



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

**Jo Daviess County Board of Health**

Wednesday, February 7, 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 PM.

**2. Roll Call:**

Present: Kim Barrett, Bill Bingham, Gary Jobgen, Ralph Losey, Ron Lubcke, Stephen Petras, and Nikki Chamberlain Pham. A quorum was established.

Not present: Matthew Gullone and Elizabeth Blair.

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

Others Present: Jamie Petras

**3. Approval of Minutes:**

a) Minutes from January 31, 2018 Special Board of Health Meeting – Ralph Losey motioned to approve the minutes as presented, second by Gary Jobgen. All were in favor, the motion carried.

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

**5. Unfinished Business:** There was no unfinished business

**6. New Business:**

a) **Discussion and possible action to approve a contract for service with Delta 3 Engineering, Inc. for the Health Department / Dental Program Consulting, Design and Project Management Services Project.**

The Delta 3 Engineering, Inc. contract for service was presented to Board members for review; Elizabeth Townsend pointed out that one of the existing buildings has been cleaned up following previous fire damage. She recommended exploring the possibility of using that building space as an addition on the 200 E. Myrtle Street building. The cost for Delta 3 Engineering to look into this will cost an additional \$4,615. Elizabeth recommended that this is an option that should be looked into because it could potentially save money, compared to tearing the structure down at an approximate additional cost of \$20,000. Ralph Losey commented that the contract was very detailed and covered all aspects of the project. Following no further discussion, Gary Jobgen made a motion to approve a contract for service to Delta 3 Engineering for the Health Department / Dental Program Consulting, Design

and Project Management Services Project, second by Stephen Petras. All were in favor, the motion carried.

- b) Discussion and possible action to grant the Public Health Administrator authority to sign, release and approve any and all RFP bidding documents on behalf of the Board of Health that are associated with the Health Department / Dental Program Consulting, Design and Project Management Services Project.** Elizabeth Townsend discussed with Board of Health members the bidding process, contingency plan, and special board meetings that may be required in order to stay within the projected timeline. Following no further discussion, Ralph Losey made a motion to grant the Public Health Administrator authority to sign, release and approve any and all RFP bidding documents on behalf of the Board of Health that is associated with the Health Department/Dental Program Consulting, Design and Project Management Services Project, second by Bill Bingham. All were in favor, the motion carried.
- c) Discussion and possible action to approve a contract for Jo Daviess County Animal Control Services between the Animal Control Department and the Municipality of Elizabeth, Illinois effective December 1, 2017 and ending November 30, 2018.** Following a brief discussion; Gary Jobgen motioned to approve a contract for Jo Daviess County Animal Control services between the Animal Control Department and the Municipality of Elizabeth, IL effective December 1, 2017 and ending November 30, 2018, second by Bill Bingham. All were in favor, the motion carried.
- d) Discussion and possible action to approve the 2017-2018 Contract for Service with the Dubuque Regional Humane Society.** Elizabeth Townsend explained that the contract was voted on by the Board of Health and approved by the Social & Environmental Committee, but was delayed due to approval needed by the County Board. Elizabeth stated she would like to request a Resolution for the Board of Health to take over the Animal Control Department. Following a brief discussion, members were all in agreement to move forward to the County Board for a Resolution, Kim Barrett motioned to approve the 2017-2018 Contract for Service with the Dubuque Regional Humane Society, second by Nikki Chamberlain Pham. All were in favor, the motion carried.
- e) Discussion and possible action to approve a Jo Daviess County Health Department/CDP Software Services Agreement.** Elizabeth Townsend stated that CDP had been approved by the Board of Health to be contracted for Environmental Health Software Services. Following a brief review of the developed contract that has been approved by the States Attorney's Office, Stephen Petras motioned to approve the Jo Daviess County Health Department/CDP Software Services Agreement, second by Gary Jobgen. All were in favor, the motion carried.
- f) Discussion and possible action to approve an Order Form/Requisition/Labeling of Specimen Policy.** Juanita Bielenberg, Director of Clinical Services, briefly explained the Health Department's Lab Draw Contract with Quest and the computer-based service available. She reviewed with board members the Policy presented, explaining the process for labeling specimen collection. Following no further discussion, Ralph Losey motioned to approve an Order Form/Requisition/Labeling of Specimen Policy, second by Kim Barrett. All were in favor, the motion carried.

**g) Discussion and Possible action to approve a Lab-Draw Venipuncture Policy.**

Juanita Bielenberg noted that this is standard procedure; that the policy will be reviewed annually, at which time any needed changes will be addressed. Gary Jobgen recommended at that time to consider combining the Lab-Draw Venipuncture Policy along with the Safety & Infection Control with Lab Draw Policy. Following no further discussion, Ralph Losey motioned to approve a Lab-Draw Venipuncture Policy, second by Kim Barrett. All were in favor, the motion carried.

**h) Discussion and Possible action to approve a Safety and Infection Control with Lab Draw Policy.**

Juanita Bielenberg stated that this process is standard procedure; following no further discussion, Gary Jobgen motioned to approve a Safety and Infection Control with Lab Draw Policy, second by Bill Bingham. All were in favor, the motion carried.

**i) Discussion on the relationship between the Jo Daviess County Health Department and the Grants Administration Oversight Committee.**

Elizabeth Townsend stated that currently all county grants go to the County Treasurer's office, but that due to change in state requirements, this is being discontinued. She stated that in order to establish a more uniform process, the state of Illinois created a Grants Accountability and Transparency Act (GATA) and the county appointed a Grants Administration Oversight Committee, in which she was asked to serve on. Elizabeth explained that GATA is not related to some of the Public Health Grants and that additional oversight on Health Department grants is not necessary. The Health Department can oversee IDPH Grants and will not need approval by the County Grants Committee. She noted that IDPH is available to us for any guidance or assistance that may be needed. Elizabeth also noted that she sees no issue with ensuring that the Health Department grants are submitted to the County Grants Administrator to keep on file for auditing purposes; however that would be the extent of the relationship.

**j) Discussion on the relationship between the Jo Daviess County Health Department and the County Board.**

There was discussion regarding the relationship between the Public Health Administrator and the County Administrator. All members were in agreement that more cooperation and collaboration was needed in order to move forward.

7. **Administrator's Report:** Elizabeth distributed the 2018 Annual Report to committee members and briefly reviewed department statistics. There were no further questions or concerns from committee members.

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:** March 7, 2018 at 7:00 PM

11. **Adjourn:** Bill Bingham motioned to adjourn the meeting, second by Gary Jobgen. All were in favor, meeting adjourned at 8:04 PM.