

A discussion was held on the starting wage for a public Health Nurse (BSN with at least one year of experience). The Agency has been unsuccessful in recruiting and retaining professional staff with such a low starting wage. Nancy Lewis proposed \$23.00 for the starting wage for the new position and qualifications. The Board of Health members were all in approval and instructed Nancy to complete and submit the necessary paperwork.

The current officers of the Board of Health agreed to serve another year. Dr. Stephen Petras motioned to retain the current officers for the next year, second by Jim Vormezele. All in favor, motion passed.

With no other business to discuss, Liz Blair motioned to adjourn the meeting, second by Ron Lubcke. All in favor, motion passed.

Jim Lander adjourned the meeting at 9:32 PM.

Ron Lubcke, BOH Secretary

Date