



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

**Jo Daviess County Board of Health  
Special Meeting**  
Wednesday, June 22<sup>nd</sup>, 2016 at 7:00 pm  
Jo Daviess County Health Department Conference Room

MINUTES

**1. Call to Order**

Ron Lubcke, President of the Board of Health, called the meeting to order at 7:02 PM.

**2. Roll Call**

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

Staff Present: Elizabeth Kane, Administrator  
Susan Schultz, Public Health Secretary

Others Present: Mrs. Petras

**3. Approval of Minutes**

a) Minutes from May 4<sup>th</sup>, 2016 Board of Health Meeting – After review, Ralph Losey motioned to approve the minutes, as presented, second by Elizabeth Blair. All were in agreement, motion passed.

**4. Citizens' Comments:** None

**5. Unfinished Business**

**a) Discussion and possible action to approve the revised Request for Proposal (RFP) for New Flooring in the Main Level of the Health Department.**

Elizabeth explained that the previous RFP wasn't specific enough. Elizabeth reviewed the National Flooring Standards for guidance for the revised RFP. Efforts will be made to match the flooring on the lower level of the building as much as possible. The bid form is included in the RFP. Ralph Losey moved to approve the RFP for new flooring on the main level of the Health Department, second by Jim Vormezeele. All were in agreement, motion passed.

**b) Discussion and possible action based on recommendations from Carlson Dettmann Consulting to approve a Resolution to Amend the Jo Daviess County Pay Grade Structure Schedule to Include a Part Time Animal Control Officer Position and to Approve the Part Time Animal Control Officer Position Description.**

Ron asked Elizabeth to explain. Elizabeth sent both the Animal Control Warden Position Job Description and Reclassification Request and Animal Control Officer Position Job Descriptions and New Position Classification Requests to Carlson Dettmann Consulting. Carlson Dettmann recommended the Animal Control Warden Position remain classified at a grade 6 on the County pay grade structure due to the fact the program is still progressing

and evolving. When the additional position is in place, the budget is approved for FY2017 and a clear direction has been developed, it may be reviewed again at that time. Carlson Dettmann recommended the Part Time Animal Control Officer Position to be classified as a grade 4 on the County pay structure. Gary Jobgen asked if the position had established hours. Elizabeth responded that the part time position would be for 15 hours per week covering weekend calls and 2 – 3 hours in the office each day. Ralph Losey moved to approve the resolution to amend the Jo Daviess County Pay Grade Structure Schedule to include a Part Time Animal Control Officer Position and to approve the Part Time Animal Control Officer Position Description, second by Elizabeth Blair. All were in agreement, motion passed. Elizabeth and the BOH discussed issues with Carlson Dettmann Consulting. It will be put on the August BOH meeting agenda and discussed further.

## **6. New Business**

### **a) Discussion and possible action to approve moving all Home Health Care Funds to the Public Health Capitol Improvement Fund (055) beginning FY2017.**

Elizabeth explained that by moving the HHC funds to the PH Capital Improvement Fund would allow for the beginning process of being able to utilize these funds for programs and capital improvement plans. The BOH will plan to develop a strategic plan of what to do with the money over the course of the next five years. Elizabeth would like to move \$150,000.00 to the Animal Control Fund for FY2017. With the Home Health Care program closing only a few months ago, there hasn't been enough time to put a strategic plan in place. Elizabeth suggested hiring a consultant for strategic planning. The County cannot use the funds as they can only be allocated to the Health Department. There is a concern that the HHC funds could affect the Tax Levy allocation to the Health Department for FY2017 without a strategic plan in place. Elizabeth would like to see a strategic plan in place by FY2017 for the Health Department for the next 5 years. Elizabeth said that with limited staff, the Health Department is unable to add additional programs and outreach, and the hope is to use some of these funds to increase staff and programs to meet the public health needs throughout the County. Gary Jobgen moved to approve moving all Home Health Care Funds to the Public Health Capital Improvement Fund (055) beginning FY2017, second by Stephen Petras. All were in agreement, motion passed.

### **7. Administrator's Comments – None**

### **8. President's Comments – The staff did a great job on the Full Scale SNS Anthrax exercise. Ron recommended that the BOH members read an article called Local BOH National Profile. It was sent to the BOH through an email from NALBOH. The article profiles characteristics of local health boards and governance functions (policy development, resource stewardship, legal authority, partner engagement, continuous improvement and oversight).**

### **9. Citizens' Comments – none**

### **10. Other – None**

### **11. Next Scheduled Board of Health Meeting: August 10<sup>th</sup>, 2016, 7:00pm**

### **12. Adjourn – Gary Jobgen moved to adjourn the meeting, second by Stephen Petras. All were in agreement, motion passed. The meeting adjourned at 7:43 PM.**