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JO DAVIESS COUNTY HEALTH DEPARTMENT

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Jo Daviess County Board of Health

Wednesday, May 2, 2018 at 7:00 PM

Jo Daviess County Health Department Conference Room

MEETING MINUTES

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: Kim Barrett, Elizabeth Blair, Gary Jobgen, Ralph Losey, Ron Lubcke, and Stephen Petras. A quorum was established.

Not present: William Bingham, Matthew Gullone, and Nikki Chamberlain Pham

Staff present: Elizabeth Townsend, Marcia Christ, and Sandra Schleicher

Others Present: Jamie Petras

3. Approval of Minutes:

a) Minutes from April 11, 2018 Board of Health Meeting – Elizabeth Blair motioned to approve the minutes as presented, second by Kim Barrett. All were in favor, the motion carried.

4. Citizens' Comments: There were no Citizen's comments

5. Unfinished Business:

a) Discussion and possible action on the new Health Department building financing options.

This item had been tabled at the last Board of Health meeting; Elizabeth Townsend stated she had not yet received cost estimations for the new Health Department project from Delta 3 Engineering, but would have the information available for discussion at the next meeting.

b) Review, discussion and possible action to approve a floorplan and parking lot design for the new Health Department building in Elizabeth, IL.

These items were tabled at the last Board of Health meeting and will be addressed below under New Business.

c) Discussion and possible action to approve a License/Skills Policy for Environmental Health LEHP (Licensed Environmental Health Practitioner).

Elizabeth Townsend noted that the title was changed to “LEHP Educational Expense Policy”. She stated that a signed employee agreement would be required; explaining the maximum dollar amount paid by the Health Department for any licensure related expenses, and the percentage of expenses paid that the employee would need to reimburse if they would resign within 12 months of becoming licensed. Following no further discussion, Ralph Losey motioned to approve the LEHP Educational Expense Policy, second by Gary Jobgen. All were in favor, the motion carried.

6. New Business:

a) Discussion and possible action to approve a floorplan for the new Health Department building in Elizabeth, IL.

Following a review of the proposed floorplan, Elizabeth noted that the plan reflects changes that were made in the entryway, which would allow for additional space in the Environmental Health area. Stephen Petras also recommended designating storage space for employee personal items. Following no further discussion, Elizabeth Blair motioned to approve the presented floorplan for the new Health Department building in Elizabeth, IL. second by Kim Barrett. All were in favor, motion carried.

b) Discussion and possible action to approve an exterior building plan for the new Health Department in Elizabeth, IL.

Elizabeth Townsend presented exterior photos and proposed designs of the health department building structure; included were detailed reports indicating minor structure issues of the existing building, as well as any repairs that will need to be addressed. Elizabeth stated that cost estimates will be available to present at the next meeting to review and discuss. Gary Jobgen motioned to approve the exterior building plan for the new Health Department in Elizabeth, IL, second by Elizabeth Blair. All were in favor, the motion carried.

c) Discussion and possible action to approve a parking lot plan for the new Health Department building in Elizabeth, IL.

Elizabeth Townsend presented designs of the parking lot plan for review; pointing out entrance & exit areas, and parking space allowed for the two Health Department vehicles. She also stated there was plenty of off-street parking available for Health Department employees. Elizabeth mentioned that the Village of Elizabeth has offered to pay a portion of the parking lot project, and in return the lot be available evenings and weekends for public parking. Board of Health members indicated that signs will need to be clearly posted. Following no further discussion, Kim Barrett motioned to approve the parking lot plan for the new Health Department building in Elizabeth, IL, second by Elizabeth Blair. All were in favor, motion carried.

d) Discussion and possible action to approve a Special Board of Health Meeting to be held on Wednesday, May 16th, 2018 at 7:00 m.

Kim Barrett motioned to approve a Special Board of Health Meeting on Wednesday May 16th, 2018 at 7:00 pm, second by Elizabeth Blair. Following further discussion, Gary Jobgen suggested and members agreed that the Board of Health Finance Committee meet the week prior on May 16th in order to review completed cost estimations; allowing time to take everything into consideration and make any recommended changes. It was suggested the Board of Health Special meeting be scheduled the following week on May 23rd and the Finance Committee be scheduled to meet prior, then present their final recommendation for Board of Health approval.

Gary Jobgen motioned to amend the approval, changing the Board of Health Special Meeting date to May 23, 2018 at 7 PM, second by Elizabeth Blair All were in favor, motion carried.

7. **Administrator's Report:** Elizabeth Townsend stated that previously the Board of Health approved that the Health Department be the Providing Agency for the Jo Daviess County Sheriff's Narcan Program. She stated the Sheriff's Department recently made her aware that the Health Department would no longer be needed, that they now have an agreement with a local hospital who is more familiar and involved with other agency Narcan Programs. Ron Lubcke suggested this item be addressed at the next scheduled June 6th, 2018 Board of Health meeting.
8. **President's Comments:** There were no additional comments.
9. **Citizen's Comments:** There were no Citizen's comments.
10. **Next Scheduled Board of Health Meeting:** June 6, 2018 at 7:00 PM.
11. **Adjourn:** Ralph Losey motioned to adjourn the meeting, second by Stephen Petras. All were in favor, meeting adjourned at 7:52 PM.