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

Jo Daviess County Board of Health
Wednesday, December 2, 2015 at 7:00 pm
Jo Daviess County Health Department Conference Room

1. Call to Order

Ron Lubcke, President of the Board of Health, called the meeting to order at 7:13 PM.

2. Roll Call

Members present: Elizabeth Blair, Bill Bingham, Kim Barrett, Dr. Ralph Losey, Ron Lubcke, Greg Stauder, Dr. Stephen Petras and Jim Vormezeele

Members absent: Karen Scheele

Staff present: Elizabeth Kane, Matt Calvert, Evelyn Folks, Marcia Christ and Gretchen Carroll

Others present: Dirk Einsweiler, Bill Oldenburg, Ron and Jeanie Norman, Matt Heller, Beth Baranski, Jamie Petras and Katie Deveraux, Galena Gazette Reporter

3. Approval of Minutes

a) Minutes from October 14th Board of Health Meeting

Bill Bingham motioned to approve the minutes from the October 14, 2015, Board of Health Meeting, as presented. Second by Jim Vormezeele. Voice vote was taken and all were in agreement. Motion carried.

4. Citizens' Comments

Jeanie Norman spoke to the location of the new land application sites that were discussed at the Environmental Health Committee Meeting earlier this evening. She still questions the safety of the whole process of land application of septage. She also has concerns with the above ground storage tanks that will be used in the winter months since the State of Illinois has no rules in place to regulate the use. Matt Calvert, Director of Environmental Health Services for the Jo Daviess County Health Department, reported that the EPA (Environmental Protection Agency) and Fire Departments only deal with underground tanks. Matt has also spoken to Clay Simonson, IDPH Regional Supervisor about the issue of storage tanks. Mr. Simonson has said the tanks are legal and assured all present that the contractor has already complied with all proposed changes. The tanks were

previously used for fresh water storage and are water-tight. Spot inspections will be performed.

Beth Baranski, a member of the Watershed Protection Partnership Group, spoke of her interest in water resource management. She commended the Committee for implementing the changes in the ordinance and the huge step forward for the County. She has done research on other counties and their regulations on setbacks for applications and is very pleased that Jo Daviess County's distances are more restrictive but appropriate.

5. Unfinished Business: None

6. New Business

- a) Discussion and possible action to approve and move forward to the Jo Daviess County Board the proposed Private Sewage Disposal Ordinance recommendation from the Environmental Committee as Amended at the December 2, 2015 6:30pm Meeting.

Ron Lubcke, President of the Board of Health, read the above statement. Dr. Ralph Losey motioned to approve and move forward to the Jo Daviess County Board's Social and Environmental Committee the proposed Private Sewage Disposal Ordinance recommendation from the County Board of Health's Environmental Committee as amended at the December 2, 2015 6:30pm Meeting. Second by Kim Barrett. AYE (6): Elizabeth Blair, Jim Vormezele, Dr. Ralph Losey, Bill Bingham, Dr. Stephen Petras, Kim Barrett. NAY (1): Greg Stauder. Motion Carried.

- b) Discussion and possible action to approve and move forward **Title 5, Chapter 8, Section 10, of the Jo Daviess County Code of Ordinances shall be amended to read as follows:** Any garage, outbuilding, accessory building or similar structures that have interior plumbing must have an increase in septic tank capacity and drainfield size to accommodate the daily flow that is anticipated from the house and the extra structure. The type and size of the septic system will be determined by soil characteristics revealed in the on-site soil borings. If an alternative septic system (e.g., sand filter) is required, then an increase in size of this component will be required in the proposed Amended Jo Daviess County Private Sewage Ordinance to the Jo Daviess County Board.

Ron Lubcke read the above statement. Matt Calvert advised the Board that this is just a clarification of the existing ordinance. It follows standard plumbing codes and is verbatim for language already approved. Dr. Ralph Losey motioned to approve

and move forward to the Jo Daviess County Board's Social and Environmental Committee, **Title 5, Chapter 8, Section 10, of the Jo Daviess County Code of Ordinances amended as follows:** Any garage, outbuilding, accessory building or similar structures that have interior plumbing must have an increase in septic tank capacity and drainfield size to accommodate the daily flow that is anticipated from the house and the extra structure. The type and size of the septic system will be determined by soil characteristics revealed in the on-site soil borings. If an alternative septic system (e.g., sand filter) is required, then an increase in size of this component will be required in the proposed Amended Jo Daviess County Private Sewage Ordinance to the Jo Daviess County Board. Second by Kim Barrett. All in favor, motion carried.

- c) Discussion and possible action to approve Nitrate Testing Fees for Non-Community Water Wells.

Bill Bingham motioned to approve nitrate testing fees for non-community water wells, second by Jim Vormezele. Ron Lubcke opened the table for discussion.

Matt Calvert, Director of Environmental Health, explained the water testing process for Non-Community facilities. This would apply to establishments that provide activities (food, bar, water) to the public for a specific number of days (or more) per year. Examples would be golf courses and restaurants that on their own private water system. An annual nitrate test is required by the State of Illinois and this test must be conducted in a certified lab. Matt's proposal would be to charge a \$50.00 fee. This charge would include the shipping charge (\$18.00), the actual test fee charged by the lab (\$22.00) and personnel and mileage costs (\$10.00). The Environmental Health Program is also charged with collecting a sample that tests for bacteria, etc., and this is done at no charge to the facility. Nitrate sampling and certified test results are required by August 1, 2016 and each year thereafter. A \$75.00 fee will be charged by the State if the test is not completed by the due date. With no other discussion a voice vote was taken. All were in favor, motion passed.

- d) Discussion and possible action to approve all New and Revised Home Health Care policies recommended by the Home Health Care Advisory Committee.

Ron Lubcke read the above statement. Dr. Ralph Losey motioned to approve all New and Revised Home Health Care policies recommended by the Home Health Care Advisory Committee. Second by Kim Barrett. Elizabeth Kane informed the Board that all policies would be reviewed and revised, if need, every two years. Voice vote was taken, all in favor. Motion passed,

- e) Discussion and possible action to approve all New and Revised Public Health Office Policies.

Ron Lubcke read the above statement. Kim Barrett motioned to approve all New and Revised Public Health Office Policies. Second by Dr. Ralph Losey. No discussion or questions were presented. Vote was called for. All in favor, motion passed.

- f) Discussion and possible action to approve to dissolve the following Public Health and Home Health Care Policies: PHOM 008 (Vital Statistics); PHOM 016 (Vital Records/Applications for Search/Disinterment); PHOM 019 (Certified Copies of Vital Records); 11-360 (PT/INR Testing Using the Pro Time Micro coagulation System).

After reading the above agenda item, Ron Lubcke asked for discussion. The Public Health Policies are no longer valid since they refer specifically to the Vital Statistics Program (Birth and Death Certificates) and that is now located at the County Clerk's Office at the Courthouse. The HHC Policy refers to a testing method that is no longer used. No other questions or concerns. Jim Vormezele motioned to dissolve the following Public Health and Home Health Care Policies: PHOM 008 (Vital Statistics); PHOM 016 (Vital Records/Applications for Search/Disinterment); PHOM 019 (Certified Copies of Vital Records); 11-360 (PT/INR Testing Using the Pro Time Micro coagulation System). Second by Elizabeth Blair. All in favor, motion passed.

- g) Discussion and possible action to approve and move forward the Home Health Care Coordinator Job Description and Reclassification Request recommended by the HHC Advisory Committee to Carlson Dettmann Consulting.

Ron Lubcke asked Elizabeth Kane to elaborate on the need to ask for a reclassification of the Home Health Care Coordinator position. She explained that the position would still be a nurse but the description would be changed to include marketing and community education. The fee for Carlson-Dettmann to do the reclassification is \$250.00. She feels that the change would help with recruiting for the position. Dr. Ralph Losey motioned to approve and move forward the Home Health Care Coordinator Job Description and Reclassification Request to Carlson-Dettmann. Second by Kim Barrett. All in favor, motion passed.

- h) Discussion and possible action to approve a Resolution for the Reclassification of the following position: Animal Control Warden

Ron read the above agenda item. Dr. Stephen Petras motioned to approve a Resolution for the Reclassification of the position of Animal Control Warden. Second by Elizabeth Blair. Elizabeth Kane reported that the Animal Control Program is officially located at the Health Department as of December 1. The prior position title was Animal Control Officer. Duties and responsibilities have

been added to the position description and Carlson-Dettmann reviewed and recommended the reclassification. Voice vote was taken. All in favor, motion passed.

i) Discussion and possible action to establish 2016 Board of Health Meeting Dates.

The Board of Health members asked that a list of tentative dates be compiled and sent to the members. They will review the dates and check their calendars. The schedule will be the first Wednesday of every other month. The time should remain the same, at 7 PM. The list will be reviewed at the next meeting.

j) Discussion and possible action to establish 2016 Program Priorities.

Ron Lubcke asked Elizabeth Kane to review the tentative list of program priorities that she had been asked to prepare, Elizabeth explained that had assembled the list not by importance or requirements, but by the fact that for the Jo Daviess County Health Department to grow, new programs need to be established. This will require time and the commitment of the staff and the community. The list is as follows:

1. Animal Control: Effective 12-1-2015
2. WIC and Family Case Management: Tentative date 7-1-2016
3. Food Safety
4. Sewage
5. Water
6. Home Health Care: Rebuilding
7. IPLAN: Establishing a Wellness Coalition
8. Communicable Disease/Immunizations/TB Programs
9. Vector Control
10. Tanning Program
11. Public Health Foundation: Re-establish
12. Public Health Emergency Preparedness

7. President's Comments

Ron Lubcke advised the Board that he had completed the Probationary Evaluation for Elizabeth Kane, Administrator. She is making fine progress and is no longer a probationary employee as of November 20, 2015. Marcia Christ, Home Health Care Office Manager, was awarded the Home Care Across Illinois **Employee of the Year**. Ron also wanted to thank all of the community citizens that have taken time to speak on the Environmental Health Program sewage issues, whether for or against. Only with community involvement can change be made. He also wished everyone a happy holiday season.

8. Administrator's Comments

Elizabeth Kane distributed the most recent financial reports (October) for Public Health and Home Health Care Programs. She informed the Board that even though the State of Illinois has not passed a budget, the federal grant dollars for Public Health Emergency Preparedness and Ebola have been received and are current with billing. The Health Department is finalizing FY2015 and starting FY2106. While at the HCAI Conference in Springfield, Elizabeth learned that most Home Health Care Programs (County) have been struggling with the same issues as Jo Daviess County. The Medical Reserve Corp grant has ended (August 1, 2015) and no opportunities for another grant are available at present. The Agency will still manage the MRC Program and volunteers.

9. Citizens' Comments

Jeanie Norman thanked the Board for their efforts on the revised sewage ordinance. Bill Bingham, Vice President of the Board of Health and County Board member, stated that the proposed Septic Ordinance will move forward to the Social and Environmental Committee of the County Board (in January) and then to the County Board (February 9, 2016).

10. Other: None

11. Next Board of Health Meeting:

The next meeting will be before January 12, 2016, possibly the first week of January. Elizabeth will contact the Board members to conduct a poll of the possible dates.

12. Adjourn

With no other business to discuss, Bill Bingham motioned to adjourn, second by Dr. Ralph Losey. All in favor, motion passed. Ron Lubcke adjourned the meeting at 8:20 PM.