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

Jo Daviess County Special Board of Health Finance Committee Meeting

Wednesday, May 16, 2018 at 7:00 pm

Jo Daviess County Health Department Conference Room

MEETING MINUTES

1. Call to Order

Ron Lubke, President of the Board of Health, called the Finance Committee Meeting to order at 7:06 pm.

2. Roll Call:

Present: Gary Jobgen, Ron Lubcke, and Stephen Petras. Not present: Bill Bingham
A quorum was established

Staff Present: Elizabeth Townsend and Marcia Christ

Others Present: Jamie Petras, Tammy Black, Delta 3 Engineering, and John Lang,
District 3 County Board Member

3. Approval of Minutes

a) Minutes from September 6, 2017 Board of Health Finance Committee Meeting;
Gary Jobgen motioned to approve the minutes as presented, second by Stephen
Petras. All were in favor, the motion carried.

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

5. Unfinished Business: There was no unfinished business.

6. New Business:

Tammy Black from Delta 3 Engineering presented the following probable construction costs for the new Health Department building in Elizabeth, IL;
Building Addition Cost: \$555,000
Site Demolition Cost: \$52,000
Site Improvements (Backfill, re-grading, parking lot, and sidewalk): \$371,000
Also included was an additional 15% contingency to cover any unknown costs as well as 16% Contractor Fees. The estimated probable cost totals \$1,282,000.
Tammy stated that she hoped this probable cost is high, but it may vary depending on Contractor Bids. Tammy noted that the cost of any office

furniture or dental equipment is not included. Stephen Petras asked for clarification on square footage of the existing and newly constructed addition. Gary Jobgen inquired whether the plumbing cost was included and if the demolition cost included 3 of the 4 buildings. Elizabeth stated that the total cost is over what was originally estimated, and is due to an increase in size of the addition. There was no further discussion.

a) Review and discussion on the FY2018 Capital Investment Fund (055).

Elizabeth Townsend discussed with committee members the \$728,000 Fund availability, stating it can be used to help cover expenses.

b) Review and discussion on the FY2018 Public Health Fund (003).

Elizabeth stated this Fund is used for Public Health operating expenses.

c) Review and discussion on the FY2018 Public Health Catastrophic Emergency Fund (046).

Elizabeth Townsend explained that this fund was set aside by a previous Public Health Administrator in case of a catastrophic event. She suggested keeping a minimal balance in the fund and to use the majority of the remaining amount to help cover furniture and equipment costs. Stephen Petras suggested keeping the dental equipment simple, low-mid range and easy to clean. Ron Lubcke inquired as to how many dental rooms would initially be equipped; members all agreed, four to start. Ron also stated he thought the County Board, as well as state and federal funds should be responsible for any catastrophic event in Jo Daviess County. Gary Jobgen agreed and recommended doing away with the fund altogether. Following further discussion, committee members suggested Elizabeth find out what the process would be in order to dissolve Fund 046.

d) Discussion and possible action on a total loan amount for the New Health Department Building in Elizabeth, Illinois.

Ron Lubcke stated that the committee needs to make loan and fund management decisions in order to move forward. Elizabeth Townsend stated she will make necessary contacts in order to determine what equipment would be needed in order to have an idea of what to put out for bid and the additional dollars needed to borrow. Elizabeth also stated she would contact the State's Attorney in order to confirm options for the sale of the Galena Health Department. Based on discussion, Gary Jobgen motioned to Table this Agenda item until the next meeting, second by Stephen Petras. All were in favor, motion carried.

e) Discussion and possible action on financing options for the New Health Department Building in Elizabeth, Illinois.

Stephen Petras motioned to Table Agenda Item e until the next meeting, second by Gary Jobgen. All were in favor, motion carried.

7. Administrator's Report: Nothing more to report at this time

8. President's Comments: There were no additional comments

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

10. Next Scheduled Board of Health Finance Committee Meeting: May 23, 2018 at 6pm

11. Adjourn: Gary Jobgen motioned to adjourn the meeting, second by Stephen Petras.
All were in favor, meeting adjourned at 8:15 pm.