



**Public Health**  
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## JO DAVIESS COUNTY HEALTH DEPARTMENT

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### **BOARD OF HEALTH MEETING**

Wednesday, June 3, 2020 at 7:00 pm

Jo Daviess County Health Department Conference Room

### **MINUTES**

**1. CALL TO ORDER:** Merri Berlage, Board of Health President called the meeting to order at 7:01 pm.

**2. ROLL CALL -** Voice roll call was taken;

Present: Merri Berlage, Peg Dittmar, Don Hill, Hesper Nowatzki, and Lisa Haas.

Present electronically: Tracy Bauer - A quorum was established.

Staff Present: Sandra Schleicher and Marcia Christ

Citizen present electronically: Brandon Behlke, Galena Gazette

**3. APPROVAL OF MINUTES**

a) Hesper Nowatzki made a motion to approve March 12, 2020 Board of Health Meeting Minutes; Peg Dittmar seconded the motion. All were in favor, the motion carried

**4. CITIZENS' COMMENTS:** No citizen comments at this time

**5. FINANCIAL REPORTS**

Sandra Schleicher presented May 2020 Public Health and Animal Control financial reports for review. Sandra stated she felt the department was on track with the budget, and that there is now an RN in place to begin providing clinical services.

Sandra stated that a \$28,000 Census Grant had come through which would be used to cover expenses for staff outreach, and computer and office supplies. That there was also a \$38,664 COVID Grant received through the state which will allow funded to cover any additional incurred expenses. There was no further discussion at this time.

**6. UNFINISHED BUSINESS**

**a) Discussion and possible action regarding Elizabeth properties**

Sandra reviewed proposals from Jim Wolfe Appraisal Services from Lena, IL for the cost of appraising the Elizabeth properties. The proposal included appraising each of the four properties separately, as well as appraisals for each of the two adjoined properties.

Following brief discussion, board members all agreed to have the adjoined properties appraised. Lisa Haas made a motion to hire Jim Wolfe to appraise the adjoined properties for the proposed cost of \$1,650; Peg Dittmar seconded the motion. All were in favor, the motion carried.

## **7. NEW BUSINESS**

### **a) Election of Board of Health Secretary**

Don Hill made a motion to elect Lisa Haas as Board of Health Secretary; Hesper Nowatzki seconded the motion. All were in favor, the motion carried.

### **b) Discussion and possible action regarding IDPH COVID-19 Contact Tracing Grant**

Sandra stated she received an application for the COVID Contact Tracing Grant which is a federal pass through, state allocated grant for the amount of \$817,632. Sandra stated the allocated dollars could be used to cover expenses such as; setting up testing at a hospital, hiring potentially another employee and possibly additional employees in the future if needed. Sandra mentioned the state is very general about what can be applied for, stating that the grant dollars could supplement for the Emergency Response Coordinator, and to coordinate where testing is done. Grant dollars could also possibly supplement IT and security costs, as well as for fit testing equipment. Sandra stated costs will be reimbursed after expenses have been completed and submitted. Following further discussion, Don Hill made a motion to approve Sandra applying for the Grant; Lisa Haas seconded the motion. All were in favor, the motion carried

### **c) Discussion and possible action regarding Catastrophic Public Health Fund**

Sandra stated that a couple years ago the Board of Health had approved that PH Catastrophic funds be transferred into the PH Capital Investment Fund. She stated that since the COVID-19 outbreak, the County Board had made a Resolution to move the money back without Board of Health approval. Sandra stated that potentially there could be expenses incurred where funds will be needed, but not at this time. Sandra stated she was looking for purchasing recommendations from the Board of Health. Members all agreed they would leave it up to Sandra to use her best judgement and she should continue to follow the county guidelines for purchases up to \$5,000, and any purchases over that amount would need Board of Health approval. Due to no change, no action is needed.

### **d) Discussion and possible action to approve revised job description for Community Outreach Specialist/Emergency Response Coordinator.**

Sandra stated that originally this position was hired on a part-time basis and then was amended to full-time. Sandra stated she would like to fill this position on a full-time basis, noting that the Job Description changes were removing accreditation duties and adding public information and social media duties. With no further questions or concerns, Lisa Haas made a motion to approve the revised job description as presented; Don Hill seconded the motion. All were in favor, the motion carried

## **8. CLOSED SESSION:**

Merri stated that there was no reason to enter into Closed Session at this time; that a Special meeting would need to be scheduled when John Hay and board members could attend in person. Merri then offered several dates for board members to consider.

## **9. POSSIBLE ACTION AS A RESULT OF CLOSED SESSION**

No action was needed as a result of closed session.

## **10. ADMINISTRATOR'S COMMENTS:**

Sandra shared current COVID-19 testing statistics; noting that a few anti-body tests are also coming through which we potentially may be able to offer through our lab draw service.

Sandra stated we will also be testing for West Nile disease.

Sandra stated the Environmental Health staff did a walk through in Galena, noting that most places seem to have a good handle on outside seating setups and they are answering a lot of related questions.

Sandra mentioned there will be a testing site available for the First Responders that were on the scene of a recent car accident and potentially exposed to COVID-19.

Sandra made board members aware of a civil lawsuit involving an Environmental Health complaint which she has been working on with John Hay and that the case has been moved to July.

**11. PRESIDENT'S COMMENTS:**

Merri Berlage presented a letter she had received from Dr. G. Allen Crist, stating that he cannot commit to another term as a Board of Health member due to demands of his primary role.

Merri asked members to let her know of any recommendations they may have for potential board members in order to fill open positions.

**12. BOARD MEMBER CONCERNS:** Tracy Bauer took this time to commend Sandra for the job she has done; that she has stepped up to the table and has shown tremendous leadership.

**13. CITIZENS' COMMENTS:** No citizen comments at this time

**14. NEXT SCHEDULED BOARD OF HEALTH MEETING:** Special Board of Health Meeting scheduled for Monday, June 15, 2020 at 7:00 pm

**15. ADJOURN:** Don Hill made a motion to adjourn the meeting; seconded by Peg Dittmar. All were in favor, the meeting adjourned at 7:49 pm.