

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
August 30, 2010
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Andy Malcolm, Allen Sisson, Jim Cox, Gary Turner, Kathy Taylor, Dr. D'Souza, Paul Larson, Jack Spotz, Dr. Simmons, and George Sprecher.

Staff Present: Bill Hatfield, Lisa Gonzalez, Sue Magyar, Nancy Reagan, Ellen Genrich, Ray Empereur, Consultant, and Sandy Romanek.

Guests Present: Dr. Conder, John Magyar, Jackie Falkenstein from BCSWCD and Terry Carbaugh from R.L. Johnson

Program Highlights: None

Jim Cox called the meeting to order at 12:01 p.m.

A roll call was taken to identify everyone in the room. They are identified above.

A motion to approve the agenda was made by George Sprecher and seconded by Jack Spotz. Motion carried.

Public Comment: None

A motion was made by Gary Turner and seconded by Jack Spotz to approve the meeting minutes of August 2, 2010. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month. The report is in the monthly packet. Lisa explained the new forms and submission process for grants from IDPH and IDHS. She also confirmed that we are still waiting for official notification concerning funding for some grants. Lisa explained that there would be a Cancer Society brown bag luncheon for any Boone County employees and also any Board of Health members, starting on September 1, 2010 at the Boone County Board Room. There was also open discussion concerning FCM, WIC and Family Planning activity. Lisa stated that activity could be down due to the lack of staffing. There were also questions concerning the Tobacco Free Grant. We do have funding for this grant for FY 2011.

Environmental Health: Bill presented the report for the month. The report is in the monthly packet. Bill also reviewed food permits, food inspections, nuisance calls and construction related activity. Bill also updated the Board that the West Nile Virus Surveillance grant terminated.

Personnel Reports: Lisa updated the Board of the current open positions at the Health Department. We currently have the Family Planning Coordinator position, the CD Coordinator position, and the Administrator position open. Additional information to be covered under Unfinished Business.

Contracts and Agreements – Boone County Soil and Water Conservation District. Bill reviewed the existing contract with BCSWCD. It was discussed if this agreement should be continued for FY 2011, and if these items should be added to the new budget currently being reviewed. Bill had been directed by the Finance Committee draft a letter to the Boone County Soil & Water Cons. District notifying them that the existing contract would not be renewed and also to clarify the County's funding of both FY 2010 and future funding. Jackie Falkenstein from BCSWCD expressed her gratitude to the County and the Health Department for their assistance in subsidizing their department. She also explained the different programs affected by the BCSWCD. There was open discussion concerning the County Code requiring the BC Soil Scientist to perform the soil bores in Boone County. It was requested that if the Health Department does continue funding, they will create a unique line item on their budget to both reflect the revenue and expense to assist in tracking. Additional information to be covered under the Finance Committee report.

Administrator's Report: - Bill presented a Thank You card to Dr. Conder for his years of service to the Health department. Dr. Conder responded that he appreciated the opportunity to work with the Board and the Health Department. A card will also be sent to Dr. Frost.

Financial Report: Bill reviewed the Grant Fund report and the Health Fund report that are in the monthly packet. After lengthy discussion concerning any line items that were either over or under budget, a motion was made by Jim Cox and seconded by Allen Sisson to approve the financial report. Motion carried. Most large variances were due to the additional funding received for H1N1.

Approval of Claims: A motion was made by Gary Turner and seconded by Jim Cox to approve the claims for the month of August, 2010. Motion carried.

Committee Reports:

Search Committee – Dr. Hess and Ray Empereur updated the Board concerning the search for an Administrator. Ray will be confirming with George Rudis what the appropriate salary range should be for a new administrator. Once the budget process is over, the Search Committee will continue with the search.

Finance Committee: The Finance Committee met on August 24 and will have another meeting on August 31, 2010. A meeting is then scheduled for 7 p.m. on September 2, 2010, with the County Finance Committee. The Committee is waiting for information from the County to finalize the budget for FY 2011. It is understood by the Finance Committee, that the County could be looking at a reduction of revenue up to 12.5%. Paul Larson confirmed that the consensus of most departments within the County is that any further cuts may have to be from salaries.

Unfinished Business:

- **30 Hour Employee Benefits** – Lisa presented to the Board the State of Illinois benefits for part-time employees. The benefits at the State differ from the benefits in place at the County. The discussion included questions concerning how many part-time employees are employed at the County. No one had a definitive answer. Concerns were expressed concerning the Health Department having different benefits from the County, and also over having consistent policies within the Department.

A motion was made by Gary Turner to follow Lisa’s suggestion and change our existing benefits for new 30 hour employees. A 30 hour employee would accrue benefits on a prorated basis.

Proposed New 30 hour

Sick - 7 days per year - Accrual begins after 90 days of employment

Paid Holidays - Regularly Scheduled Workdays (After 90 days)

Personal - 2 days on Dec. 1

Vacation - 8 days after 1 year of employment

Insurance Single/Family - Offered

The motion was seconded by Jack Spatz who further clarified that the vote was on the “end column” of Lisa’s chart. Dr. Hess further clarified that the motion was that new (30 hour) hires have benefits pro rated for that position. Motion carried (9-2). Both George Sprecher and Allen Sisson opposed the motion. There will be additional discussion at the next Board meeting on October 4, 2010 concerning benefits for existing 30 hour per week employees.

- **Employee/Board of Health HR Interviews** – Allen and Jim confirmed where we are in the interview process. At this time all interviews have either taken place or at least been scheduled. The quote of \$16,226.77 for these interviews was in the packet. A new issue that has been raised during the interview process, is whether or not we should also have them review, reformat and update the current employee manual. We do not have a cost estimate for this.

New Business:

- **Clarification of Expansion Committee** – It was confirmed that there is no need for this Committee at this time. If there is a future need, a new Committee will be appointed.

- **Storage Project** – Bill reviewed the invoice for additional charges of \$1,507.00. The invoice was for changes to the initial quote for the storage building. The issue was for installing smoke detectors and one EM light fixtures. Terry Carbaugh, from R.L. Johnson reviewed the Belvidere City Code, and explained that the reason for the additional charges seems to be based on a difference in interpretation of the Belvidere Fire Code.

Executive Session:

The information supplied to the board for the approval of several past closed session minutes was incomplete. Therefore, no action was taken. It will be included on the agenda for October 4, 2010

A motion was made by Gary Turner and seconded by Jack Spatz not to pay the additional charges for the storage building. Motion carried.

A motion to adjourn was made by Gary Turner and seconded by Jack Spatz. Motion carried. Meeting was adjourned at 1:35 p.m.

Submitted through Gary Turner.



Deleted: -----Page Break-----
¶

Formatted: Widow/Orphan control

Formatted: Font: Tahoma, 10 pt