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Jo Daviess County Health Department • 9483 US Rt. 20 West • P. O. Box 318 • Galena, Illinois 61036

Jo Daviess County Board of Health

Tuesday, April 3, 2019 at 7:00 p.m.

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 7:02 p.m.

2. Roll Call:

Members Present: Matt Gullone, Ralph Losey, Nikki Chamberlain Pham, Kim Barrett, Brandon Behlke, Ron Lubcke, Elizabeth Blair, Stephen Petras, and Gary Jobgen.

All members present, a quorum was established.

Staff Present: Sandra Schleicher and Marcia Christ

Others Present: Jamie Petras

3. Approval of Minutes

a) March 6, 2019 Board of Health Meeting Minutes; Elizabeth Blair motioned to approve the minutes as presented; seconded by Stephen Petras. All were in favor, the motion carried.

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

5. Unfinished Business:

a) Discussion and possible action regarding recommendation from Social and Environmental Health Committee to change Farmer's Market permit fee for out-of-county residents.

Ron Lubcke stated that additional information regarding Farmer's Market Permit fees was still not available and item would remain tabled.

6. New Business

a) Discussion and possible approval of Workplace Breastfeeding Policy 15-080

Gary Jobgen made a motion to discuss and possibly approve the Workplace Breastfeeding Policy 15-080, seconded by Kim Barrett. All were in favor, the motion carried.

Sandra Schleicher stated she had drafted Policy 15-080 and forwarded it to John Hay for approval. John returned the policy noting his recommended changes and stated he had forwarded the policy to an outside attorney for the county to be reviewed as well, and was waiting for feedback. Following review of the policy, Ralph Losey stated that accommodations should be added for if the employee would be off-site. Kim Barrett suggested possibly setting a time frame, and allowing for some wiggle room. Dr. Losey also recommended that the

instruction noted in the policy Page 2, Line 3 be more specific. Matt Gullone recommended considering approval of the policy and it would then be the Supervisor's responsibility to amend it if needed. Following further discussion, Matt Gullone made a motion to Table the Agenda Item pending recommendations from the State's Attorney's Office; seconded by Stephen Petras. All were in favor, the motion carried.

b) Discussion and possible approval of Daily Travel Policy 15-081

Sandra Schleicher presented Daily Travel Policy 15-081 stating it was reviewed by John Hay and his recommended changes were noted. Following Board member review it was discussed that if an employee were to start or end their day outside of the office they would need supervisor approval. There was also discussion as to whether mileage reimbursement should be included in the policy as well; Sandra stated mileage reimbursement would be a total separate policy. Matt Gullone made a motion to approve the Daily Travel Policy 15-081; seconded by Ralph Losey. All were in favor, the motion carried.

c) Discussion and possible action regarding replacing generator for the Health Department.

Sandra Schleicher discussed with board members that there has been issues with the Health Department back-up Generator which was purchased in 2013. She stated that the generator is set to test on a weekly basis; that it has been shutting down and then having to be reset for it to run. Top Notch has recommended that it be replaced and provided a quote which came in under \$5000 so the service would not be required to put out for bid and that the cost of replacement is available in this year's budget. Ralph Losey asked for clarification as to why the generator was needed. Sandra stated that if there would be a power outage, there are vaccines that are refrigerated and need to be kept at a consistent temperature. Gary Jobgen motioned to approve replacing the Health Department generator; seconded by Stephen Petras. All were in favor, the motion carried.

7. CLOSED SESSION:

At 7:30 p.m. a motion to enter closed session was made by Matt Gullone reading the statements below; seconded by Elizabeth Blair. All in favor, the motion passed.

All board members were present along with Marcia Christ, as recording secretary. Sandra Schleicher and Jamie Petras left the meeting.

a) Personnel section 2(c)1

"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." **Topics of discussion: Public Health Administrator, Contested Written Warning.**

b) Personnel section 2(c)3

"The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance." **Topics of discussion: Public Health Administrator.**

The Board of Health reconvened to open session at 8:18 p.m. following a motion made by Stephen Petras; seconded by Brandon Behlke. All were in favor, the motion carried.

Sandra Schleicher and Jamie Petras rejoined the meeting.

8. Possible action as a result of Closed Session:

- a) Ralph Losey motioned to postpone the search for the full-time Public Health Administrator; seconded by Elizabeth Blair. All were in favor, the motion carried.

9. Administrator's Comments:

Sandra Schleicher informed board members that;

- She had met with Tammy with Delta 3 Engineering and a representative from Fisher Excavating and that the demolition of Elizabeth properties will begin next week.
- Juanita Bielenberg had completed STD training and was hoping to begin services in June.
- Environmental Health staff had attended a 2-day Pesticide and Mosquito Larvicide training.
- There is a bill on the governor's desk which would the smoking age to 21.
- The state of Illinois is looking at possibly legalizing Marijuana.
- A bill is proposed that would require radon test results to be communicated between the landlord and tenant
- Animal control has been busy; 16 cats had to be removed from a condemned apartment

10. President's Comments:

Ron Lubcke expressed to board members how much he appreciated their input.

Ron presented Sandra Schleicher with her 5-year pin, thanking her for a job well done.

11. Citizens' Comments: No comments

12. Next Scheduled Board of Health Meeting: May 1, 2019 at 7:00 PM

13. Adjourn: Gary Jobgen motioned to adjourn the meeting; seconded by Ralph Losey.

All were in favor, meeting adjourned at 8:27 p.m.