

# JO DAVIESS COUNTY BOARD OF HEALTH

## MEETING MINUTES

THURSDAY, JUNE 19, 2003

The Jo Daviess County Board of Health held a meeting on Thursday, June 19, 2003. The meeting was called to order at 7:00 p.m. by the Board of Health President, Tom Berryman.

Board of Health members present: President Tom Berryman, Gini Appel, Robert Chorak, DDS, Dr. Joe Garrity, Ed Kuhle, Jim Lander, Sally Toepfer, County Board Representative

Board of Health members absent: Bonnie Dorman, Vice-President Charlene Huso, Helen Kilgore

Staff members present: Peggy Murphy, Rose Imbus, Heather Eisbach, and Mairi Douglas

### Approval of Board of Health Meeting Minutes from April 24, 2003

The April 24 meeting minutes were approved with a motion by Jim Lander and a second by Joe Garrity.

### Revision of Food Ordinance in order to Charge Fees for Temporary Food Permits

Peg reported that the county ordinance stated that temporary food permits were exempt from fees. The County Board revised the ordinance at the June 10<sup>th</sup> meeting so the fee schedule for temporary food permits approved by the Board of Health is effective June 10<sup>th</sup>, 2003.

### Vision and Hearing Program

Letter to Schools regarding the elimination of Vision and Hearing Screening

Peg informed the Board that a letter was sent to all of the Jo Daviess County schools that vision and hearing screening will not be offered by the health department effective with the 2003/2004 school year. Peg also notified the Illinois Department of Public Health. Joe Garrity inquired to the reaction that was received from the schools and Peg said that she had not been contacted. The agency did receive a thank you letter from Tri-State Christian School for past services and noted that if the service were available again they would be part of the program. Board members were very surprised that county schools had not contacted the health department to see what other options may be available to provide this service.

## Vision and Hearing Equipment

The agency has several vision and hearing machines. Peg had received a call from the Rock Island County Health Department to let her know if any machines would be for sale. Peg said that if the Board agreed she would like to notify the schools, Lion's Clubs, and other state health departments of machines. It was suggested that the manufacturer be contacted to get estimate of current value of machines.

A motion was made by Joe Garrity with a second by Edwin Kuhle that 1) we find the original amount of items listed on vision and hearing equipment or its current value; 2) we list (via paper) the availability of this equipment to be bought. Motion carried.

Letter to clients, Hospice of Dubuque, and Department of Rehab regarding phasing out the bathing services for chronic public health clients and incorporation of \$25 fee for public health home visits beginning December 1, 2003.

Peg informed the public health nursing clients that effective December 1, 2003, there will be a fee for the nurse's visit. Visits are ordered by a physician and are usually once a month up to once every three months. Peg has received 2 calls from clients in regards to the fee. The bathing services will be discontinued effective December 1, 2003. The nurse will work with and inform clients of other options that are available.

## Reappointment of Helen Kilgore to the Board of Health

The County Board approved the reappointment of Helen to the Board of Health.

## NEW BUSINESS

### Terms for Board of Health Members

It was noted that Bonnie Dorman's and Jim Lander's terms of office are due in October, 2003. They should keep this in mind and let Peg know if they want to be reappointed.

### Election of Officers

After discussion the motion was made by Gini Appel with a second by Joe Garrity that the present officers be retained. President Tom Berryman accepted with Charlene Huso as Vice-President and Helen Kilgore as Secretary. Motion carried.

## Committee Appointments

Tom has asked the committee appointments remain as they are.

### Tobacco Grant uncertainty, potential use of money to pay fee for smoke free establishments?

It is not known if any money will be available for the Tobacco Grant. If the agency would receive grant funds, would like to use a portion of this money to pay fee charged to restaurants that are smoke free. The members felt this would be an excellent use of grant funds. There are currently 25 establishments in Jo Daviess County that are smoke free. A motion was made by Joe Garrity with a second by Jim Lander that depending on amount of money we receive from the "Tobacco Grant" we will offer a discount on fee to restaurants that are smoke free – amount of discount depending on funds received. Motion carried.

### Federal Grant Award applied for by Hypertension and Cholesterol Screening Program was not funded. The grant was for funding for several years.

The cholesterol/hypertension program applied for a federal grant from Rural Health. The application for funds was denied.

### WIC Grant request for \$12,200 was not considered by Dubuque Racing Association this year as Sheriff's Department had also applied. Grant policy only allows one county agency to apply each year and the health department had been funded in a previous year.

The WIC department of the health department applied for funding from the Dubuque Racing Association. The DRA has a policy that only one county agency receives funding. Since they had received an application from both the Sheriff's Department and the health department, they contacted Duane Olivier, County administrator, to choose which agency would be considered. The health department had been the last department to apply so the application went to the Sheriff's Department. Peg would like to see a consistent County Policy which would address this to let each department know how to apply for these fundings.

### Family Planning applied for a \$2,000 grant from Medical Associates to pay for colposcopy exams but it was not funded.

The family planning program's application to Medical Associates was not funded due to all of the funds already spent.

## Home Health Care Report

### Cost report and Home Health Care Expenses

The cost report for Home Health Care has just recently been finalized. Due to the administrator not spending as much time working in Home Health Care there is a difference of \$2,516 in salaries paid by public health to the administrator and director of nursing. At this time it does not need to be paid to Home Health Care but Peg wanted the Board to be aware of this.

The current visit totals was distributed. Mairi Douglas stated that visits are starting to increase again at this time.

### Environmental Health Report

Heather Eisbach distributed the well and septic permit numbers and noted that sometime this year will have issued 7,000 permits since 1969.

Was asked about Longhollow Point and Heather reported that there are new owners which plan to sell timeshares for these condos and have supposedly worked out a deal with Eagle Ridge to hook into their septic system.

West Nile Virus – have sent in one blue jay which was negative for West Nile virus. Have received several phone calls about finding dead birds and are keeping track of areas reported. No human cases of West Nile Virus in Illinois reported this year. A couple of counties including Cook have had birds test positive for this virus.

Heather has signed up for Smoke Free Pledge to keep homes smoke free for children. Hope to receive a stipend of \$400 for having a number of people sign. Plans to submit an article to the newspapers regarding this.

2002 water samples – showed the map that is presently used to note any problems with water tests sent in. Using the GIS software to track this also.

Tom Berryman asked if the department has received many calls on Monkeypox and noted that a few calls have been received for information.

### Status of Small Pox Vaccinations

Peg reported that all hospital and health department employees that volunteered to be vaccinated have received the small pox vaccination. Peg read today that the program has been put on hold. The next phase would be vaccinating first responders. Total of health department employees who volunteered is 7 and there were no volunteers from the Galena Stauss hospital.

Vital Records fee for Certified Copies of birth and death records – Current fee is \$7 for the first copy and \$2 for second copy ordered at that time. Recommend increase fee to \$12 for the first certified copy and \$4 for the second copy requested at that time to be consistent with fee charged by County Clerk's office. (In addition to fee charged by the health department, the agency is required to collect a \$2 per copy fee for the Illinois Department of Public Health Vital Records death certificate surcharge fund. This surcharge is collected only on death certificates issued.)

Discussion was held on the fee for vital records. A motion was made by Joe Garrity with a second by Gini Appel that we increase vital record fee for certified copies from \$7 to \$12 for first copy and all additional copies \$4 each effective 30 days hence. Motion carried.

### Roof Replacement

Recently a section of the roof ridge cap needed repair. After making the repair it was recommended by the contractor that the roof should be replaced and suggested that it should be done before this next winter. Board members recommended that a second opinion is needed before this would be put to bid. Recommended contacting the original contractor of the building to evaluate and make recommendation.

### Committee Meeting Schedule

Personnel Committee – Administrator's Evaluation, Friday, August 1, 1 p.m.

The personnel committee will meet on Friday, August 1, at 1 p.m. for the annual evaluation of the administrator.

Finance Committee – Fiscal Year 2004 Budget review

The finance committee will meet on Friday, August 1, at 2:30 p.m. to review the proposed fiscal year 2004 budget.

Client Care Committee

The next meeting scheduled was not available.

Congratulations to employees, Judy Behnke and Allison Gillies, who obtained Bachelor of Science degrees in nursing from Clarke College in May, 2003

Peg reported that two employees have recently received their BSN.

### Custodial Services

This was tabled until the end of the meeting.

## Other Items

Peg reported that the health department has received a grant from the bioterrorism funding to develop and maintain a web page that would include bioterrorism resources and information. Since Joe Kratcha, GIS Department, has developed the web site for the county and has put a good deal of effort to include separate information for the health department, it was decided that the money would be best justified by returning to his department. Joe has submitted a bill for the labor spent on developing the health department's portion of the website in the amount of \$1,100.25. The grant amount is \$1,250.

Joe Garrity suggested that the public should be made aware of the cuts that have been made across the board for the health department – including the cuts in wages that were implemented with 2003 budget and with the program cuts that have been made. He feels if the public is aware and if there are programs that they really feel are necessary this would give the public a chance to voice their opinion with the Board of Health and also may give them alternatives to services they are used to receiving from this agency.

Next Meeting Date is Thursday, August 21, 2003, at 7 p.m. which is a joint meeting with the Home Health Care Advisory Committee

Gini Appel made a motion with a second by Joe Garrity to adjourn the meeting and go into executive session to discuss personnel issues. The Board entered executive session at 8:05 p.m. and ended at 8:15 p.m. Decision was made to advertise to contract for cleaning services.

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Rose Imbus, Public Health Office Manager