



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, January 6th, 2016 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 7:00 PM.

2. Roll Call

Present: Bill Bingham, Dr. Ralph Losey, Karen Scheele, Elizabeth Blair, Ron Lubcke, Jim Vormezeele, Kim Barrett and Dr. Stephen Petras

Absent: Greg Stauder

Others Present: Jamie Petras, Calvin Schafer, DVM, Elizabeth Kane, Evelyn Folks, Matt Calvert, Lori Stangl, Gretchen Carroll and Jamie Lattner

3. Approval of Minutes

a) Minutes from December 2nd Board of Health Meeting

Elizabeth Blair motioned to approve the meeting minutes from the BOH Meeting on December 2, 2015, as presented. Second by Bill Bingham. All in favor, motion passed.

4. Citizens' Comments: None

5. Unfinished Business

- a) Discussion and possible action to establish 2016 Board of Health Meeting Dates
A list of "Proposed Meeting Dates" for the Board of Health was reviewed by the members. Bill Bingham motioned to approve the list of dates, as presented. Second by Elizabeth Blair. All in favor, motion passed.

6. New Business

- a) **Discussion and possible action to approve and move forward to the County Board, all signed Animal Control Stray Dog Contracts with Jo Daviess**

County Municipalities including Hanover, Galena, Apple River, East Dubuque, Elizabeth, Stockton and Warren.

Elizabeth Kane reviewed the Stray Dog Contracts that were sent to Jo Daviess County municipalities for FY2016. The municipalities agree to pay a fee of \$70.00 per call to the Animal Control Warden for picking up the stray dog and transporting the animal to the Dubuque Humane Society. Warren, Elizabeth, East Dubuque, Apple River, Galena, Hanover and Stockton have all signed the contracts. Dr. Ralph Losey motioned to approve and move forward to the Jo Daviess County Board all signed Animal Control Stray Dog Pick-Up contracts for their approval. Second by Kim Barrett. All in favor, motion passed.

b) Discussion and possible action to approve and move forward to the County Board, the Service Contract Between the Dubuque Regional Humane Society and Jo Daviess County Illinois Animal Control for Animal Sheltering.

Elizabeth Kane, along with the State's Attorney's Office, have worked to modify the existing contract. The number of both cats and dogs in the base contract has been reduced and measures put in place to verify the actual number of dogs and cats sheltered by the Humane Society. The contract is effective for FY2016. Dr. Ralph Losey motioned to approve and move forward to the Jo Daviess County Board the Service Contract Between the Dubuque Regional Humane Society and Jo Daviess County Illinois Animal Control for Animal Sheltering. Second by Bill Bingham. All in favor, motion passed.

c) Discussion and possible action to approve and move forward to the County Board, the Animal Control Administrative Services Contract.

A "Position Opening" advertisement was placed in area newspapers for a licensed veterinarian to contract to become the Animal Control Administrator. When no response was received, Elizabeth Kane reached out to Calvin Schafer, DVM, from Veterinary Associates in Galena. Dr. Schafer agreed to accept the position with a minimal annual stipend of \$3,500.00. Bill Bingham motioned to approve and move forward to the County Board the Animal Control Administrative Services Contract with Calvin Schafer, DVM. Second by Kim Barrett. All in favor, motion passed.

d) Discussion and possible action to approve the Shelter Pro Software Purchase Agreement for Animal Control.

Elizabeth Kane reviewed the current software program and existing issues with it. After visiting Whiteside County Animal Control Program, Jamie Lattner, Animal

Control Warden, was impressed with the Shelter Pro program they use. She said that with the current system, it is apparent that revenues were lost in 2015 when only 4,000 tags were issued for dogs in Jo Daviess County. She believes that the new program will increase revenues by being able to generate notices along with delinquent reports. Dr. Stephen Petras motioned to approve the Shelter Pro software purchase agreement (\$2,385.00). Second by Elizabeth Blair. All in favor, motion passed.

e) Discussion and possible action to approve all updated Jo Daviess County Health Department Administrative Policies.

Elizabeth Kane briefly reviewed the Administrative Policies that were approved by the Personnel Committee at their earlier meeting. With no other questions, Bill Bingham motioned to approve all updated Jo Daviess County Health Department Administrative Policies. Second by Dr. Ralph Losey. All in favor, motion passed.

f) Discussion and possible action to approve revisions to the Jo Daviess County Performance Management/Performance Evaluations Employee Merit Pay Policy.

Evelyn Folks reported that the Personnel Review Committee discussed several additions/revisions to the policy. 1. Performance evaluations to be submitted no later than January 15 to the County Administrator's Office. 2. Employees that have reached the maximum rate of pay for their pay grade shall continue to be awarded annual pay increases above their maximum pay grade rate provided they receive an annual performance appraisal where they "meet expectations" or higher. Merit pay increases will be reflected at the same time as step increases. This process still has to be approved by the County Board. Dr. Ralph Losey motioned to approve the above mentioned revisions to the Performance Evaluation/Merit Pay Policy. Second by Bill Bingham. All in favor, motion passed.

g) Discussion and possible action to revise the Jo Daviess County Employee Performance Evaluation form by adding the word example to Supervisor comments (Supervisor comments/example).

The Personnel Review Committee also discussed the employee annual evaluation form. It was recommended that on the "Comment" section, it would be helpful to also add "Example". Bill Bingham, who is also a Personnel Review Committee Member, stated that it is always helpful from the HR point of view for the supervisor to add an example to explain any comment. Kim Barrett motioned to approve the revision mentioned above to the Comment Section, second by Dr. Ralph Losey. All in favor, motion passed.

h) **Discussion and possible action to approve a Resolution to Approve the Reclassification of the Home Health Coordinator Position, to Amend the JDC Pay Grade Structure Schedule and to Update the Home Health Coordinator Position Description.**

Elizabeth Kane explained to the Board members that a reclassification request had been submitted to Carlson Dettmann for review. This was due to the change in the job description. The position would change from Home Health Care Coordinator to Home Health Nursing and Community Outreach Coordinator. The new position description would include approximately 25% of the time doing outside activities to generate referrals promoting the HHC Program with updated brochures to enhance the program. After the review by Carlson Dettmann, the decision was to not change the pay grade since the duties did not require increased education or experience. Bill Bingham motioned to move forward to the County Board the new job description with no changes in pay grade. Second by Elizabeth Blair. All in favor, motion passed.

7. President's Comments

Ron Lubcke reviewed the dates of term expirations with the members. He thanked all of the members for their efforts and volunteering of their time for this Board. Dr. Stephen Petras, Elizabeth Blair and Ron Lubcke all agreed to another term on the Board of Health. Bill Bingham was appointed to another term by the County Board in December.

8. Administrator's Comments

Elizabeth Kane distributed the most recent financial reports to the members. Even though the County has begun a new fiscal year, the State of Illinois has still not passed a budget for the year that began on July 1. She also gave the members the last Health Department Quarterly report of 2015.

9. Citizens' Comments: None

10. Other: None

11. Next Board of Health Meeting: March 2, 2016 at 7:00 PM.

12. Adjourn

With no other business to discuss, Dr. Ralph Losey motioned to adjourn. Second by Kim Barrett. All in favor, motion passed. Ron Lubcke adjourned the meeting at 8:17 PM.