

JO DAVIESS COUNTY HEALTH DEPARTMENT

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JO DAVIESS COUNTY BOARD OF HEALTH And HOME HEALTH CARE ADVISORY COMMITTEE

MEETING MINUTES

Monday, August 18, 2014 at 6:30 PM

The Jo Daviess County Board of Health held a meeting on Monday, August 18, 2014 at 6:30 PM, in the Health Department Conference Room.

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

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

Staff Members Present: Lori Stangl, Evelyn Folks, Marcia Christ, Katie Meusel and Christine Ludescher

Others present: John Hay, JDC State's Attorney, Rose Marie Steuart and Hillary Dickerson

Jim Lander, President of the Board of Health, called the meeting to order at 6:28 p.m.

UNFINISHED BUSINESS

1. Elizabeth Blair motioned to approve the minutes of Board of Health Meeting held on June 4, 2014, as presented. Second by Ron Lubcke. All in favor, motion passed.
2. The Home Health Care Advisory Committee was not scheduled to meet until 7:00 PM.

NEW BUSINESS

1. Matt Calvert, Director of Environmental Health, was scheduled to report to the Board regarding the "Cupcake Girl Bill" that has been passed by the Illinois Legislature. Matt was unable to attend the meeting so Jim Lander, BOH President, reported that the bill has not yet been signed by Governor Quinn. The State has amended the Food Handling Regulation Enforcement Act to allow baked goods to be sold out of a home kitchen without inspection or permitting as long as the owner does not exceed \$1,000 per month in sales. This item will be discussed at the next meeting.
2. The Home Health Care Advisory Committee was not scheduled to meet until 7:00 PM.

3. The IPLAN (Illinois Project for Local Assessment of Needs) project is due at the Illinois Department of Public Health offices at the end of August. Since the Jo Daviess County Health Department is in the process of an administrator search, the newly appointed interim administrator will ask for an extension of six months. This will allow ample time for transition. The health risks (obesity, diabetes and cardiovascular disease) have already been identified by staff and community partners through assessment surveys.
4. The Agency is currently without an administrator. The search will begin on Tuesday, August 19, but until the replacement is found, Jim Lander recommended that Lori Stangl, RN, BSN, Director of Clinical Services, be appointed as Interim Administrator. Lori has been an employee of the Agency since November of 1995. Ron Lubcke motioned to approve Lori Stangl as interim administrator, second by Jim Vormezeele. All in favor, motion passed.

Members reported that they did not have enough information on the compensation/ wage amended policies that were scheduled to be approved by the Board. John Hay spoke with Dan Reimer, County Administrator by telephone regarding the revisions. The wage scale report was also tabled until the Finance Committee can review. Liz Blair motioned to table the vote on both issues until the Finance Committee could meet and make their recommendation to the Board. Ron Lubcke and Dr. Stephen Petras were in agreement. Motion tabled until further notice.

The Board also discussed the updated "Personal Appearance and Demeanor" policy (15-058). Karen Scheele motioned to adopt the policy as presented, second by Liz Blair. All in favor, motion passed.

5. Lori Stangl attended the Public Health Preparedness/IDPH Conference in Schaumburg, IL on July 18. She attended only 1 day. She reported that she attended a session regarding health department and pharmacy collaboration in a mass dispensing situation. She also attended a session on accreditation.
6. Jim Lander also attended a NALBOH Conference in Milwaukee. He was a scheduled presenter for the accreditation process, including joining I-CAN and IPLAN. He reported that only 5 agencies in Illinois have completed the review and passed. Two more agencies will be reviewed this fall. He also stated that Board of Health members are an integral part of the review. Jim attended an informative session relating to the legislative outcomes of public health. The Illinois Public Health Association has been very successful in the passing of bills with their support.

NALBOH and the company that has taken over the finances (Badger Bay) have stated that the organization has made a huge turnaround and by the end of the year NALBOH should be on firm financial footing. Plans are also in the works to reinstate the NALBOH Newsletter.

At 7:00 PM, the Home Health Care Advisory Committee joined the meeting. Jim Lander then turned the meeting over to Dr. Matt Gullone, President.

Home Health Care Advisory Committee Members Present: Dr. Matthew Gullone, Mary Hesselbacher, Bernece Hill, Sandy Schadler, Nancy Grebner and Ron Lubcke, Board of Health Representative

Dr. Matthew Gullone called the Home Health Care Advisory Committee Meeting to order.

UNFINISHED BUSINESS

1. Linda Nobis motioned to approve the minutes of Home Health Care Advisory Committee Meeting held on May 20, 2014, as presented. Second by Mary Hesselbacher. All in favor, motion passed.

NEW BUSINESS:

2. Marcia Christ, HHC Office Manager, presented the proposed budgets to the Committee.

Home Health Care (026): Again this year, a balanced budget was presented, even though full-time salaries increased while part-time salaries decreased in accordance with the approved Carlson-Dettmann Step Scale. Increases in revenue are expected from the Department of Veteran Affairs due to additional patients.

HHC Memorial Fund (022): This proposed income for this fund is from donations from client families and is used for minor equipment purchases such as a camera to document a wound, etc.

HHC Capital Equipment (054): This fund expects to have revenue from interest earned and an interfund transfer from HHC (026). The Agency is exploring the possibility of going to electronic records. Nurses will need laptops and that is the equipment line that will pay for those and associated costs.

Linda Nobis motioned to forward all three HHC Budgets and recommend approval by the Board of Health, second by Mary Hesselbacher. All in favor, motion passed.

Ron Lubcke motioned that the Board of Health approve the three (3) Home Health Care Budgets, as presented, second by Liz Blair. All in favor, motion passed.

With no other business to discuss, the HHC Advisory Committee Meeting adjourned at 7:25 PM.

Jim Lander proceeded with the new business portion of the agenda.

7. Evelyn Folks, Public Health Office Manager, presented the Public Health Budgets

Public Health Fund (003): The Public Health Fund is supported by JDC property taxes, fees for services and various state and federal grants. Revenues are slightly increased this year due to increased services and associated fees, agency acceptance of several new grants, including PH Emergency Preparedness. The Expense portion has no real differences from the present year. The result of these factors is a projected balanced budget. Dr. Stephen Petras and Ron Lubcke asked for clarification on the #702 Rental line. This is used for payment of the post office box and 2 safety deposit boxes at a local bank. It is also used for record storage and shredding. Because of the fact that PH records are required to be kept for many years, inquires to the Illinois State Archives, Local Records Commission, will be made as to the possibility of scanning records to disk or flashdrive for storage and disposing of hard copies.

PH Emergency Preparedness: This fund is used to cover expenses related to planning and dealing with emergency preparedness. This is a federal grant. Expenses are paid from the Public Health Fund (003) and then a one-time transfer is made from this fund to Public Health to cover the costs. This one-time transfer helps to keep the audit trail to a minimum.

PH Capital Investment: This fund is used for major equipment purchases, building improvements and/or maintenance, or any unforeseen expense for Public Health. No major purchases are planned this year but funds would be available if needed.

PH Catastrophic Emergency Fund (046): This fund would only be used in a major public health catastrophe/disaster that would require funding over and above the Public Health Fund. Revenues include an interfund transfer before the end of the fiscal year and a small amount of interest.

No other questions or concerns were voiced. Ron Lubcke motioned to approve all (4) four Public Health Budgets, second by Marge Montelius. All in favor, motion passed.

The next regularly scheduled Board of Health Meeting is Wednesday, October 1, 2014.

With no other business to discuss, Karen Scheele motioned to adjourn the meeting, second by Liz Blair. All in favor, motion passed. Jim Lander, President of the Board of Health adjourned the meeting at 7:45 PM.

Date

Ron Lubcke, BOH Secretary