



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

**Jo Daviess County Board of Health**

Wednesday, March 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 7PM.

**2. Roll Call:**

Present: Kim Barrett, William Bingham, Elizabeth Blair, Matthew Gullone, Gary Jobgen, Ron Lubcke, Stephen Petras, and Nikki Chamberlain Pham. A quorum was established. Not present: Ralph Losey

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

Others Present: Jamie Petras and Melisa Hammer, Jo Daviess County Treasurer

**3. Approval of Minutes:**

a) Minutes from February 7, 2018 Board of Health Meeting – William Bingham motioned to approve the minutes as presented, second by Elizabeth Blair. 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 on the Jo Daviess County Grants Administrative Oversight Policy.** Elizabeth Townsend stated she had attended the February Grants Administration Oversight Committee (GAOC) meeting; there was discussion concerning interaction between GAOC and the Health Department, and the Grants Administrative Oversight Policy. The policy states that GAOC, under the direction of the County Board, will meet to review and make the determination on whether to approve or deny all County Grant applications. Melisa Hammer explained that all grants are filed under the same County FEIN number and is concerned that if there are any issues, this could jeopardize future grant funding. Elizabeth explained that Health Department Grant applications are all through IDPH; are to help cover health related expenses, and do not put the county at any financial risk. Elizabeth stated she reviewed the Attorney General's Opinion from 1979, and also reached out to several other County Health Departments. She received 12-13 responses, all stating that

they adopt their own policy, while staying in compliance with federal and state funding guidelines. Elizabeth recommended that the Health Department continues to have their own Board of Health approved policy in place following IDPH requirements, providing copies of all signed Grant applications, and reimbursement submissions and payments to the Grants Administrator, in order to have on file for audit purposes.

**b) Discussion and possible action to approve the Jo Daviess County Health Department Lab Draw Fees.**

Juanita Bielenberg, Director of Clinical Services discussed the Lab Draw Fees for Health Department Lab Draw Services. Juanita stated that when preparing the proposed fees, she had taken into consideration the cost, revenue, and the needs to be met. Juanita recommended routine screenings at this time, then to re-evaluate possibly in 6 months. She stated that the service would be by appointment only and that a Doctor's Order would be required. Juanita stated that in order to get the word out that the Health Department will be offering this service, information will be sent to local physicians, put on the county website, and an article will be placed in the local newspaper. Following no further discussion, Kim Barrett made a motion to approve the Jo Daviess County Health Department Lab Draw fees, second by Bill Bingham. Seven Board of Health members voted to approve the Lab Draw Fees, Matt Gullone abstained from the vote. The motion carried.

**c) Discussion and possible action to approve a Full-time Dental Coordinator Position Description.**

Elizabeth Townsend briefly reviewed the presented Dental Coordinator Position Description, stating that she would like to fill the position soon, in order to begin the process of developing the Dental Clinic. Elizabeth stated this position would require a person with previous experience to help develop the program. Stephen Petras offered to help evaluate the candidates; and noted that the person hired would not require a license, but would need to be educated and trained. Following no further discussion, Stephen Petras motioned to approve a Full-time Dental Coordinator Position Description, second by Elizabeth Blair. All were in favor, the motion carried.

**d) Review and discussion on four possible Building Designs/Plans for the Elizabeth location submitted by Delta 3 Engineering, Inc.**

Elizabeth Townsend and board members reviewed possible building designs /plans developed by Delta 3 Engineering, Inc. Considering two of the existing buildings remaining on the property; there were two options: 1) Invest in developing the two separate buildings now, and tear the smaller one down within a few years in order to add on to the larger building. 2) To tear down the smaller building now and invest that money into the larger building and expanding the Dental Clinic. Elizabeth stated this would be approximately a \$1,000,000 project, which is \$300,000 over what is remaining in the budget, and that money would have to be borrowed against the current Health Department and paid off when it is sold. Elizabeth stated they would need to determine how much they are willing to invest, that two people have already contacted her expressing interest in purchasing the building. Melisa Hammer wanted to be sure Elizabeth and Board of Health members were aware that if a loan for additional funding would be needed, State Statute requires it be done at the time of purchase and not later on. She also mentioned that the sale of the current Health Department would need to be approved by the County Board. Following further discussion members all agreed it does not make sense to invest money into a

building that will only be torn down later, that it should be demolished and invest that money into expanding the larger building.

Following review of the proposed Option 2 Floor Plan; Stephen Petras and Matthew Gullone both made recommendations and assisted in making several changes in the floor plan in order to meet service and staffing needs, as well as creating a better work flow. The updates will be submitted to Delta 3 Engineering and a revised floor plan can be reviewed at the next Board of Health meeting.

e) **Discussion and possible action to approve the purchase of Excavation Services to remove and haul away three feet of dirt form the basement crawl space and install temporary bracing as required for interior support in the 200 E. Myrtle Street, Elizabeth, IL building.**

Elizabeth Townsend explained that an excavation service was needed to remove dirt from a basement crawl space in order to eliminate water issues and also determine if additional structure support is needed. Elizabeth stated she met with two different contractors to look at the structure in order to determine an approximate cost. Sproel Construction was not interested in the project; Wiene Excavating agreed to do the work for the amount of \$17,800, which is less then what would require her to put the job out for bid. Elizabeth stated one third of the cost would be required to put down as a deposit. She also stated that she has prepared a written Project Agreement stating the project would be completed by the end of March. Following no further discussion, Gary Jobgen motioned to approve the purchase of Excavation Services through Wiene Excavating, second by Elizabeth Blair. All were in favor, the motion carried.

f) **Discussion and possible action to approve the 2018-2020 Body Art and Tanning Grant.**

Sandra Schleicher, Director of Environmental Health explained that this is a small 3-yr. Grant available through IDPH. She stated the grant has been applied for in the past and that the Grant reimbursement is paid per inspection, not to exceed a total of \$3450. Gary Jobgen motioned to approve the 2018-20 Body Art and Tanning Grant, second by Matthew Gullone. All were in favor, the motion carried.

7. **Administrator's Report:** There was no Administrator's report presented

8. **President's Comments:** Ron Lubcke thanked Melisa Hammer for attending the Board of Health meeting.

9. **Citizen's Comments:** Jamie Petras commented on how great the need is for additional dental services to county residents and how pleased she is that the Health Department will be providing the service.

10. **Next Scheduled Board of Health Meeting:** The next regularly scheduled April 4<sup>th</sup> Board of Health meeting will be rescheduled to April 11, 2018 at 7:00 PM.

11. **Adjourn:** Gary Jobgen motioned to adjourn the meeting, second by William Bingham. All were in favor, meeting adjourned at 8:23 PM.