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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

Wednesday, August 14, 2019 at 7:00 p.m.

Jo Daviess County Health Department Conference Room

MEETING MINUTES

1. **Call to Order:** Elizabeth Blair, Board of Health Secretary, called the Meeting to order at 7:00 p.m.
2. **Introduction of New Members:** Don Hill and Board of Health members introduced themselves; welcoming Don as a new member.
3. **Roll Call:**
Members Present: Nikki Chamberlain Pham, Don Hill, Liz Blair, Merri Berlage, and Peg Dittmar. A quorum was established. Members Not Present: Hesper Nowatzki

Others Present: Sandra Schleicher and Marcia Christ
4. **Approval of Minutes:**
 - a) Merri Berlage motioned to approve the July 10, 2019 Board of Health Meeting Minutes following the correction of Agenda Item #14; changing the next meeting date from July 10th to August 7, 2019. Peg Dittmar seconded the motion; all were in favor, the motion carried.
5. **Citizens' Comments:** None
6. **Unfinished Business:**
 - a) **Discussion and possible action on Elizabeth Property**
Following a discussion regarding the Elizabeth and Galena properties, centralizing services and what services to offer; Merri Berlage expressed that board members were not at the point to make any decisions at this time.
Don Hill agreed stating that they need to have a plan in place for both properties before any action can be taken. Don recommended scheduling a field trip in order for board members to view the Elizabeth property and to consider any future plans. Board members all agreed there was a need for further discussion, and scheduled to meet at the Elizabeth property the following day.
 - b) **Financial reports: Public Health Fund, Capital Investment Fund, and Animal Control Fund.**
Sandra Schleicher presented June 2019 financial reports for members to review. Merri asked for clarification regarding the Public Health Professional Service expense; Marcia Christ stated that the expense total had initially included funding for a contracted Dentist for 6 months in 2019 if needed. There was further discussion regarding Animal Control and the contract with Pet Data.

c) Discussion and possible action regarding FY2020 Public Health and Animal Control Budgets.

Sandra Schleicher presented to board members a draft of each of the proposed FY2020 budgets.

- a) The FY2020 Emergency Preparedness Fund (005) was reviewed and Sandra explained the PHEP Grant process through IDPH. Following no further discussion, Don Hill made a motion to approve FY2020 Public Health Emergency Preparedness Fund (005) Budget and move forward to the Joint Committee budget meeting; Merri Berlage seconded the motion; all were in favor, the motion carried.
- b) The FY2020 Public Health Catastrophic Emergency Fund (046) was reviewed; Sandra noted that the fund balance had been transferred into the Public Health Capital Investment Fund (055) in order to cover expenses of the anticipated Dental Clinic, leaving a zero balance. Following further discussion in the event there would be a catastrophic emergency; Merri Berlage made a motion to approve FY2020 Public Health Catastrophic Emergency Fund (046) Budget and move forward to the Joint Committee budget meeting. Nikki Chamberlain Pham seconded the motion; all were in favor, the motion carried.
- c) Sandra reviewed the FY2020 Public Health Capital Investment Fund (055) noting that there was no projected revenue for FY2020. Merri Berlage suggested that the cost estimation for building expenses, be used toward contracting dental services with local dentists or to consider other possible clinical service options. Following further discussion, Don Hill made a motion to approve FY2020 Public Health Capital Investment Fund (055) Budget and move forward to the Joint Committee budget meeting; seconded by Peg Dittmar. All were in favor, the motion carried.
- d) Sandra reviewed the FY2020 Animal Control Fund (020) revenue and expense estimations, expressing she was concerned with the budget showing a \$50,000 deficit. Sandra explained that there had been a fee study done in 2017, which recommended the 1-yr tag fee be increased from \$18.00 to \$24.00, but the administrator at that time felt it was too soon after taking over the AC program to consider making the change. Following further discussion, board members agreed that the tag fees would need to be increased in order to cover departmental expenses. Merri Berlage made a motion to approve FY2020 Animal Control Fund (020) Budget and move forward to the Joint Committee budget meeting; seconded by Don Hill. All were in favor, the motion carried.
- e) The FY2020 County Pet Population Fund was reviewed; Sandra explained that this fund was required by Illinois Compiled Statutes, and that for each intact dog, \$10.00 of the registration fee is to be set aside to help with the cost to spay, neuter; or vaccinate dogs or cats of eligible county residents. Sandra stated that decisions still needed to be made on starting the process of the program. Nikki Chamberlain Pham made a motion to approve FY2020 County Pet Population Fund (080) Budget and move forward to the Joint Committee budget meeting; seconded by Peg Dittmar. All were in favor, the motion carried.
- f) Sandra presented the FY2020 Public Health Fund 003 budget; reviewing the revenue and expense estimations; noting that budget is showing a \$232,229 end-of-year deficit.

Sandra explained that the increase in employee wages and benefits is due to adding two full-time staff in anticipation of offering additional clinical services. Sandra noted that without knowing what those services will be, revenue estimation is difficult. Board members discussed needed clinical service options to consider, and members agreed that services would only need to be offered out of one building. Board members proposed that moving forward, current health department services should be centrally located and moved to the Elizabeth location, and to then phase in other proposed needed services that would increase revenue in order to cover expenses. Don Hill made a motion to approve FY2020 Public Health Fund (003) Budget and move forward to the Joint Committee budget meeting; seconded by Peg Dittmar. All were in favor, the motion carried.

7. New Business

a) Election of Officers

1. Peg Dittmar made a motion to approve Merri Berlage as Board of Health President; seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.
2. Peg Dittmar made a motion to approve Don Hill as Board of Health Vice-President; seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.

8. CLOSED SESSION:

At 8:45 p.m. a motion was made by Nikki Chamberlain Pham to enter into closed session reading the statements below; seconded by Merri Berlage. Voice roll call was taken; all were in favor, the motion passed. Marcia Christ, recording secretary, was also included in the closed session. Sandra Schleicher left the conference room.

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

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.

At 9:02 p.m. Don Hill motioned to return to open session; seconded by Peg Dittmar. All were in favor, the motion carried. Sandra Schleicher rejoined the meeting.

9. Possible action as a result of Closed Session:

- a) Merri Berlage made a motion to appoint Peg Dittmar to the Personnel Committee; seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.
- b) Merri Berlage made a motion for the Personnel Committee to meet to schedule interviews and bring a recommendation for an Administrator candidate to the Board; seconded by Don Hill. All were in favor, the motion carried.

10. Administrator's Comments:

Sandra Schleicher stated that the department was in the process of an Emergency Preparedness Drill. Sandra informed members that the Health Inspector position has been filled; that the candidate just completed her background check and will hopefully be available to start early September.

11. President's Comments: No comments at this time

12. Board Member Concerns: Merri Berlage expressed her concern regarding the jeans with holes worn by a Health Department employee, stating it was unacceptable. Merri stated that the employees should be wearing professional attire as well as a name tag. Merri asked Sandra about the current Dress Code Policy and if it needed to be updated.

Merri inquired about how the search was going for physicians to serve as members of the Board of Health. Peg Dittmar stated she had reached out to several physicians and will continue to follow-up. Don Hill then thanked everyone for welcoming him as a member of the Board of Health following Brandon Behlke's resignation from the County Board.

13. Citizens' Comments: No comments

14. Next Scheduled Board of Health Meeting: September 4, 2019 at 7:00 p.m.

15. Adjourn: Elizabeth Blair made a motion to adjourn the meeting, seconded by Don Hill. All were in favor, the meeting adjourned at 9:13 p.m.