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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, February 19, 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, Nikki Chamberlain Pham, Kim Barrett, Brandon Behlke, and Ron Lubcke. A quorum was established.

Members not present: Elizabeth Blair, Ralph Losey, Stephen Petras, and Gary Jobgen

Staff Present: Sandra Schleicher and Marcia Christ

Others Present: Hal Gilpin, and Tammy Black with Delta 3 Engineering

3. Election of Officers

- a) Matt Gullone motioned to approve Ron Lubcke as Board of Health President, seconded by Brandon Behlke. All were in favor, the motion carried.
- b) Kim Barrett motioned to approve Brandon Behlke as Board of Health Vice-President, seconded by Matt Gullone. All were in favor, the motion carried.
- c) Brandon Behlke motioned to approve Liz Blair as Board of Health Secretary, seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.
- d) Kim Barrett motioned to approve the County Treasurer to serve as Treasurer of the Board as a non-Board of Health member, seconded by Matt Gullone. All were in favor, the motion carried.

4. Approval of Minutes

- a) January 9, 2019 Board of Health Meeting Minutes; Kim Barrett motioned to approve the minutes as presented, seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.

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

6. Unfinished Business:

- a) **Discussion and possible action to approve the Dental Program Business Plan.**
Following a brief discussion; members all agreed that it is unknown how they plan to proceed with the Elizabeth property, and in order to move forward the Business Plan can be discussed and re-developed at a later time. Matt Gullone made a motion to approve the Dental Program Business Plan, seconded by Kim Barrett. Following a voice vote; Ayes: 0, Nays: 5.
Motion not adopted.
- b) **Discussion and possible action to approve a Request for Proposals for Dental Equipment.**
Matt Gullone made a motion to approve a Request for Proposals for Dental Equipment, seconded by Nikki Chamberlain Pham. Following a voice vote; Ayes: 0, Nays: 5.
Motion not adopted.
- c) **Discussion and possible action regarding recommendation from Social and Environmental Health Committee to change Farmer's Market permit fee for out-of-county residents.**
Sandra Schleicher stated she is still gathering facts regarding permit fees; Kim Barrett motioned to Table the Agenda Item, seconded by Matt Gullone. All were in favor.
- d) **Discussion and possible action to approve a contract for Health Department Custodial Services.**
Sandra Schleicher stated that there were two bidders for contracted Custodial Services which would include 3-4 hrs. per day, 2 days a week; Beautiful Restoration @ \$24.75 per hour and Tri State Clean @ \$32.50 per hour. Sandra also mentioned that the Jo Daviess County Workshop had expressed interest but were unable to provide the service after business hours. Kim Barrett made a motion to approve a contract for Health Department Custodial Services to Beautiful Restorations, seconded by Matt Gullone. All were in favor, the motion carried.

7. New Business

- a) **Presentation by Tammy Black, Delta 3 Engineering, of bids for demolition project at Elizabeth properties.**
Tammy Black presented a letter that she had prepared for review and stated that there were four project bids received for demolition of the Elizabeth properties. Tammy expressed she was pleased with the number of bids, that they were very competitive and the totals were less than anticipated. She stated that Fischer Excavating had submitted the lowest bid which came in \$35,000 less than the second lowest. Ron Lubcke asked if they identified why there was such a variance from the other bids received. Tammy stated she did not have a specific breakdown available; Fisher Excavating would do the contracted work as instructed at the submitted bid amount, that they are a large company and she would recommend them to provide the service.
- b) **Discussion and possible action to award contract for demolition project at Elizabeth properties.**
Following no further discussion, Matt Gullone made a motion to award a contract for the Elizabeth Properties Demolition Project to Fischer Excavating, seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.
- c) **Discussion and possible action on request from Hawk Valley Retreat.**
Sandra Schleicher stated that Hal Gilpin had requested a kitchen project variance at the last Board of Health meeting. Sandra mentioned that she was unable to find any past correspondence and that any variance would need to be determined by board members. Ron Lubcke recommended the project be Grandfathered in based on the history, and can be addressed again if there would be any future expansion. Matt Gullone agreed and motioned to approve a variance to food code requirements for dishwashing facilities and to continue existing

conditions until remodel or adding additional guest rooms, seconded by Kim Barrett. All were in favor, the motion carried. Sandra stated to Hal Gilpin that she would be following-up on this request with a letter and variance form. Hal thanked the Board and left the meeting.

8. CLOSED SESSION: John Hay, States Attorney arrived @ 7:25 p.m.

A motion to enter closed session at 7:27 p.m. was made by Matt Gullone reading the statements below, seconded by Kim Barrett. Voice Roll Call was taken, all in favor, the motion passed.

The five board members present, along with John Hay attended Closed Session, Sandra Schleicher and Marcia Christ left the 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, Staff complaint.

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 9:15 p.m. following a motion made by Matt Gullone and seconded by Kim Barrett. All were in favor, the motion carries. Sandra Schleicher and Marcia Christ rejoined the meeting.

9. Possible action as a result of Closed Session:

Brandon Behlke made a motion to refer the Public Health Administrator search to the Personnel Committee, seconded by Nikki Chamberlain Pham. All were in favor, the motion carried.

10. Administrator’s Comments: Sandra Schleicher, Interim Administrator made board members aware of recent well issues which briefly left the Health Department without water. She stated that for now the issues have been resolved.

Sandra also mentioned that Juanita Bielenberg, Director of Clinical Services, will be attending an STD Program 3-day training, costing approximately \$500.

11. President’s Comments: Ron Lubcke had no further comments

12. Citizens’ Comments: No comments

13. Next Scheduled Board of Health Meeting: March 6, 2019 at 7:00 PM

14. Adjourn: Kim Barrett motioned to adjourn the meeting, seconded by Matt Gullone.

All were in favor, meeting adjourned at 9:18 p.m.