

# JO DAVIESS COUNTY HEALTH DEPARTMENT

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## JO DAVIESS COUNTY BOARD OF HEALTH

### MEETING MINUTES

Wednesday, April 2, 2014 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Wednesday, April 2, 2014 at 7:00 PM, in the Health Department Conference Room.

Board of Health members present: Laura Duerr, Karen Scheele, Jim Lander, Ron Lubcke, Jim Vormezeele, Dr. Stephen Petras, Greg Stauder, Dr. G. Allen Crist and Elizabeth Blair.

Board of Health members absent: Marge Montelius, County Board Representative.

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

Others present: Josh Crist and Jamie Petras

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 Dr. Stephen Petras, the newest appointee to the Board.

### **UNFINISHED BUSINESS**

1. Dr. G. Allen Crist motioned to approve the minutes of Board of Health Meeting held on February 6, 2014, noting the correction as stated on the current agenda. Second by Ron Lubcke. All in favor, motion passed.
2. More examples of Board of Health Mission Statements were reviewed. Jim Lander suggested that all members should review the samples and select a statement. Ron Lubcke motioned to table the selection of the Board Mission Statement until the next meeting, second by Laura Duerr. All were in approval, motion passed.
3. The proposed revisions (reviewed at the last meeting) to the Board of Health Bylaws were discussed. Those proposed changes were to Article III, Meetings:
  - #2. Reference to a request for a special meeting being filed with the Board Secretary. The change would say Secretary or Public Health Office.
  - #5. Reference to a Board member attending and casting a vote by electronic means after notifying the Health Department Administrator at least 24 hours in advance to allow time to arrange for necessary communication equipment, if needed. Cell phone communication would be permitted if the call were initiated

by the Board (at the meeting) to the individual member. This is only allowed under certain circumstances such as illness, employment related absence, an emergency situation or inclement weather. Liz Blair motioned to approve the Bylaw Revisions, as presented, second by Laura Duerr.

## **NEW BUSINESS**

### 1. Reports:

- A. Lori Stangl, Director of Clinical Services, reported to the Board that reportable diseases for the quarter have included several cases of chlamydia, Salmonella and Hepatitis C. Monthly Immunization Clinics have been well attended. The Agency is also accommodating as many walk-in requests for vaccinations/immunizations as possible.

National Public Health Week is in the month of April and an article has been submitted to area newspapers. The Obesity Coalition sponsored a booth at the Health Summit at Highland Community College West, Elizabeth, on Saturday, March 22. The event was well attended. A booth is also planned for the Earth Day event this month at Turner Hall. CPR classes will be offered to the public on Saturday, May 10, at the Health Department for a nominal \$25.00 fee. Space is limited.

- B. Matt Calvert, Director of Environmental Health, reported to the Board that Heather Miller resigned her position on March 3 and he accepted the position. Matt had previously been the Director. Sandra Nolan will be rejoining the Agency on April 7 and then the department will be fully staffed.

Matt presented a PowerPoint overview of the 2013 program permits/licenses/inspections for food, water and sewage services. Historical slides were shown indicating the rise and fall of the services and connection to the economic situation in the county. Annual revenues (fees for licenses, permits and inspections) were also discussed.

An ordinance revision was passed in FY2013 regarding the installation of sand filters. This went into effect on January 1, 2014 but none have been installed to date.

- C. Katie Meusel, Home Health Care Coordinator, updated the Board on her department. The Internal Audits (Charts) have been completed for the quarter. Interviews are almost completed for the open position of Home Health Aide. The patient census is about 30 at the time and staff are busy in preparation for a State Survey that is completed every three years.

- 2. The Health Department has applied and been accepted for an AmeriCorp worker grant for the summer. This will be for a three month period and the agency has received nine resumes. The position will start in May and the selected candidate will be helping with Emergency Planning.

The Agency will also apply for a 12 month position that would begin in September. The grant application is due to be submitted by April 25, 2014. If the grant is approved, the AmeriCorp worker will be assisting with the Medical Reserve Corp, VOAD (Volunteer Organizations Assisting in Disasters) and researching and compiling a county-wide resource guide.

3. Financial reports for the first quarter for Public Health and Home Health were reviewed by the Board. No questions or concerns were voiced.
4. The Agency has been busy updating HIPPA Policies. Adoption of the policies has been tabled until the June meeting to give the members time to review. The major changes involved electronic health records. A Risk Analysis Survey was completed by staff and ways to remedy the items have been put in place. A new Confidentiality Policy will be developed and all staff will review and sign annually.
5. IPLAN or the Illinois Plan for Local Needs Assessment, is a process that covers 5 years and identifies health issues for Jo Daviess County. Not only must those issues be identified but agencies must also find solutions or ways to address the issues and measure outcomes. Statistics have been gathered for Jo Daviess County and priorities must be set. Comparison of data with the State of Illinois along with other individual counties is time consuming. It is difficult to compare our county (since we are so unique) in size, area, health profiles, services and population to others. The Agency goal is to present the information at the June Board of Health Meeting. The final report is due at the State by the end of August.
6. The Illinois Department of Public Health is part of a training/information system called I-Train. It is a centralized program that records and tracks staff training. A webinar will be viewed by all staff on Thursday, April 4 to answer any questions they may have. The old IDPH system was called LMS (Learning Management System) and the information stored there was transferred to I-Train over the last few months.
7. Resolutions to amend the Jo Daviess County Pay Grade Structure (R2014-09) and Updated Job Descriptions (R2014-10) have already been approved by the Jo Daviess County Board but needed to also be approved by the Board of Health. Copies of each were provided in informational packets to each member to review. Ron Lubcke motioned to approve and accept both resolutions, second by Laura Duerr. All in favor, motion passed.
8. The Health Department has had some issues with the parking lot light in the rear parking lot. They have been repaired and the Agency does not anticipate any responsibility for repair.
9. An opportunity for additional revenue was discussed with the Board. An inquiry for rental of a vacant office on the lower level has been received. The use would be 1 day per week, but the prospective tenant would be responsible for their own internet connection. The agency is a federal grantee for employment services. They cover Jo Daviess County but do not currently have an office here. As with any vendor associated with the County, some specific conditions will apply.

10. Up to date figures will be provided to the Board before the next meeting regarding the costs associated with the space currently used by WIC and Family Case Management. Ron Lubcke motioned that any rental for the WIC/FCM space currently used by Stephenson County be based on department actual costs and then discounted based on the service provided to Jo Daviess County residents. No action will be taken until costs are identified with the space. More information will follow.

Dr. G. Allen Crist left the meeting at 8:05 PM.

11. Board of Health Meeting dates were reviewed. The August meeting, which is a joint meeting with the Home Health Advisory Committee, has been changed back to August 6 instead of August 13.
12. Annual Reports and Quarterly Reports of the Health Department were distributed. No questions or concerns were voiced.
13. Jim Lander, President of the Board of Health, reported he has been very busy with conference calls and meetings with NALBOH and SALBOH.

Nancy Lewis informed the Board that the Health Department is in the process of ordering shirts and lab coats for staff. The garments will all have the Public Health logo and JDCHD printed on them and will put forth a positive image and afford community recognition for staff doing clinical and/or field work. All staff will have the opportunity to purchase additional shirts and lab coats at their own expense.

With no other business to discuss, Ron Lubcke motioned to adjourn, second by Liz Blair. All in favor, motion passed. Jim Lander adjourned the Board of Health Meeting at 8:42 PM.

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Ron Lubcke, Secretary