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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, November 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 7:00 PM.

#### **2. Roll Call:**

Present: Kim Barrett, Elizabeth Blair, Ron Lubcke, Matthew Gullone, Ralph Losey, Gary Jobgen and Nikki Chamberlain Pham. A quorum was established.

Not present: Stephen Petras and William Bingham

Staff Present: Elizabeth Townsend, Marcia Christ, and Sandra Schleicher

#### **3. Approval of Minutes**

a) Minutes from October 3, 2018 Board of Health Meeting; Kim Barrett motioned to approve the minutes as presented, second by Elizabeth Blair. All were in favor, the motion carried.

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

#### **5. Unfinished Business:**

**a) Discussion and possible action to approve the Dental Program Business Plan.**

Ron Lubcke stated the plan was not yet complete and remains Tabled until the next scheduled meeting.

**b) Discussion and possible action to approve a Request for Proposals for Dental Equipment.**

Ron Lubcke stated that this Agenda Item would remain Tabled; the Board would move forward with the RFP following further review.

## **6. New Business**

### **a) Discussion and possible action to close out the current building project and contract with Delta 3 Engineering.**

Elizabeth Townsend stated she spoke with Tammy Black with Delta 3 and informed her she had submitted her resignation. Tammy stated that she would need a point of contact in order to continue with the building project. Tammy recommended that the Health Department end the current contract and start over at a later date.

Ron Lubcke stated that the BOH Finance Committee had reviewed and discussed the projects 3-yr Business Plan. The plan shows that we would be over \$400,000 in debt and he has no idea where that money would come from; that the board would need to figure out a way to fund the project in order to continue. Ron mentioned that they may also want to consider other options; that he spoke with Craig Beintema with the Stephenson County Health Department and discussed their dental Business Model. Stephenson County has a dental service come in to run the program; Stephenson County is not responsible for any of the expenses, nor do they bring in the revenue. Board of Health members discussed the possibility of investing in the Elizabeth property now and then later on consider centrally relocating the Health Department. Kim Barrett made a motion to approve closing out the current building project and contract with Delta 3 Engineering, second by Elizabeth Blair. All were in favor, the motion carried.

### **b) Review and discussion regarding a proposal of services from Delta 3 Engineering for the demolition of 105 N. Madison, 107 N. Madison, and 206 E. Myrtle in the Village of Elizabeth.**

Elizabeth Townsend stated all properties but the main clinic which is located at 200 E. Myrtle St would be demolished. She noted that Delta 3 Engineering would require a new contract and the cost of planning services would be \$6,935. Elizabeth also stated that demolition costs are estimated at \$10,000 per building, which would include addressing any existing drainage issues. She stated that with a contract already in place, the demo project would not need to go out for bid. Following no further discussion; Matthew Gullone made a motion to approve the Delta 3 Engineering Proposal of services for demolition of said properties in the Village of Elizabeth second by Elizabeth Blair. All were in favor, the motion carried.

### **c) Discussion and possible action on the Health Department Custodial Services Bid.**

Elizabeth Townsend stated that the Health Department custodial services are currently being provided by a County employee but additional time is needed in which that person is unable to provide. She stated 2 bids were submitted for the custodial services; Beautiful Restorations and Hykleen. Ron Lubcke asked board members if the bids should be accepted or if they should be resubmitted to include services for the Health Department only and to bring up for discussion at a later time adding Elizabeth property services as well. Elizabeth Townsend

suggested rejecting the submitted bids and re-do at a later time; members agreed. Gary Jobgen made a motion to approve the Health Department Custodial Services Bid, second by Kim Barrett. By voice vote: Ayes 0, Nays 7. Motion denied.

**d) Discussion and possible action to approve the PRN Animal Control Officer Job Description.**

Elizabeth Townsend stated that the Public Health Administrator currently fills in for Animal Control when the Officer is not available. It was determined that a part-time Animal Control Officer would need to be hired on a PRN basis when needed, with no guaranteed hours. Following no further discussion, Gary Jobgen made a motion to approve the PRN Animal Control Officer Job Description, second by Matthew Gullone. All were in favor, the motion carried.

**e) Discussion and possible action to approve the FY2019 contract with Dubuque Regional Humane Society.**

Elizabeth Townsend stated there have been no issues or concerns with the current contract and no changes have been made for FY2019. Matt Gullone made a motion to approve the Dubuque Humane Society Contract, second by Elizabeth Blair. All were in favor, the motion carried.

**f) Discussion and possible action to approve the FY2019 contract with Calvin Schafer, DVM for Rabies Administrator Services.**

Elizabeth stated that there was no change to the annual contract for services. She recommended to the board that they may want to consider a 3-yr appointment. Following no further discussion, Gary Jobgen made a motion to approve the FY2019 contract with Calvin Schafer, second by Kim Barrett. All were in favor, motion carried.

**g) Discussion and possible action to approve the FY2019 Animal Control Services Agreement with the City of Galena.**

Elizabeth Townsend explained that this agreement is offered to Jo Daviess County Municipalities each year for Animal Control services. Qualified services include picking up dogs and cats only at no fee; if there is no agreement in place; Animal Control assumes the Sheriff's department will be providing the service. Elizabeth mentioned too that only a few signed agreements have been returned so far. Gary Jobgen asked why we weren't charging for the service. Elizabeth stated she didn't feel we'd get paid; that residents are already paying for the service with the purchase of dog tags. Following no further discussion, Kim Barrett made a motion to approve the FY2019 AC Service Agreement with the City of Galena, second by Nikki Chamberlain Pham. All were in favor, motion carried.

**h) Discussion and possible action to approve the FY2019 Animal Control Services Agreement with the Village of Warren.**

Following no further discussion; Matthew Gullone made a motion to approve the FY2019 AC Service Agreement with the Village of Warren, second by Ralph Losey. All were in favor, motion carried.

**i) Discussion and possible action to approve the FY2019 Animal Control Services Agreement with the Village of Elizabeth.**

Following no further discussion; Gary Jobgen made a motion to approve the FY2019 AC Service Agreement with the Village of Elizabeth, second by Elizabeth Blair. All were in favor, motion carried

**j) Discussion and possible action to approve the revised Health Department Pay Grade Structure to include the PRN Animal Control Officer Position.**

Elizabeth Townsend stated that she had added the PRN Animal Control Officer position at the budgeted amount of \$11.69 per hr. to start as of Dec. 1<sup>st</sup>, 2018, that needed board approval. Following no further discussion, Kim Barrett made a motion to approve the revised Pay Grade Structure as presented, second by Elizabeth Blair. All were in favor, motion carried.

**k) Discussion and possible action to approve the 2019 Board of Health and Board of Health Finance Committee Meeting Schedules.**

Elizabeth Townsend stated the Finance Committee schedule was limited but additional meetings could be added if needed. Ron Lubcke noted that the schedule can be subject to change. Gary Jobgen made a motion to approve the 2019 meeting schedule as presented, second by Matthew Gullone. All were in favor, the motion carried.

**7. CLOSED SESSION**

Matthew Gullone made a motion to move into closed session, second by Gary Jobgen. Ron Lubcke stated the subject below did not require a closed session.

*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*

At 7:32 pm Ralph Losey made a motion to discuss the Public Health Administrator in open session for possible action as a result of the open discussion, second by Elizabeth Blair. All were in favor, the motion carried.

**8. Possible actions as a result of Public Health Administrator in open discussion:**

- a) Ron Lubcke stated that Elizabeth Townsend was resigning and was looking for a motion to accept her resignation as of November 9, 2018. Matthew

Gullone made a motion to accept Elizabeth's resignation, second by Elizabeth Blair. All were in favor, the motion carried.

- b) Ron Lubcke stated that an Interim Administrator would be needed in order to comply with IDPH requirements; that an internal employee may qualify and would like to apply. Ron also stated that he had spoken to Craig Beintema, the Stephenson County Health Department Administrator. Craig would agree to oversee the Environmental Health Director position and would act as Interim as a source of information and guidance if needed. Ron requested as chair, the board allow him to appoint a qualified Interim and begin a search for a new Administrator. Matthew Gullone made a motion to grant Ron power to appoint an Interim Public Health Administrator and notify IDPH of our plans for compliance, second by Ralph Losey. All were in favor, motion carried.
- c) Elizabeth Blair made a motion to start a search for the new Public Health Administrator, second by Nikki Chamberlain Pham. All were in favor, motion carried.

**9. Administrator's Comments:** Elizabeth thanked everyone for the opportunity to develop programs and expressed that she hoped the Dental Clinic project would continue to proceed.

**10. President's Comments:** Ron expressed how much he enjoyed working with Elizabeth; wished her all the best and that her leaving was Lafayette County's gain.

**11. Citizens' Comments:** There were no citizens' comments

**12. Next Scheduled Board of Health Meeting:** December 5, 2018 at 7:00 PM

**13. Adjourn:** Kim Barrett motioned to adjourn the meeting, second by Elizabeth Blair. All were in favor, meeting adjourned at 8:10 PM.