

JO DAVIESS COUNTY HEALTH DEPARTMENT

9483 US RT. 20 WEST • P. O. BOX 318 • GALENA, ILLINOIS 61036 • (815) 777-0263

JO DAVIESS COUNTY BOARD OF HEALTH MEETING MINUTES

Wednesday, April 4, 2012 at 7:00 PM

The Jo Daviess County Board of Health held a meeting on Wednesday, April 4, 2012 at 7:00 PM, in the Health Department Conference Room.

Board of Health members present: Jim Lander, Morris Bartot, Elizabeth Blair, Dr. Allen Crist, Dr. Robert Chorak, Greg Stauder, Karen Scheele and Edwin Kuhle

Board of Health members absent: Laura Duerr, Dr. Mike Zeman and Marge Montelius, County Board Representative.

Staff Members Present: Peg Murphy, Evelyn Folks, Jeanette Dahlquist and Matt Calvert

Others Present: Dan Reimer, County Administrator

The meeting was called to order at 7:00 p.m. by Jim Lander, President of the Board of Health.

OLD BUSINESS

1. Liz Blair motioned to approve the minutes of the Board of Health Meeting from February 7, 2012, second by Dr. Robert Chorak. All in favor, motion passed.
2. Peggy Murphy, Administrator, notified the Board that the agency is still waiting for the grant for the Comprehensive Cancer Grant. This grant year runs from January 1 through December, 2012. Once the signed grant is received, the agency is ready to submit reimbursement requests for past months.
3. Dan Reimer, County Administrator, spoke to the Board about 2011 Public Health and Home Health Care Program audits. Jo Daviess County has entered into 3-5 year contract with Clifton Larson Allen to conduct the annual audits required by law. Since accounting regulations have changed this year, (GASB 54), Jo Daviess County Health Department will have adjustments to make in financial reporting. The Catastrophic Public Health Fund is classified as a stabilization fund which is an amount that can be accessed in an emergency and may be spent only when certain circumstances exist. Stabilization amounts that can be accessed in an emergency would not qualify within the committed category because the circumstances or conditions that constitute an emergency are not sufficiently detailed, and it is not likely that an emergency of some nature would occur routinely. For internal reporting purposes, this fund will be a separate fund and separately budgeted for. For financial reporting purposes, it is recommended that the Catastrophic Public Health Fund be combined with the Public Health Fund. There will be a combining schedule in the financial statements that show these funds separately but a combined total. In general terms, it is only an accounting procedure that will clearly define fund balances and show classification and restricted or committed funds.

NEW BUSINESS

Home Health Care

1. The Board members reviewed the latest budget print out for the Home Health Care Fund.
2. Visit comparisons for the first quarter show a slight increase over last year.
3. Client census remains steady in the mid thirty range.

Public Health

1. Public Health budget print outs for the month of February were reviewed by the Board. Revenue and expense reports for the first quarter were discussed with no questions. Peggy informed the Board that the first disbursement of property taxes is expected in July, earlier than last year.
2. New legislation states that members of a board or public body (Board of Health & Home Health Care Advisory Committee) are required to complete the Open Meetings Act training. Current members have until March 1, 2013 to complete the training. Peggy gave the members the website address for the State of Illinois Attorney General's Office.
3. Environmental Health Report
 - A. The Illinois Department of Public Health has completed the review for Environmental Health programs. This is done every three years. The final report has not been received, but all were in compliance.
 - B. Program statistics were reviewed. Mortgage loan inspections have increased slightly and new building has shown improvement. Three new food establishments have opened or will be opening soon around the County.
 - C. A Vector Control grant has been applied for through the State but not yet received.

Other:

Matt Calvert, Sanitarian, reported to the Board that 35 abandoned wells in the County have been sealed. He also informed the Board that complaints had been received against a gas station/convenience store in the County. Complaints were that the water smelled of gasoline. An investigation, including water sampling of the well and inspection of food areas, was completed. The water test results showed unacceptable levels of several carcinogens. The EPA was contacted. The business has been given a deadline of March 1, 2013, to connect to city water and seal the well. Only prepackaged food can be sold. Any drinks, including coffee, must be canned or bottled. Since the business is located within city limits, the authority of the Health Department is limited to food. Matt will keep the Board of Health informed of any changes.

Matt Calvert updated the Board on Cottage Foods Legislation that recently became law. He spoke to the Environmental Health Committee earlier this evening. Following are the recommendations:

- A. A Cottage Food Registration Certificate would be assessed a \$25.00 fee.

- B. Cottage Food Certificate holders must be food service certified.
- C. Selling products only at Farmer's Markets
- D. Products sold would consist only of home baked breads, cookies, low acid fruit pies, and certain varieties of jams and jellies.
- E. Products to be sold would be listed on annual application form.
- F. No eggs, meat or home canned foods are allowed.
- G. In the case of a food borne outbreak associated with a farmer's market product, permission is granted on the original application for a Health Department sanitarian to inspect the home kitchen where the products sold were produced.

At his point, Mo Bartot, representing the EH Committee, motioned to the Board that a \$25.00 fee be assessed to each Cottage Food applicant and that the fee be reviewed annually. Second by Dr. Robert Chorak. All in favor, motion passed. This issue will now go to the Social and Environmental Committee of the County Board.

- 5. Peggy Murphy, Administrator, notified the Board that reimbursement for Federal Medicaid Match funds have been applied for 2011. She will keep them updated on status as she receives it.

Medicaid payments from Illinois are still in arrears. Immunization billings unpaid to date is \$3,575 and \$1,762 is due from flu billings.

- 6. The Health Department still has some flu vaccine in inventory. The order for the fall season has been placed and the agency plans to keep the cost at \$25.00 for each shot.
- 7. The State of Illinois Division of Vital Records has sent notification that effective July 1, 2012, an additional \$2.00 will be added to each certified copy of death certificates. This added fee will go to the Cemetery Oversight Licensing and Disciplinary Fund. Jean Dimke, Jo Daviess County Clerk, will also raise her prices for certified copies by \$2.00. Dr. Allen Crist motioned to approve the increase, second by Mo Bartot. All in favor, motion passed.
- 8. Peggy informed the Board that reimbursement for the Public Health Emergency Preparedness Grant is current through the February billing.
- 9. The Jo Daviess County Medical Reserve Corp currently has 28 volunteers, including 3 new members.
- 10. A correction on the span of IPLAN was changed from 2010-2015 to 2009-2014.
- 11. The Board was informed that The Public Health Accreditation Standards are voluntary at this point. Peggy Murphy recommended that a review committee will need to be formed in the near future to look at those standards and assess where the Health Department goes from here. Jim Lander, Board of Health President, suggested that consideration of budgeting for those costs should be kept in mind for the budgeting process for this year. Peg reported to the Board that she would have the estimated costs for the accreditation process at the next meeting.

12. Dan Reimer, County Administrator had already spoken to the Board about recommendations from the audit firm.
13. Annual Reports for the Health Department were distributed to members.
14. Quarterly Reports for the agency were available to members.
15. Other items
 - A. Peggy inquired if all members had received, completed and returned the Conflict of Interest Statements to Jean Dimke. All members indicated they had done so.
 - B. The Health Rankings for tri-state counties was included in an article in the Telegraph Herald newspaper. Jo Daviess County fared well, but Peggy pointed out that the rankings included information from all area medical providers.

With no other business to discuss, Dr. Robert Chorak made the motion to adjourn. Second by Edwin Kuhle. All in favor, motion passed. The next regular meeting of the Board of Health is scheduled for Tuesday, June 5, 2012 at 7:00 PM.

The meeting was adjourned at 8:30 PM.

Dr. Robert Chorak, Board of Health Secretary