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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, July 10, 2019 at 7:00 p.m.

Jo Daviess County Health Department Conference Room

MEETING MINUTES

1. Call to Order: Brandon Behlke, President of the Board of Health, called the Meeting to order at 7:00 p.m.

2. Introduction of New Members: Hesper Nowatzki introduced herself to board members and staff present, stating she has her doctorate of nursing practice and is a long-time resident of Jo Daviess County.

3. Roll Call:

Members Present: Nikki Chamberlain Pham, Brandon Behlke, Liz Blair, Merri Berlage, Peg Dittmar, and Hesper Nowatzki; all members present, a quorum was established.

Staff Present: Sandra Schleicher, Marcia Christ, and Juanita Bielenberg

4. Approval of Minutes:

- a) The May 1, 2019 Board of Health Meeting Minutes did not get approved at this time; Brandon Behlke and Liz Blair were the only 2 current members that had attended the meeting, Brandon will get clarification on whether he is eligible to approve and sign the motion.
- b) Nikki Chamberlain Pham motioned to approve June 18, 2019 Board of Health Meeting Minutes; seconded by Peg Dittmar. All were in favor, the motion carried.
- c) Nikki Chamberlain Pham motioned to approve July 8, 2019 Board of Health Special Meeting Minutes, seconded by Peg Dittmar. All were in favor, the motion carried.

5. Citizens' Comments: None

6. Unfinished Business:

- a) **Discussion and possible action on recommendation from Social and Environmental Health Committee to change Farmer's Market permit fee for out-of-county residents.**
Sandra Schleicher explained that a member of the community had requested a change to the Farmer's Market Permit fees for out-of-county residents, stating they were too high. Sandra mentioned that there had been a fee study done in 2017; reviewing the determined cost and other possible options to consider. Following further discussion, Sandra recommended to Board Members to leave the fee as it is. Board of Health members agreed that the current fee seemed reasonable and didn't see the purpose of complicating things. Merri Berlage then made a motion to keep the Farmer's Market permit fee as is; seconded by Elizabeth Blair. All were in favor, the motion carried.

- b) **Discussion and possible action on approval of STI testing program policies:**

A copy of the proposed policies listed below for the STI testing program were given to board members for review; Juanita Bielenberg, Director of Clinical Services explained that she had attended a 4-day training for STI testing and that the state will provide all the needed equipment and medication, and will cover all related expenses with the exception of the cost of a dip pregnancy test if needed. She stated that if there were any complications from the infection, the individual would be referred for further treatment.

There was also discussion regarding the process of the service; the number of cases anticipated per month; when the results are available, and if the department is prepared for 24-hr refrigeration. Board members discussed other clinical services that Juanita may want to consider offering with further training and education.

Juanita stated that Dr. Ralph Losey has agreed to continue signing standing orders and board members will need to review and approve the program policies in order for her to begin STI testing. Merri Berlage motioned to approve Specimen Collection, Handling and Shipment to IDPH Carbondale Lab Policy 15-013; Expedited Partner Therapy (EPT) Policy 15-014; and Standing Orders for STI Clinic Policy 15-015, seconded by Elizabeth Blair. All were in favor, the motions carried.

c) Discussion and possible action on Elizabeth property:

Brandon Behlke stated that Board of Health members present at the July 8th meeting had discussed options of downsizing the proposed dental clinic; and whether to consider offering clinical and dental services at the Elizabeth location, or moving all Health Department services to Elizabeth, noting the location would be more centralized within the county and allow better access to health department services.

As a new member, Hesper Nowatzki asked Brandon for a brief explanation of the building purchased and the initial plan. There was discussion regarding the proposed dental clinic, which had been pushed back by the county board due to the lack of a business plan and having an understanding of the estimated cost. As requested by board members for review, Sandra presented a 5-chair Dental Clinic floor plan that had previously been developed and the estimated cost of equipment. There was discussion related to budgeting expenses, as well as staffing and salaries; at this time Brandon suggested continuing the discussion under Agenda item 6.f.

d) Discussion and possible action to approve the FY2020-2021 Comprehensive Health Protection Grant for a total amount of \$164,362.

Sandra Schleicher stated that this is the main Health Department Grant; that the state had combined all programs together and developed a 2-yr Grant. Following no further questions, Merri Berlage made a motion to approve the Grant as noted; seconded by Elizabeth Blair. All were in favor, the motion carried.

e) Financial reports – Public Health Fund, Capital Investment Fund, and Animal Control Fund.

Sandra made available financial reports for review; there was no further discussion at this time.

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

Sandra Schleicher made available a draft of the FY2020 proposed budgets for board members to review stating that, as it is, the PH Fund 003 is showing a \$200,000 deficit.

There was discussion regarding different options to consider for both the Galena and Elizabeth properties; whether to offer services at both locations or sell the Galena property and move health department services to the Elizabeth location. Members discussed the proposed dental clinic; determining that even if they consider downsizing the proposed project, with the cost of equipment, staffing, and other related expenses, offering dental services at this time would not

be sustainable. There was discussion of budgeting for other needed clinical services; the related costs and additional staff.

At this time Brand Behlke stated that an additional Special Board of Health meeting would need to be scheduled allowing time to further discuss the Public Health and Animal Control FY2020 Budget estimations. A special meeting was then scheduled for Wednesday, August 7th at 6:00 p.m., just prior to the regularly scheduled 7:00 meeting.

7. New Business

a) Review, discussion and possible action on the Jo Daviess County Animal Control Ordinance

Sandra Schleicher stated that following several Animal Control related incidents and recent dog bites in the Stockton area where the police were involved; changes were needed to be made to the Animal Control Ordinance making it stricter and holding pet owners more accountable. Sandra stated that Chad Olson, the Animal Control officer is reviewing and working on possible change to the JDC ordinance, while comparing it to other county ordinances. Board members asked that a Draft of the Ordinance along with a list of the Animal Control fees be presented at the next meeting.

b) Discussion and possible action regarding Outreach for Health Department services

Brandon Behlke discussed with board members ways to promote Health Department services and the benefit of possibly working with the Jo Daviess County Transit.

c) Discussion on Mental Health services

There was discussion regarding the Health Department and Mental Health services; the benefits of Telepsychiatry, and building ties with the Jo Daviess County 708 Mental Health Board.

d) Discussion and possible action regarding office space rental for County Grants Administrator

Sandra Schleicher stated that Trina Orr, the JDC Grants Administrator who currently is working out of an office in the JDC Workshop has expressed interest in renting office space at the Health Department. Following further board member discussion, Merri Berlage made a motion to offer rent at \$250 to the Grants Administrator for office space on a month-to-month basis; seconded by Peg Ditmar. All were in favor, the motion carried.

e) Election of Officers:

Brandon Behlke stated that John Hay, States Attorney had recommended and moved that Brandon take on the role as Interim Chair. Brandon asked Board of Health members to consider the position and to let him know if interested. There was also discussion regarding the requirements needed in order to fill the remaining open positions.

8. CLOSED SESSION:

At 9:00 p.m. a motion to enter into closed session was made by Merri Berlage; seconded by Elizabeth Blair. All were in favor, the motion passed. Voice Roll Call was taken; all board members were present along with Marcia Christ, recording secretary. Sandra Schleicher and Juanita Bielenberg 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.**

The Board of Health reconvened to open session at 9:32 p.m. following a motion made by Merri Berlage; seconded by Elizabeth Blair. All were in favor, the motion carried.
Sandra Schleicher rejoined the meeting

9. Possible action as a result of Closed Session:

- a) A motion to approve posting the Public Health Administrator position for two weeks was made by Merri Berlage; seconded by Peg Dittmar. All were in favor, the motion carried.
- b) A motion for an Interview Committee to include; Nikki Chamberlain Pham, Merri Berlage, and Brandon Behlke was made by Merri Berlage; seconded by Hesper Nowatzki. All were in favor, the motion carried.

10. Administrator's Comments: Sandra Schleicher made board members aware that one of the lower level air conditioners needed to be replaced.

11. President's Comments: Brandon Behlke stated that he would continue the search for two state of IL licensed physicians and a dentist to serve on the Board of Health.

12. Board Member Concerns: no further concerns discussed

13. Citizens' Comments: None

14. Next Scheduled Board of Health Meeting: August 7, 2019 at 6:00 p.m.

15. Adjourn: Nikki Chamberlain Pham made a motion to adjourn the meeting, seconded by Hesper Nowatzki. All were in favor, the meeting adjourned at 9:36 p.m.