

JO DAVIESS COUNTY HEALTH DEPARTMENT

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JO DAVIESS COUNTY BOARD OF HEALTH MEETING MINUTES

Wednesday, October 1, 2014 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Wednesday, October 1, 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 Vormezelee, Dr. Stephen Petras, Elizabeth Blair, Karen Scheele and Marge Montelius, County Board Representative

Board of Health members absent: Greg Stauder

Staff Members Present: Lori Stangl, Evelyn Folks and Katie Meusel

Others present: Ron Smith, County Board Chair and Jamie Petras

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

CITIZEN COMMENTS: None

UNFINISHED BUSINESS

1. Ron Lubcke motioned to approve the minutes of Board of Health Meeting held on August 11, 2014, as presented. Second by Liz Blair. All in favor, motion passed.
2. Ron Lubcke motioned to approve the minutes of Board of Health Meeting held on August 18, 2014, as presented. Second by Karen Scheele. All in favor, motion passed.

NEW BUSINESS

1. Greg Stauder has been reappointed to the Board of Health but was unable to attend tonight. His term will end on April 30, 2017.
- 2,3. Jim Lander reported that Matt Calvert, Director of Environmental Health, was unable to present information, as scheduled, regarding the "Cupcake Girl Bill" and geothermal wells due to illness. The matters will be tabled until Matt contacts members of the Environmental Health Committee to set up a meeting.

Jim also reported that Dr. Crist will have to leave the meeting before its conclusion. Motion to move Agenda items 9-13 to the beginning of the agenda was made by Jim Lander, second by Dr. G. Allen Crist. All in favor, motion passed.

9. The Job Description for the JDC Health Department Administrator has been revised and then reviewed by Carlson-Dettmann Consulting. Barb Petkovsek, Senior Consultant, concluded that the position should be moved from Grade 16 to Grade 17 on the County Pay Structure Plan. Dr. G. Allen Crist motioned to approve the revised job description and placement on the pay scale, second by Liz Blair. All in favor, motion passed.
10. The hiring process for the Administrator position was discussed. Ron Smith, County Board Chair, reviewed the procedure that was followed by the County when hiring the CVB Executive Director. After discussion, the decision was made to have Ron Smith and Jim Lander, BOH Chair, select a committee made up of seven (7) members. The committee would include possibly 2 County Board Members, 2 Home Health Care Advisory Committee Members and 3 Board of Health Members. At that point, a set of interview questions will be developed for the interviews. The position opening advertisement will be placed. Round 1 of the interviews will reduce the list of interviews for Round 2. The successful candidate will be appointed by the Board of Health. Ron Lubcke motioned to approve this process, second by Dr. Stephen Petras. All in favor, motion passed.
11. The position descriptions for Public Health and Home Health nurses was on the agenda for discussion but will have to be tabled until the job description/classification is completed and approved by Carlson-Dettmann Consulting.
12. The AmeriCorps Intern that was working at the Health Department for 3 months completed an Emergency Planning Field Guide for employees that regularly work in areas away from the office. This is a direct set of policies and procedures for what to do in an emergency situation (weather or acts of terrorism) when at a job site or patient's home. The only suggestion was to add texting as a form of communication. Jim Vormezeele, second by Liz Blair. All in favor, motion passed.
13. The Board of Health met on August 18, 2014 regarding the JDC Performance Management/Performance Evaluation Employee Merit Pay Policy. After discussion, the Committee needed more information regarding the revisions made. At the August 28, 2014 BOH Finance Committee Meeting, the recommendation to move this item forward to the next Board of Health Meeting for approval was made. Ron Lubcke motioned that the Board of Health approve the JDC Performance Management/Performance Evaluation Employee Merit Pay Policy, as presented, second by Jim Vormezeele. All in favor, motion passed.

To expedite the matters relating to the two policies listed above, Dr. Stephen Petras motioned to approve the Finance Committee Meeting Minutes from August 28, 2014, second by Ron Lubcke. All in favor, motion passed.

The Board of Health met on August 18, 2014 regarding the JDC New Position Classification/Review Classification Policy. After discussion, the Committee needed more information regarding the revisions made. At the August 28, 2014 BOH Finance Committee Meeting, the recommendation to move this item forward to the next Board of

Health Meeting for approval was made. Dr. G. Allen Crist motioned that the Board of Health approve the JDC New Position Classification/Review Classification Policy, as presented, second by Karen Scheele. All in favor, motion passed.

Dr. G. Allen Crist wanted to speak to the Board about the ebola situation/crisis. The first case in the United States has been confirmed. He assured all present that the disease cannot be transmitted until symptoms occur. The incubation period is 2-3 weeks. Ebola can only be transmitted by bodily fluids, not respiratory like enterovirus (which is mainly affecting children). He doesn't believe that there is reason for concern in this area regarding ebola.

At this time, the agenda resumed.

4. Katie Meusel, Home Health Care Coordinator, reported that November is Home Health Care Month. An article for the newspaper is planned, along with pictures of staff and interview comments from Jo Daviess County HHC patients. September was a slow month with only 12 admissions but 16 discharges. Katie has spoken to area hospitals and was told that the patient count there is low also. The Home Health Care Advisory Committee is in need of a representative from the Stockton area, replacing Bernece Hill. Staff are currently reviewing Medicare requirements and changes in charting rules for 2015. The program will be experiencing staff shortages while the Coordinator is off on medical leave.

No Environmental Health Program report was available.

Lori Stangl reported that the Immunization Department received a \$900 grant to purchase a stand-alone freezer for certain vaccines. The recommendation from CDC is that a separate freezer holds temperature better than a refrigerator/freezer combination. Data temperature loggers (2) have also been ordered. The temperature log machines will soon be required. Additional immunization clinics have been scheduled to accommodate school children with required vaccinations.

Flu Clinics have been scheduled (1 held today and others scheduled for October 8 and October 23). Communicable Disease Program has been busy with animal bites, suspected Lyme disease and chlamydia reports.

The Agency has applied for a \$3,500 grant for the MRC (Medical Reserve Corp). Currently the MRC has 12-15 active members. These member volunteers would assist the public in a disaster, whether it be directing people to services, answering phones, or traffic control. This dedicated group of people will provide assistance wherever they can.

5. Home Health Care Fund reports were reviewed. Katie reported that 12 VA patients are now being seen. The Veteran's Administration is excellent with referrals, but a little slow with payment. No questions or concerns were voiced by the Board.

The Public Health Fund report was reviewed. Both revenue and expenditures are on track, as budgeted for the FY2014.

6. Lori reported that the Agency has declined the AmeriCorp Fall Intern. The opportunity for another intern may be available in 2015.
7. Andrea Parker and Mark Hunter, both Regional Health Officers of IDPH, visited the Agency on September 29. The Health Department had already been granted a six-month extension for the IPLAN (Illinois Project for Local Assessment of Needs), but the staff needed an assessment of the information already assembled. The consensus was that some adjustments needed to be made, along with additional information but the basics were there. The hope is to be able to send the completed work to the State by the end of December.
8. The Jo Daviess County Board held a budget workshop September 30, 2014. Lori reported that the County Board voted to reduce the Public Health Levy by slightly over \$300,000 for FY2015. The total levy, before cuts, was \$522,000. The County Board felt that since the Health Department currently has a substantial carryover balance, they needed to reduce it. Lori reported to the BOH that she has great concerns about the PH Levy being returned in its entirety the following year, as Ron Smith, CB Chair verbally confirmed. Evelyn Folks, PH Office Manager, told the Board that she felt that the Health Department was being penalized because they had been fiscally responsible for many years in order to accrue the balance. The Agency cut programs and staff over the years to maintain a balanced budget. Public Health is not necessarily something that you can see or touch, but if you need it, it is expected to be there.
14. A BOH member had inquired if the Health Department was compliant with the Americans with Disabilities Act, specifically the entrances to the building. The discussion was directed to the thresholds of the doors for easier wheelchair accessibility. Dr. Petras recently had work completed on his dental office entrance (threshold and swing handles) and gave suggestions for solutions. Estimates and/or solutions will be provided at the next meeting after reviewing the laws.
15. Jim Lander, BOH President, reported that the NALBOH Conference in Milwaukee was well attended. (He was a presenter.) He has participated in both NALBOH and SALBOH conference calls. Information from those calls will be emailed to all BOH members tomorrow.

Jim thanked Marge Montelius for her many years of service to both the County Board and as the County Board liaison to the Board of Health. Marge's term will end on November 30 and this will be her last meeting.

Lori Stangl reported that she met Chuck Pedersen, Emergency Management Coordinator, for Jo Daviess County. He is currently working out of the Sheriff's Department and is in need of more space. This would be an opportunity for usage of one of the vacant offices on the lower level of the Health Department Building. More information will be available at the next meeting of the BOH.

The next scheduled meeting of the Board is Thursday, December 4, 2014.

With no other business to discuss Liz Blair motioned to adjourn, second by Karen Scheele. All in favor, motion passed. Jim Lander adjourned the meeting at 8:30 PM.

Ron Lubcke, BOH Secretary

Date