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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, January 9, 2019 at 7:00 PM  
Jo Daviess County Health Department Conference Room

**MEETING MINUTES**

Ron Lubcke, Board of Health President, began the meeting by introducing Brandon Behlke, the new County Board Liaison.

**1. Call to Order**

Ron Lubcke, President of the Board of Health, called the Meeting to order at 7:00 PM

**2. Roll Call:**

Members present: Elizabeth Blair, Matthew Gullone, Nikki Chamberlain Pham, Kim Barrett, Brandon Behlke, and Ron Lubcke. A quorum was established.

Members not present: Ralph Losey, Stephen Petras, and Gary Jobgen

Staff Present: Sandra Schleicher, Marcia Christ, and Juanita Bielenberg

Others Present: Hal Gilpin

**3. Approval of Minutes**

a) December 5th, 2018 Board of Health Meeting Minutes; Elizabeth Blair motioned to approve the minutes as presented, second by Matthew Gullone. All were in favor, the motion carried.

- 4. Citizens' Comments:** Hal Gilpin, Owner of Hawk Valley Retreat & Cottages was present asking for Board of Health member's assistance in coming to an agreement in regards to updates & repairs that will be required following a Health Department inspection completed on Sept. 11, 2018 at Hawk Valley Retreat. Mr. Gilpin presented the Sept. 11<sup>th</sup> inspection report that he received, along with copies of all other reports dating back to February of 2000 when the business first opened. Sandra Schleicher, Director of Environmental Health stated that she would have to look back and do some further research. Ron Lubcke stated that he appreciated Mr. Gilpin's situation, assuring him that it will be addressed. Mr. Gilpin thanked board members and left the meeting.

**5. Unfinished Business:**

**a) Discussion and possible action to approve the Dental Program Business Plan.**

Ron Lubcke stated we are unable to address at this time; the Agenda item will remain Tabled.

**b) Discussion and possible action to approve a Request for Proposals for Dental Equipment.**

Ron Lubcke stated we are unable to address at this time; the Agenda item will remain Tabled.

**c) Review, discussion, and possible action to approve proposed drawings, bid specifications, and demolition plan for Elizabeth properties.**

Sandra Schleicher briefly reviewed the proposed demolition plan stating that if approved, Tammy from Delta 3 Engineering plans to schedule a pre-bid onsite meeting on January 24<sup>th</sup> and require all bids be due to her by February 1<sup>st</sup>. She will then review the submitted bids and make a recommendation to members at the February 6<sup>th</sup> Board of Health meeting. Following no further discussion, Matthew Gullone made a motion to approve the proposed drawings, bid specifications, and demolition plan presented for the Elizabeth properties, second by Nikki Chamberlain Pham. All were in favor, the motion carried.

**6. New Business**

**a) Discussion and possible action to approve the FY2019 Animal Control Services Agreement with the Village of Hanover.**

Ron Lubcke noted that this agreement is the same as other community agreements presented previously that had been approved. Following no further discussion, Kim Barrett made a motion to approve the FY2019 AC Service Agreement with the Village of Hanover, second by Elizabeth Blair. All were in favor, the motion carried.

**b) Discussion and possible action to approve Fuel Purchasing Card Policy for Public Health and Animal Control.**

Sandra Schleicher explained that the Health Department had been purchasing fuel for Environmental Health and Animal Control vehicles through the County Sheriff's department and we would then receive a monthly invoice. Sandra stated that the Sheriff's department decided not to offer the service this year and recommended that we contact FS and look into obtaining a fuel card through them that could be used at 3 specified locations.

Brandon Behlke explained that it was his understanding that the current process was difficult to track and break down billing for the fuel purchased by several county departments. He stated that the Sheriff's department will now be going through the state WEX fuel card program which would allow them to purchase fuel at most any gas station, He noted that this is a Pilot Program through the Sheriff's department only at this time, that they will discuss and compare purchasing fuel through the WEX program or through FS again in September. Following no further discussion, Matthew Gullone made a motion to approve the Fuel Purchasing Card Policy for both Public Health and Animal Control, second by Kim Barrett. All were in favor, the motion carried.

**c) Discussion and possible action to approve the FY2019 Affirmative Action Plan.**

Sandra Schleicher stated that we are required to review the Affirmative Action Plan annually; that there were no changes to be made for FY2019 other than the date and to update employee information. Kim Barrett made a motion to approve the FY2019 Affirmative Action Plan, second by Elizabeth Blair. All were in favor, the motion carried

**d) Discussion and possible action regarding recommendation from Social and Environmental Health Committee to change the Farmer's Market permit fee for out-of-county residents.**

Sandra Schleicher explained to members that the Farmer's Market fees were brought to the attention by a citizen to the Social & Environmental Health Committee stating they felt the fees were too high and were asking for a reduction. Sandra stated that Social & Environmental members are requesting we charge everyone, county resident or out-of-county resident, the same fee of \$50.00. She mentioned too that we would not be able to consider any fee changes until next year. Matthew Gullone inquired as to whether the current fees cover our cost. Sandra stated that they do not; that we are the only county that has Farmer's Market permits that other counties charge for the inspection of a regular food establishment, which would be

even more costly. Sandra stated that there are different pieces to the process and she would need more time to review. Ron Lubcke recommended that we collect more data and look again at possible changes in December. Following no further discussion, Kim Barrett made a motion to Table the Agenda Item, second by Nikki Chamberlain Pham. All were in favor, the motion carried.

**e) Discussion and possible action on Health Department Custodial Services.**

Sandra Schleicher mentioned that there was no response for bids to provide Health Department Custodial Services so there was no contract available to award. She stated we would have the option of re-posting for bids or to look into whether the county employee that had previously provided the service would have time available. Sandra stated she would look into our options further.

**7. CLOSED SESSION**

Matthew Gullone made a motion to move into closed session at 7:25 PM reading the statements below, second by Elizabeth Blair. All members present were in favor, motion passed. Marcia Christ, Recording Secretary, will also be at the Closed Session. Sandra Schleicher and Juanita Bielenberg left the room.

**a) Personnel section 2(c)1**

*“The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Topics of discussion: Contested HIPAA written warning.*

**b) Personnel section 2(c)3**

*“The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.” Topics of discussion: Public Health Administrator.*

At 7:53 PM Kim Barrett made a motion to come out of closed session and return to open session, second by Elizabeth Blair. All members were in favor. Sandra Schleicher and Juanita Bielenberg rejoined the meeting.

**8. Possible action as a result of Closed Session:**

a) No action will be taken at this time.

b) Matthew Gullone made a motion to post the position of Full-Time Public Health Administrator with the county to position the Board to possibly make a hiring decision at the February meeting. Second by Nikki Chamberlain Pham. All members were in favor, the motion carried.

**9. Administrator’s Comments:** Sandra Schleicher, Interim Administrator shared with members;

- The Local Health Protection Grant (LHPG) for FY2019 had been submitted and approved.
- She will be completing staff reviews which are due to the Courthouse later this month
- She is starting to prepare for Audits
- Shaylee Wild, the Part-Time Animal Control Officer started this week to help cover on a PRN basis
- Juanita is working on completing classes for the anticipated STD testing program
- Sandra mentioned an article released in Wisconsin regarding contaminated wells and has been providing a little public education regarding concerns here in Jo Daviess County.

- Sandra made board members aware that the County Board did not approve the Resolution to dissolve the PH Catastrophic Fund (046). A claim has been submitted to transfer all funds which would leave a zero balance, and the fund would still be available to use if needed in the future.

**10. President's Comments:** Ron Lubcke mentioned that he had met with Sandra Schleicher, Scott Toot, County Board Chair, and Dan Reimer, County Administrator. Ron stated he learned that the County Board was concerned that the Catastrophic Fund may be used to increase Public Health staff wages, but were reassured that was not the case.

Ron also wanted to make board members aware that it is unlikely the health department would have the option of connecting to city water due to the fact that it would need to run under highway 20 which the state may not allow and it could be a huge liability. He mentioned that connecting with other surrounding properties is not an option and the health department well water would not be feasible for a Dental Program.

Ron again welcomed Brandon Behlke and mentioned how thankful he was to Bill Bingham for his term served. Ron stated he is looking for a member to serve as Vice-President and if interested to please let him know by the next meeting.

**11. Citizens' Comments:** Juanita Bielenberg, Director of Clinical Services, wanted board members to be aware that she has 44 training modules to complete before she can begin the STD Testing Program, and that it could take some time. Juanita also shared her concerns of grant requirements and what funds would be available to help cover some of the expenses if there was an Emergency.

**12. Next Scheduled Board of Health Meeting:** February 6, 2019 at 7:00 PM

**13. Adjourn:** Kim Barrett motioned to adjourn the meeting, second by Nikki Chamberlain Pham. All were in favor, meeting adjourned at 8:05 PM.