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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, October 3, 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, Stephen Petras, Gary Jobgen and Nikki Chamberlain Pham. A quorum was established.

Not present: Dr. Ralph Losey and William Bingham

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

Others Present: Jamie Petras; Chief Deputy Craig Ketelsen; Bob Vohl, MB Mold & Air Quality Testing representative; and Todd from SERVPRO

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

a) Minutes from September 12, 2018 Board of Health Meeting; Elizabeth Blair motioned to approve the minutes as presented, second by Kim Barrett. 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 RFP for the Dental Clinic Project in Elizabeth.**

Elizabeth Townsend explained to board members that Tammy Black with Delta 3 Engineering emailed her a list of Dental Clinic Project items that needed to be reviewed and approved by Board of Health members based on the discussion at the September meeting. Those items included: 1) the main entrance exterior sign which would include the Public Health symbol and below that would read "Jo Daviess County Public Health Dental Clinic"; 2) wood, clad, or fiberglass window replacement and whether to replace all the existing wood windows; Tammy had recommended replacing all windows with durable and low maintenance fiberglass windows; 3) pendant lights for the waiting room area; 4) vinyl plank flooring with special diamond coat; reassuring members that the

flooring will hold up to constant chair rolling in treatment areas; and 5) the mechanical system in the building, presenting two options; System 1 – utilize two existing furnaces and adding a third which would also require duct work. System 2 – remove and sell two existing furnaces and install two new furnaces which would be sized appropriately and run more efficiently. Tammy noted that the cost to install each system would be about the same, but that System 1 maintenance and energy costs would be higher and recommending System 2. Following further discussion and agreement on options presented, Gary Jobgen motioned to approve the RFP for the Dental Clinic Project along with the proposed Delta 3 recommendations, second by Matthew Gullone. All were in favor, motion carried.

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

Matthew Gullone motioned to open discussion to approve the Dental Program Business Plan, second by Gary Jobgen. Elizabeth Townsend stated the Business Plan is not yet complete and will be brought up for further discussion at the next Board of Health Finance Committee meeting. Elizabeth Blair motioned to Table the Agenda Item, second by Nikki Chamberlain Pham. All were in favor, the motion carried.

**6. New Business**

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

Matthew Gullone made a motion to bring up for discussion the Request for Proposals for Dental Equipment, Gary Jobgen second the motion. Elizabeth Townsend stated she had received information from Henry Schein but it was not complete and more detail was needed. Elizabeth stated it would be fine to move further discussion and approval to the next scheduled meeting. Elizabeth Blair made a motion to Table the Agenda item, second by Nikki Chamberlain Pham. All were in favor, the motion carried.

**b) Discussion and possible action to approve a Request for Proposals for Custodial Services.**

Elizabeth Townsend stated she was looking to change to a new cleaning service which would include services for both the Health Department, starting 12/1/2018, and the Dental Clinic in Elizabeth starting July 2019. She stated that the current custodian is a county employee whom we share his full-time hours and wages with the Sheriff's office, Courthouse, and Highway department, which does not allow the time needed for thorough cleaning. Elizabeth stated the proposals will be reviewed and selected at the November Board of Health meeting. Following further discussion, Stephen Petras recommended changing sweeping and mopping the floors to "as necessary" in replace of "weekly". Following no further discussion; Gary Jobgen made a motion to approve a Request for Proposals for Custodial Services with the recommended change, second by Kim Barrett. All were in favor, the motion carried.

**c) Discussion and possible action to approve the Mission, Vision and Values for the Public Health Dental Clinic.**

Ron Lubcke thanked Elizabeth Townsend for preparing the Mission, Vision and Values for the Dental Clinic; Ron noted that he felt it would give some direction while moving ahead with the program. Stephen Petras made a motion to approve the Mission, Vision and Values for the Public Health Dental Clinic, second by Matthew Gullone. All were in favor, the motion carried.

**d) Discussion and possible action to approve a letter to the local Dentists and Community Partners to further explain the mission, vision and collaborative efforts regarding the Public Health Dental Clinic.**

Ron Lubcke stated that following a discussion with Elizabeth they both agreed that preparing this letter would provide a better understanding that the Dental Clinic Project is a collaborative effort, hoping it will open up insight to local dentists and other community partners. Stephen Petras asked when the letter would be sent out. Elizabeth stated she planned on mailing the letters early the following week. Stephen Petras stated he had concerns that the proposed letter came across that referrals would be accepted right away and recommended that an anticipated Fall of 2019 opening date be noted. Elizabeth stated she could also note that additional information would follow. Kim Barrett made a motion to approve the letter to the Local Dentists and Community Partners with the recommended changes, second by Elizabeth Blair. All were in favor, the motion carried.

**e) Review of the timeline for the Public Health Dental Clinic and PHAB Accreditation.**

Ron Lubcke stated that he requested Elizabeth prepare a Dental Clinic and Accreditation timeline in which he felt would be helpful to Board members through the process. Elizabeth Townsend wanted board members also to be aware that opening the Dental Clinic and going through the process of becoming federally qualified, could take up to 5 years for the Health Department to become eligible to apply for accreditation. There were no further comments.

**f) Discussion and possible action on a request from the County Administrator and County Board Chair to utilize funds from the Public Health Catastrophic Fund (046) to pay expenses associated with mold remediation in the Courthouse.**

Matthew Gullone motioned to open discussion regarding a request for funds to pay expenses related to mold remediation in the Courthouse, second by Stephen Petras. Elizabeth Townsend stated that she was approached by the County Administrator and County Board Chair, asking if she would be willing to cover the cost of mold remediation in the Courthouse out of the Public Health Catastrophic Fund (046). Elizabeth wanted Board of Health Members to be aware that the Courthouse does have a Contingency Fund available, and that their insurance would likely cover the majority of the cost. She also reviewed the

Public Health Catastrophic Emergency Fund Description, and how it states it be used for a Public Health epidemic or emergency in regards to a catastrophic event.

Chief Deputy Craig Ketelsen, Bob Vohl, a representative from MB Mold & Air Quality Testing, and Todd from SERVPRO were all introduced; Elizabeth stated that they were present at the meeting in order to answer any questions board members may have. Elizabeth Townsend then left the meeting at 7:52 PM due to a family emergency.

Following questions and discussion regarding what was damaged, estimated costs, how it is related to public health, how it could have been prevented, and what is being done to prevent it from happening again; Ron Lubcke stated he felt funding the Dental Clinic was a priority and the County has the Contingency Fund available to cover expenses associated with the mold issues. Gary Jobgen mentioned too that the insurance payment could then reimburse the Contingency Fund, less the deductible. Matthew Gullone stated board members needed to vote on whether the PH Catastrophic Emergency Fund covers the remediation expenses. Following a voice vote; There were 4 Nays; Matthew Gullone, Gary Jobgen, Stephen Petras, and Nikki Chamberlain Pham. There were 0 Ayes. Ron Lubcke, Board of Health President was not eligible to vote, Kim Barrett and Elizabeth Blair both abstained. Two members were not present. Motion to pay expenses associated with mold remediation in the Courthouse from the Public Health Catastrophic Emergency Fund (046) did not carry.

- 7. Administrator's Comments:** Not available for additional comments
- 8. President's Comments:** There were no additional comments
- 9. Citizens' Comments:** Jamie Petras wanted to comment that she agreed with the Board decision not to fund the expenses due to mold remediation in the Courthouse.
- 10. Next Scheduled Board of Health Meeting:** November 7, 2018 at 7:00 PM
- 11. Adjourn:** Gary Jobgen motioned to adjourn the meeting, second by Stephen Petras. All were in favor, meeting adjourned at 7:58 PM.