



Jo Daviess County Health Department • 9483 US Rt. 20 West • P. O. Box 318 • Galena, Illinois 61036

Jo Daviess County Board of Health

Wednesday, May 4th, 2016 at 7:00 pm

Jo Daviess County Health Department Conference Room

Meeting Minutes

1. Call to Order

Ron Lubke, President of the Board of Health called the meeting to order at 7:00 PM.

2. Roll Call

Present: Kim Barrett, Elizabeth Blair, Gary Jobgen, Ralph Losey, Ron Lubcke, Stephen Petras & Jim Vormezele.

Staff Present: Matt Calvert, Director of Environmental Health
Elizabeth Kane, Administrator
Susan Schultz, Public Health Secretary
Lori Stangl, Director of Clinical Services

Others Present: Mrs. Petras

3. Approval of Minutes

a) Minutes from March 2nd, 2016 Board of Health Meeting - After review, Elizabeth Blair motioned to approve the minutes, as presented, second by Gary Jobgen. All were in agreement, motion passed.

4. Citizens' Comments: None

5. Unfinished Business

a) Update on the request for the new position to oversee Public Health Emergency Preparedness and the MRC.

Elizabeth received a notice that the PHEP Grant would be cut from 5 to 12 percent. With the uncertainty of funding, JDCHD will temporarily hold off on creating this position.

b) Update on the Request for Proposal for New Flooring in the Upper Level of the Health Department.

Elizabeth retracted the RFP bid due to concerns about the floor joist being able to support heavy tile. Elizabeth will look at other medical facilities to see what they are using. Elizabeth would like the Board to review the new RFP, when completed, before printing it in the papers. Elizabeth would like the new flooring installed before the end of the year.

- c) **Discussion and possible action to approve and move forward the Animal Control Warden Position Job Description and Reclassification Request to Carlson Dettmann Consulting.** Ralph Losey moved to approve and move forward the Animal Warden Position Job Description and Reclassification Request to Carlson Dettmann Consulting, second by Kim Barrett. All were in agreement, motion passed.
- d) **Discussion and possible action to approve and move forward the new Animal Control Officer Position Job Description and New Position Classification Request to Carlson Dettmann Consulting.** Gary Jobgen moved to approve and move forward the part-time Animal Control Officer Position Job Description and New Position Classification to Carlson Dettmann Consulting, second by Elizabeth Blair. All were in agreement, motion passed.

6. New Business

- a) **Discussion and possible action to approve a June 2016 Special Board of Health Meeting.** Elizabeth wants to meet with the board in June to keep the flooring project and Animal Control Position Reclassifications moving forward. Elizabeth will do a doodle poll with the board to see what date will work for everyone. Ralph Losey moved to approve the June 2016 Special Board of Health meeting, second by Gary Jobgen. All were in agreement, motion passed.

- 7. **Financials** – Elizabeth reviewed the financial reports stating the agency received close to \$20,000 with the Medicaid match and Environmental Health fees were up \$6,000 from last year at this time. Due to office supply expenses increasing, individual printers are no longer being used. Ron spoke about the Home Health Care finances and what will be done with this money. Elizabeth stated that our finance committee will need to get involved.

At 7:40, Bill Bingham entered the meeting.

- 8. **Health Department Updates** - Elizabeth stated the agency did not get a contract for the Women, Infants & Children or Family Case Management programs. It is open for discussion for next year. The agency has not yet received the \$63,000 Health Protection Grant. Elizabeth anticipates that it should be here in the next couple of months. The agency had 2 layoffs due to Home Health Care closing and loss of anticipated programs. Elizabeth has been elected Representative of Region 1 for Illinois Association of Public Health Administrators.

- 9. **President's Comments** - Ron thanked the Board & Staff for their service.

- 10. **Citizens' Comments** – None

- 11. **Other** - None

- 12. **Next Scheduled Board of Health Meeting: August 10th, 2016, 7:00pm**

- 13. **Adjourn** – Kim Barrett moved to adjourn the meeting, second by Bill Bingham. All were in agreement, motion passed. The meeting adjourned at 7:47pm.