

# JO DAVIESS COUNTY HEALTH DEPARTMENT

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## JO DAVIESS COUNTY BOARD OF HEALTH SPECIAL MEETING MINUTES

Thursday, November 13, 2014 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Thursday, November 13, 2014 at 7:00 PM, in the Health Department Conference Room.

Board of Health members present: Jim Lander, Dr. G. Allen Crist, Ron Lubcke, Jim Vormezelle, Greg Stauder, Karen Scheele and Marge Montelius, County Board Representative

Board of Health members absent: Dr. Stephen Petras, Elizabeth Blair

Verbal Roll Call was administered noting the above (in addition to sign-in sheet). Quorum was established.

Staff Members Present: Lori Stangl, Evelyn Folks

Others present: Ron Smith, County Board Chair; John Hay, JDC State's Attorney

Jim Lander, President of the Board of Health, called the meeting to order at 7:00 PM

**CITIZEN COMMENTS:** None

### **UNFINISHED BUSINESS**

1. Ron Lubcke motioned to approve the minutes of Board of Health Meeting held on October 1, 2014, as presented. Second by Jim Vormezelle. Voice vote was taken, all in favor, motion passed.

### **NEW BUSINESS**

1. The Board discussed the makeup of the JDCHD Administrator Search Committee. The Home Health Care Advisory Committee was asked for volunteers to serve on the committee. Since no one stepped forward from the Committee, Dr. G. Allen Crist motioned to amend the Search Committee makeup to include two (2) County Board members and five (5) Board of Health Members. This roster will assure clarity and transparency to the Committee. Second by Karen Scheele. Voice vote was taken with Yes by Crist, Lander, Lubcke, Scheele, Stauder & Vormezelle. No by Montelius. Motion passed. John Hay, JDC State's Attorney, reported that if no selection and

affirmation of the Search Committee was made tonight, another meeting to do so would have to be scheduled.

2. Duties and responsibilities of the Search Committee, as well as the Chair and Vice-Chair were reviewed. This will be a committee of equality in regard to voting and sharing ideas. The Chair will have the responsibility of setting the meeting dates and formulation of agendas. The group will work as a team and all will have equal standing. No one member will have more influence in the selection process. The Committee will consist of Jim Lander, Liz Blair, Ron Lubcke, Greg Stauder and Jim Vormezelle (from the Board of Health) along with Steve Rutz and Bill Bingham (from the County Board). Motion by Dr. G. Allen Crist, second by Karen Scheele. All in favor, motion passed.
3. Ron Smith, County Board Chair, talked with the BOH members about the Executive Director Search Committee that had been formed for the CVB a few years ago. He still has templates of documents that could be adapted to the Health Department Administrator position. Marge Montelius nominated Steve Rutz for the Chairman position on the Search Committee and Jim Lander as Vice-Chair. Although Steve Rutz was not at tonight's meeting, Ron Smith assured the BOH that he had the expertise and integrity that would be needed for the position and would gladly accept. Dr. Crist motioned to appoint Steve Rutz as Chair and Jim Lander as Vice-Chair of the JDCHD Search Committee, second by Ron Lubcke. All in favor, motion passed.
4. At 7:30 PM, Ron Lubcke motioned to leave the open meeting and proceed to the Closed Session. Second by Jim Vormezelle. Voice vote was taken. All in favor, motion passed. At this point, Lori Stangl, Evelyn Folks and Ron Smith left the meeting.
5. Dr. G. Allen Crist motioned to amend the Closed Session section to invite the State's Attorney, John Hay, as a non-voting participant to the closed meeting, second by Ron Lubcke. Voice vote was taken. All in favor, motion passed.

**i. Litigation section 2(c)11**

*"Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."*

Topic of discussion: Complaint filed by Nancy Lewis regarding FOIA, OMA, Personnel Records Review Act.

6. At 7:43 PM, after a motion by Dr. Crist, second by Ron Lubcke, with all in agreement, the Board returned to the open meeting. Lori Stangl, Evelyn Folks and Ron Smith returned to the Open Meeting.  
No action was required as a result of the Closed Session
7. Citizen Comments: None

8. With no other business to discuss, at 7:44 PM Ron Lubcke motioned to adjourn the meeting, second by Dr. Crist. All in favor, motion passed. Jim Lander, President of the Jo Daviess County Board of Health, adjourned the meeting.
9. The next scheduled meeting of the Board of Health is Thursday, December 4, 2014 at 7:00 PM.

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Ron Lubcke, BOH Secretary

Date