



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

Jo Daviess County Health Department Personnel Committee
Wednesday, January 6th, 2016 at 6:30 pm
Jo Daviess County Health Department Conference Room

1. Call to Order

Ron Lubcke, President of the Board of Health, called the Personnel Committee Meeting to order at 6:29 PM.

2. Roll Call

Present: Dr. Ralph Losey, Karen Scheele, Elizabeth Blair and Ron Lubcke.

Absent: None

Others Present: Elizabeth Kane, Bill Bingham and Evelyn Folks

3. Approval of Minutes

Elizabeth Blair motioned to approve, as presented, the Personnel Committee Meeting Minutes from Wednesday, December 18, 2013. Second by Dr. Ralph Losey. All in favor, motion passed.

4. Citizens' Comments: None

5. Unfinished Business: None

6. New Business

a) Discussion and possible action to approve and move forward to the Board of Health all updated Jo Daviess County Health Department Administrative Policies.

Elizabeth Kane, Jo Daviess County Health Department Administrator, explained that the administrative policies have not been reviewed for over 2 years. Minimal changes were made. Since Elizabeth is still relatively new to her position, the policies will be reviewed again later in the year and the policies that are redundant will be addressed at that time. Dr. Ralph Losey motioned to approve and move forward to the Board of Health, all Administrative Policies (1-80) for approval. Second by Liz Blair. All in favor, motion passed.

7. President's Comments

Ron Lubcke, President of the Jo Daviess County Health Department Board of Health, expressed his thanks for the time and effort of the Committee and Health Department staff.

8. Administrator's Comments

Elizabeth Kane, Administrator, stressed that she felt that the Board of Health should Review and approve all policies on at least a 2-year cycle.

9. Citizens' Comments: None

10. Other: None

11. Next Personnel Committee Meeting: To be determined or as needed

12. Adjourn

With no other business to discuss, Karen Scheele motioned to adjourn, second by Dr. Ralph Losey. All in favor, motion passed. Ron Lubcke adjourned the Personnel Committee Meeting at 6:42 PM.