

JO DAVIESS COUNTY BOARD OF HEALTH

MEETING MINUTES

THURSDAY, APRIL 15, 2004

The Jo Daviess County Board of Health held a meeting on Thursday, April 15, 2004. 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, Robert Chorak, DDS, Bonnie Dorman, Dr. Joe Garrity, Ed Kuhle, Jim Lander, Sally Toepfer, County Board Representative

Board of Health members absent: Gini Appel, Vice-President Charlene Huso, Helen Kilgore

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

Bids for Roof Replacement

Tom Berryman opened and read the two bids that were received for replacing the roof on the health department building. 3-D Builders of Dickeyville, WI, placed an estimate of \$8,913.50 and Straightline Roofing of Elizabeth, IL, estimated \$9,380. After discussion of the specifications outlined in the bids, a motion was made by Joe Garrity with a second by Jim Lander to accept Straightline Roofing bid pending acceptable references and appropriate bonding. Ed Kuhle volunteered to contact the companies on the specifications listed and references. Motion carried.

Approval of Minutes from February 21, 2004 Meeting

The minutes of the February 21, 2004, meeting were approved with a motion by Joe Garrity and a second by Edwin Kuhle. Motion carried.

Salary Schedule Cost Estimate

Peg informed the Board of estimate received from Honkamp, Krueger and Co, for review and recommendation for salary pay scale. The estimate was \$2,550. She tried to negotiate the amount and was reminded that the last time this was reviewed the actual cost was lower than estimate.

Volunteer to Sign Claims on Monday, June 7 and Monday, July 12

Bonnie Dorman volunteered to sign claims on Monday, June 7. No one was available for July 12. This will be discussed at the next meeting in June.

Options for Soft Water System

Since we have been having problems with water pressure which is from the water softener, Ed Kuhle had recommended the health department investigate an on-demand system. Peg received options from Culligan which were either to replace the head on the present system or purchase new system. A motion was made by Bonnie Dorman with a second by Joe Garrity to purchase a brand new Culligan Medallist Series water softener. Motion carried.

Board Member from Stockton to Replace Charlene Huso

Charlene Huso from Stockton has decided not to be reappointed to the Board of Health. Peg had contacted the County Board members from the Stockton area and both submitted names for possible Board of Health member. Elizabeth (Liz) Blair was recommended by both County Board members. Peg contacted Ms. Blair and she agreed to serve. The County Board appointed Liz to the Board of Health for a three year term effective May, 2004.

Replacement Board Member for Tom Berryman in East Dubuque

Tom Berryman stated that he is resigning from the Board of Health due to personal reasons when his term expires in May, 2004. He said that due to other personal commitments he does not feel he has the time to fulfill his role on the Health Board. He appreciates the time that the other members have put into the Board of Health. The other members expressed their regret at his decision but wished him well. They stated that he streamlined the meetings and noted that it was his suggestion that the Board meet every other month instead of quarterly to eliminate long agendas. A replacement for his position is in progress.

Behavioral Risk Factor Survey for Jo Daviess County 2001

Peg reported on results of a Behavioral Risk telephone survey about health department awareness. Ninety-nine per cent knew of the health department, 45% have used services. Most services used were in the maternal/child and communicable disease programs.

Proposals for Security Risk Assessment

The two proposals for the HIPAA security risk assessment were reviewed. Computer Dynamics of Freeport and RSM McGladrey had sent proposals. After review, the Board did not feel the proposals were comparable. The proposal from Computer Dynamics did not address the issues as the proposal from RSM McGladrey did. Board members would like Peg to contact Computer Dynamics and have them clarify their proposal. Joe Garrity would like Peg to check with clinics and hospitals in the area to see who set up their HIPAA security to see if the health department could use the same companies.

Home Health Care Report

Mairi reported on Home Health Care. The visit totals were distributed.

Environmental Health Report

Peg reported for Heather who is attending training. Staff met with the Regional Emergency Response Coordinator and Regional Epidemiologist on April 14 for the 2nd grant quarter report. Staff are continuing to develop the Emergency Preparedness and Bioterrorism Response Plan.

Health department will be distributing guide books on chemical and bioterrorism preparedness to county first responders. Books were purchased with bioterrorism grant money.

The department has received a number of opening dumping complaints involving household garbage, appliances, animals, construction debris, and tires. The staff is working with the Sheriff's Department on some of the complaints. Plan to submit newspaper articles to create awareness of this situation.

The inspection of the Oscar Swan bed and breakfast located at the corner of Schappville and Elizabeth-Scales Mound Road has been completed.

The Cove restaurant at Apple Canyon Lake has reopened on April 15, 2004.

The environmental department has an intern from Vo-Tech, Elizabeth, working every other day through May 17.

Bonnie Dorman asked about the West Nile Virus plan to include surveillance. Peg said that the department has received funding for this through the Vector Control Grant. She expects there will be a tire pick up at the end of the summer. Staff are already picking up tires and storing in a shed at the highway department in Elizabeth.

Peg also reported that Lyme Disease is on the rise with 8 cases reported last year.

Client Care Committee Report

Jim Lander reported that the committee met with Diane Roberts and reviewed the transition of programs. Public Health nursing visits are continuing with a fee. The clients on the bath program have been referred to private agencies. The vision and hearing screening is being provided by the school nurses and schools have purchased equipment.

a. Recommendation for fee for flu vaccination

The committee reviewed fees and suggested that a fee survey be completed. Discussed raising the fee to \$18 but tabled this until June to review salary increases and vaccine cost.

Finance Committee Report

a. County purchasing policy and procedure

Policy was reviewed

b. Recommendation regarding pay increases for FY 2005

In order to have a more equitable pay increase for staff at all levels of the pay scale, the committee reviewed and recommended that instead of a per cent increase that a dollar amount be instituted. Committee reviewed the estimated number of hours that staff would work with the estimated amount of pay increase at maximum of 2%.

After review of budget amounts, the maximum increase would be 30 cents per hour per employee. Based on the present evaluation form, the hourly amount would be determined on evaluation rating. Pay increases are based on performance evaluations. Discussion was held on whether staff had been informed of any changes and Peg said that once this was decided she would let staff know at next staff meeting that change will take place December 1 with the next fiscal year. An example of how the hourly increase compared to per cent of increase was reviewed. After further discussion, a motion was made by Bonnie Dorman with a second by Jim Lander to adopt performance ratings as presented as applied to performance evaluation. Motion carried.

c. Cost to remodel front office

Two estimates for cost to remodel the front office were reviewed. One from All-Systems, Dubuque, for \$9,898 and the other from Smith Construction, Galena, \$12,550. Discussion was held on the estimates. A motion was made by Jim Lander with a second by Bonnie Dorman to accept the bid from All Systems to remodel the front office. Motion carried.

d. Records storage estimate

Members discussed the estimate for record's storage. Peg stated that she had checked with the Illinois Department of Records and they have no restrictions on how records are stored as long as the agency has access to them when/if needed. Peg noted that the cost would be split between Home Health Care and Public Health. Members were concerned if there would be price increases. After consideration a motion was made by Joe Garrity with a second by Bonnie Dorman to accept InfoSafe Record Management proposal for storage under one contract as outlined on second half of sheet. Motion carried.

Liability and Workman's' comp expenses

Peg reported that this is the first year that the health department was expected to reimburse the county for liability and workman's comp premiums. The health department's share for liability insurance is \$7,300 with \$2,555 paid by Home Health Care and \$4,745 paid by Public Health. The health department's share for worker's compensation insurance is \$6,204 with \$2,171 paid by Home Health Care and \$4,033 paid by Public Health.

Survey Information to share with board

Peg had completed an Illinois Association of Public Health Administrators marketing local public health survey. She noted that the most funding for health departments comes from local taxes, federal funds and agency fees.

Other Items

a. 2004 Lawn Maintenance

A motion was made by Joe Garrity with a second by Bonnie Dorman to accept Mel's Lawn Care bid (of \$27.50 per cutting) for 2004. Motion carried.

b. Membership in National Association of Local Boards of Health -- \$95

It was decided by the Board members not to join the National Association of Local Boards of Health.

c. Next Meeting Date - June 17, 2004 - 7 p.m.

Next meeting date is Thursday, June 17, at 7 p.m. Peg noted that there will be an election of officers at this meeting.

With no further business to discuss, Tom Berryman made a motion to adjourn at 8:25 p.m. with a second by Bonnie Dorman. Meeting adjourned.

Rose Imbus, Secretary ProTem