



JO DAVIESS COUNTY HEALTH DEPARTMENT
9483 US RT. 20 WEST • P. O. BOX 318 • GALENA, ILLINOIS 61036 • (815) 777-0263

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

The purpose of the Jo Daviess County Health Department is to provide public health services to the people of Jo Daviess County. Public health is the Science and Art of:

- 1) preventing disease
- 2) prolonging life
- 3) promoting health through an organized community effort.

Public health is dedicated to the common attainment of the highest level of physical, mental, and social well-being and longevity consistent with available knowledge and resources at any given time and place. In essence, this is the goal of public health.

Public health is not limited to a particular age group or a diagnostic category but rather, its dominant responsibility is to the community as a whole. The five basic functions of public health include:

- 1) health promotion,
- 2) disease prevention,
- 3) early detection of disease,
- 4) disease control, and
- 5) health maintenance and rehabilitation.

These functions are fulfilled through various public health programs and services provided by the Jo Daviess County Health Department.

The primary objective of the Jo Daviess County Health Department is to respond to the public health needs of the county on an ongoing basis. Since the health needs of a county are influenced by a variety of political, social and economic trends, the Health Department assumes responsibility for prioritizing public health needs and to develop objectives responding to those needs on an annual basis. Any services provided by the Jo Daviess County Health Department will reflect the standards, objectives, and goals established by the Illinois Department of Health.

EMPLOYEES: The Jo Daviess County Public Health Department employs 9 full-time employees.

BOARDS: The Jo Daviess County Public Health Department reports to the Jo Daviess County Board, Jo Daviess County Social and Environmental Committee, and the Jo Daviess County Board of Health.

BUDGET: The Jo Daviess County Health Department, under the authority of the Jo Daviess County Board, Jo Daviess County Social and Environmental Committee, the Jo Daviess County Board of Health, and the Public Health Administrator; are responsible for implementation and execution of the following funds and budgets:

003 Public Health Fund	FY2020 Operating Budget: \$960,694
005 Public Health Emergency Preparedness Fund	FY2020 Operating Budget: \$41,662
046 Public Health Catastrophic Emergency Fund	FY2020 Operating Budget: \$0
055 Public Health Capital Investment Fund	FY2020 Operating Budget: \$960,000

PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Jo Daviess County Public Health Department should be given to one of the following FOIA Officers:

E-mail: publichealth@jodaviess.org
Phone: 815-777-0263 Fax: 815-777-2977

Marcia Christ, Office Manager
mchrist@jodaviess.org

Nancy White, EH Administrative Assistant
nwhite@jodaviess.org

FOIA requests may be submitted in writing by e-mail, fax, and regular mail or in person to either of the above FOIA Officers at the Jo Daviess County Health Department at the address listed above. FOIA request forms are available. There is no charge for any FOIA request.

COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Public Health Department will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Black and white, letter or legal sized copies	Any additional cost charged from outside storage to retrieve records

**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY PUBLIC HEALTH DEPARTMENT
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Public Health Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

Administration

Annual Reports
Personnel Records
Budget Data
Audit Reports
Board of Health Meeting Minutes
Staff Meeting Minutes
Payroll Information
Personnel Policies
Project Bid Specifications
IPLAN

Health Protection

Food Safety Program

- Licensed Establishments
- Inspection Reports
- Investigation Reports

Water Well Program

- Installation Permits
- Inspection Reports
- Well Water Sample Data
- Complaint Investigations
- Non-Community Public Water Supply Program Reports

Wastewater Disposal Program

- Installation Permit
- Inspection Reports
- Septic Pumper Inspections
- Compliant Investigations

Vector Control

- Grant agreement
- Program activity reports

Emergency Preparedness

- Grant Reports
- Response Plans
- Program Activity

Infectious Disease

- Disease Reporting
- Investigation Reports
- Health Data

Child Health

- Grant Agreements
- Program Activity Reports

Health Promotion

- Grant Agreements
- Contracts
- Program Activity Reports
- Community Health Plans

EXHIBIT 1

Jo Daviess County Public Health Department Boards & Committees

COUNTY BOARD

- Scott Toot, Chair
- Steve Allendorf, Vice-Chair
- William Bingham
- Lucas Bourquin
- Staci Duerr
- Diane Gallagher
- Robert Heuerman
- Don Hill
- John Korth
- John Lang
- Robert O'Connor
- Hendrica Regez
- John Schultz
- Ron Smith
- Andrew (Drew) Townsend
- LaDon Trost
- Don Zillig

COUNTY BOARD SOCIAL & ENVIRONMENTAL COMMITTEE

- Don Hill, Chair
- Bill Bingham, Vice-Chair
- Lucas Bourquin
- Bob Heuerman
- Hendrica Regez

BOARD OF HEALTH

- Merri Berlage, President
- Don Hill, Vice President
- Elizabeth Blair, Secretary
- County Treasurer (non-member)
- Peg Dittmar
- Hesper Nowatzki
- G. Allen Crist
- Tracy Bauer

EXHIBIT 2

Jo Daviess County Public Health Department Organizational Chart

