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

**Jo Daviess County  
Special Board of Health Meeting  
MINUTES**

Wednesday, September 11, 2019 at 7:00 p.m.  
Jo Daviess County Health Department Conference Room

1. **Call to Order:** Merri Berlage, Board of Health President, called the Meeting to order at 7:00 p.m.
2. **Roll Call:**  
Members Present: Elizabeth Blair, Don Hill, Nikki Chamberlain Pham, Peg Dittmar, Merri Berlage, and Hesper Nowatzki. All members were present; a quorum was established.  
  
Staff Present: Sandra Schleicher and Marcia Christ  
  
Others Present: Nicole Ruchotzke
3. **Approval of Minutes:**
  - a) Elizabeth Blair motioned to approve the September 4, 2019 Board of Health Meeting Minutes; Peg Dittmar seconded the motion. All were in favor, the motion carried
4. **Citizens' Comments:** No comments
5. **Unfinished Business:** No unfinished business to discuss at this time
6. **New Business:** No new business to discuss at this time
7. **CLOSED SESSION:**

At 7:03 p.m. Merri Berlage motioned to enter into closed session reading the statements below; a motion was presented by Peg Dittmar; seconded by Elizabeth Blair. All were in favor, the motion passed. Voice roll call was taken; all members and Marcia Christ, recording secretary, were present. Sandra Schleicher and Nicole Ruchotzke 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: Interim Public Health Administrator.**

At 7:26 p.m. Hesper Nowatzki motioned to return to open session; seconded by Elizabeth Blair. All were in favor, the motion carried. Sandra Schleicher and Nicole Ruchotzke rejoined the meeting.

**8. Possible action as a result of Closed Session:**

- a) Peg Dittmar motioned to offer Nicole Ruchotzke the Public Health Administrator position contingent on her background check, fingerprints, drug screening, and approval from the state; Nikki Chamberlain Pham seconded the motion. All were in favor, the motion carried.
- b) Sandra Schleicher will continue her duties as Interim Administrator until Nicole can begin her role as PH Administrator, then she would go back to her position and wage as Environmental Health Director.

**9. Administrator's Comments**

Sandra Schleicher stated she spoke with Tammy from Delta 3 Engineering and that Tammy has agreed to attend the next October Board of Health meeting.

Sandra mentioned that the next County Grant Administration Oversight Committee has not yet been scheduled, that is it pending on the Board of Health's decision regarding their relationship with the committee.

Sandra stated she had started to update basic Board of Health Orientation information and would have complete binders available for each member at the next meeting.

**10. President's Comments:** No comment at this time

**11. Board Member Comments**

Hesper Nowatzki mentioned that she would be unable to attend the next scheduled October meeting. Merri reminded members that Nikki will be leaving the board at the end of the month. Merri stated that Dr. G. Allen Crist has been appointed as a member of the Board of Health by the County Board; that she has given Scott Toot several other names of potential members and will continue the search for replacements.

Board members all praised Sandra for a job well done as Interim Administrator; that with everything going on, she has held it together and made us a stronger department.

**12. Citizen's Comments:** No comments

**13. Next Board of Health Meeting:** Wednesday, Oct. 2, 2019 at 7:00 p.m.

**14. Adjourn:** Nikki Chamberlain Pham made a motion to adjourn the meeting, seconded by Peg Dittmar. All were in favor, the meeting adjourned at 7:35p.m.