



## JO DAVIESS COUNTY HEALTH DEPARTMENT

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### JO DAVIESS COUNTY BOARD OF HEALTH MEETING MINUTES

Wednesday, December 2, 2009

The Jo Daviess County Board of Health held a meeting on Wednesday, December 2, 2009 in the Health Department Conference Room. The meeting was called to order at 7:00 PM by President Jim Lander.

Board of Health members present: Jim Lander, Edwin Kuhle, Morris Bartot, Dr. Robert Chorak, Dr. Allen Crist, Karen Scheele, Liz Blair and Marge Montelius, County Board Representative.

Board of Health members absent: Laura Duerr and Brian Gephart

Staff Members present: Peg Murphy, Jeanette Dahlquist and Evelyn Folks.

The meeting was called to order at 7:01 p.m. by Jim Lander, President of the Board of Health.

Additions made to the formal agenda listed under #13, 'Other':

- 13A. Public Health Budget
  - B. 5 Year Plan
  - C. Fee Study

### **OLD BUSINESS**

1. Marge Montelius, County Board Representative, motioned to approve the Board of Health meeting minutes from October 7, 2009, second by Morris Bartot. All in favor, motion passed.
- 2A. Peg Murphy, Jo Daviess County Health Department Administrator, informed the Board of the new Body Art Program Grant. This is a new grant of \$1,000. At present, the County has 2 tattoo establishments.
  - B. The Public Health Emergency Preparedness Grant (PHEP) is \$39,468. A separate fund was established for this grant several years ago. The grant is billed monthly for

reimbursement and a transfer of these funds is made yearly to repay Public Health for documented expenditures.

- C. Peggy Murphy explained the Public Health Emergency Response Grant (PHEP), or H1N1. This grant comes in 4 phases. Phases I, II, and III total \$91,774. The CDC has set the 5 high risk categories for the first round of vaccines. In the original budget process, \$50,000 was put in the Catastrophic Health Fund to cover a pandemic situation like the H1N1.

## **NEW BUSINESS**

1. A short report and the minutes from the Client Care Committee meeting on November 4, 2009 were given to Board of Health members. Candace Crossley, Quality Assurance Auditor, met with the committee regarding Consumer Satisfaction Surveys and the reports that she compiles from them. Each department at the agency seems to have a separate survey relating to the services. Studies have shown that less cumbersome surveys are more likely to be completed and returned.
2. Jeanette Dahlquist, RN, BSN, IBCLC, has been promoted to Director of Clinical Services. She was formerly the Maternal Child Health Coordinator.
3. Jo Daviess County Home Health Care has received the Home Health Care Elite Award. This is a national award, recognizing the top 25 percent of agencies in the country that looks at positive health outcomes.
- 4A. Peggy Murphy presented the Board with the monthly visit frequency for Home Health Care. The current census is 36.
  - B. The most recent budget statements were distributed.
  - C. Peggy informed the Board of an upcoming court case regarding nonpayment for HHC services. The trial is scheduled for December 18, 2009.
  - D. Allison Gillies, Marcia Christ and Peggy Murphy attended the Home Care Across Illinois Winter Conference. Updates included the changes in assessment data. More emphasis is being placed on the health status at admission and discharge.
- 5A. Peggy Murphy informed the Board that the Environmental Health Program staff is updating policies and procedures. When revisions are completed, a meeting will be scheduled with the Board of Health Environmental Health Committee.
  - B. Two failing septic tanks have already been found by using the newly developed sanitary evaluation procedure.
  - C. The monthly reports and statistics were distributed.

6. A new software program for payroll, coding and statistics is being explored by the agency, with the help of Joe and Bruce of IT. A firm cost is not yet available. Once the cost estimate is received, the Board will be notified. This is a cost that was not in the budget and may need to be paid for out of the Capital Improvement Fund.
7. The Health Department is applying for a grant to establish a Cancer Coalition for Jo Daviess County.
8. The Illinois Department of Public Health has approved the Illinois Plan for Local Assessment of Needs (IPLAN) for 2010-2015 submitted earlier this year. The letter of approval (dated October 29, 2009) was given to Board members
9. Kathy Funston has joined the Health Department staff, effective November 16, 2009, as a part-time Immunization Clerk.
10. Wood trim had to be replaced around the windows on the Family Planning side of the building, lower level.
11. The Board was notified that the agency has some serious erosion problems in the rear of the property. Contacts have been made and estimates for the repairs are expected soon. This was an unexpected problem and was not in the approved budget. Again, this would be a Capital Improvement Fund expenditure
12. Peggy reminded the Board that election of officers and appointment of committees needs to take place prior to July 1, 2010. Dates for Board of Health meetings for 2010 were chosen. A list of these meeting dates will be posted on the Jo Daviess County website.
- 13A. The public health budget printouts were given to members.
  - B. In 2008, a 5 year plan of capital improvements was developed by the agency. This plan was reviewed with members. In light of tight budget restraints, only necessary improvements will be considered.
  - C. The County has contracted with an accounting firm to conduct a study of fees that are charged for services. At the Health Department, fees for death certificates, immunization records and Environmental Health services are being evaluated. The agency's portion of the study is expected to be about \$2,000.

With no other business to discuss, Jim Lander, President, wished all a Merry Christmas and Happy New Year. Liz Blair made the motion to adjourn the meeting at 8:03 PM, second by Ed Kuhle. All in favor, motion passed

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Dr. Robert Chorak, BOH Secretary

