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

**Jo Daviess County Health Department
Board of Health Meeting**

Wednesday, July 8, 2020 @ 7:00 pm

Jo Daviess County Health Department Conference Room

MINUTES

This meeting was also hosted virtually via Zoom for any members of the public wishing to attend.

- 1. Call to Order** – President Merri Berlage called the meeting to order at 7:02pm.
- 2. Roll Call** - Welcome Dr. Kepner – Voice roll call vote was taken.
Members present: Tracy Bauer, Merri Berlage, Peg Dittmar, Don Hill, and Dr. Barbara Kepner
Members absent: Hesper Nowatzki, Lisa Haas
Staff present: Sandra Schleicher, PH Administrator, John Hay, JDC State’s Attorney
- 3. Approval of Minutes**
 - a) Minutes from the June 15, 2020 Board of Health Meeting – Tracy Bauer motioned to approve the June 15, 2020 Board of Health Special Meeting minutes, Peg Dittmar seconded the motion. All were in favor, motion carried.
- 4. Citizens’ Comments** – no citizen comments
Lisa Haas entered the meeting at 7:07pm.
- 5. Financial Reports** – Public Health fund, Public Health Capital Investment fund, Animal Control fund – Sandra Schleicher presented the May 2020 budget comparison reports for review. Board members had no further questions or concerns.
- 6. Unfinished Business**
 - a. Discussion and possible action regarding Elizabeth properties – Sandra reported that the appraisal on the properties should be completed by the end of next week.
- 7. New Business**
 - a. Discussion regarding FY 2021 budgets – Sandra reported that FY 20 and 21 revenue projections had been submitted and that budget approval would take place at the next meeting. Board members discussed items to include as FY 21 budget expenses.
 - b. Discussion and possible action to approve revised Public Health nurse job description – A draft public health nurse job description was presented and discussed. The option of hiring a certified medical assistant was also discussed. Sandra will work on revisions to these job descriptions for the next meeting.
- 8. Closed Session:** At 7:31pm, Merri Berlage read the statements below and Lisa Haas made a motion to enter into closed session, which was seconded by Peg Dittmar. All members were

in favor, motion passed. Voice roll call was taken; all members were present along with John Hay and Sandra Schleicher. The Zoom portion of the meeting was suspended for closed session.

- a) *Purchase/lease property section 2(c)5 "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired."*
- b) *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: staff complaint
- c) *Litigation Section 2(c)11 "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."* Topic of discussion: Case No. 2020-SC-051

Sandra left closed session at 7:35pm and returned at 8:20pm. At 8:27pm, Peg Dittmar made a motion to return to open session, seconded by Barb Kepner. All members were in favor, motion carried. Voice roll call was taken, all members, John Hay, and Sandra Schleicher were present.

- 9. Possible action as a result of closed session** – As a result of closed session, Tracy Bauer made a motion to amend the action plan and employee commitment letter as discussed and bring back to the next meeting. This motion was seconded by Lisa Haas, all were in favor, motion carried.
- 10. Administrator's Comments** – Sandra reported on information from the drive thru COVID test site that was held in Elizabeth June 22-June 28. There has been an increased number of positive COVID patients in their 20s, most likely because of more areas opening up again and larger gatherings taking place. There has been many reports of residents and visitors to the county not wearing face coverings or maintaining social distancing as required.
- 11. President's Comments** – no additional comments
- 12. Board Member Comments** – no additional comments
- 13. Citizen's Comments** – no citizen comments
- 14. Next Scheduled Meeting Date:** August 5, 2020 @ 7:00 p.m. This meeting will be held at the Elizabeth Nursing Home building.
- 15. Adjourn** – Barb Kepner made a motion to adjourn the meeting at 8:48pm, seconded by Tracy Bauer. All members in favor, motion carried.