

BOONE COUNTY BOARD OF HEALTH
February 29, 2016
Approved Minutes
Boone County Department of Public Health

Members Present: Jim Cox, Dr. O'Malley, Barbara Thrun, Marshall Newhouse, Dr. Brechon, Dr. Lendman, Jeff Marrs, Liz Fiorenza, and Sherry Branson

Excused and not in Attendance: Dr. Hess

Guests Present: Dana Northcott from EDDN, Janet Keightley, the environmental health intern, Greg Kelm from the VFW, Bill Pysson, Cathy Ward, Kathryn Menue, Ed Fitch, Bob Christensen, and Bob Walberg

Staff Present: Cindy Frank, Amanda Mehl, Bill Hatfield, Ellen Genrich and Sandy Romanek

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

A motion was made by Marshall Newhouse and seconded by Sherry Branson to approve the agenda for February 29, 2016. Motion carried.

Approval of Minutes:

A motion was made by Marshall Newhouse and seconded by Jeff Marrs to approve the minutes from February 1, 2016. Motion carried.

Presentation: Dana Northcott, from EDDNI, presented a proposal to the board. Economic Development District of Northern Illinois provides services including but not limited to grant writing along with grant research and development. The health department is planning on partnering with them for some of their services, and the fee schedule would more of a 'not to exceed' amount. The approximate cost per hour, with the discount structure in place, would be \$80.00. The health department is hoping to establish the not to exceed amount at \$5,000.00. Part of the focus would be shifting to more federal and private funding. There was some discussion on this. Cindy asked the board to approve the health department moving forward on this. At this time, the sample contract is being reviewed by Michelle Courier, the state's attorney.

The board will discuss this proposal at the next meeting scheduled for April 4, 2016.

Public Comment: there was 1 Public comment request:

Cathy Ward – Not-for-profit food permit fees. She expressed concern over food permit fees being charged to not-for-profits, and requested that the fees paid by the VFW, and any other not-for-profit agencies be reimbursed.

Administrator's Report – there were questions asked concerning the Administrator's report, and specifically the FOIA requests. Bill explained the process, and clarified this for the board. At this time, we have not been found willfully or intentionally not in compliance. This will also be reviewed further on in the meeting.

- Final Draft of Annual Report – this was contained in the packet, and there was no discussion on this. Cindy also clarified the error on the FY2014 annual report. Benefits had been erroneously included in the category of operating expenses rather than in payroll and benefits. This gave the payroll and benefits portion in the 2015 annual report an appearance of having grown substantially in one year.

- EDDNI Proposal – there was a short discussion, and then it was determined to continue the discussion at the next meeting scheduled for April 4, 2016.
- 5 year plan – there was no discussion on the 5 year plan. Cindy highlighted that the addition of the roof repair was the only change.
- Roof Repair Estimate – Cindy reviewed the estimate for the roof repair.

A motion was made by Marshall Newhouse and seconded by Barb Thrun to approve the capital expenditure of \$5,650.00 to repair the roof. Motion carried.

- OMA/FOIA Updates – Cindy distributed information concerning FOIA (freedom of information act) and OMA (open meetings act) to members of the board. There was a short discussion on this.

Cindy updated the board that the new member, Meredith Williams, would be at the meeting scheduled for April 4, 2016.

BOH Committee Reports:

Finance Committee – None

Departmental Reports:

- **Personal Health** – Amanda reviewed the information in the monthly packet. There was a short discussion concerning the Zika Virus.
- **Environmental Health** – Bill reviewed the information contained in the monthly packet.
- **Finance Report** – Jim Cox reviewed the finance report contained in the monthly packet.

A motion was made by Jeff Marris and seconded by Sherry Branson to approve the financial report for January, 2016. Motion carried.

Approval of Claims: A motion was made by Marshall and seconded by Jeff Marris to approve the claims for February, 2016. Motion carried.

Unfinished Business: these items will be added to the next board agenda set for April 4, 2016.

- a) Election of board secretary
- b) Appointment to finance committee

New Business:

A. Information from Boone County Veteran's Club President- Greg Kelm reviewed the letter contained in the packet. The letter was addressed to the health and human service committee and was dated February 4, 2016. He also stated that he was going to request to be reimbursed for all food permit fees that had been paid by the VFW going back to 2008. Greg Kelm also brought up the Moose Club and the Lion's Club. In looking at the code, there is nothing contained in the code specifying what is a not for profit organization. He was also questioning the fee structure that had been charged to other facilities. He then threatened to get into a legal fight over the reimbursements to the VFW.

Jim Cox requested that in the future, if there were any concerns, that he should come in and talk to the Administrator and not submit articles to the newspaper. Jim then requested that if

the not-for-profits were looking to be reimbursed, they should submit a request in writing. This will be discussed further at the next board meeting scheduled for April 4, 2016.

Bill distributed copies of information pertaining to the VFW food permit fees, tax exempt organizations, and copies of letters sent to food establishments for FY2014, 2015 and 2016. He also explained the history behind the determination for the standard being established for tax exempt not for profit organizations. Currently a tax exempt/not for profit organization is defined as an organization with a valid "E" tax number or documentation of their 501(c) (3). He then reviewed the reason for the increased fees paid by the VFW. This was due to the change in status of the VFW. Based on the changes on the permit application, the status was changed from a medium risk to a high risk. These risk category definitions are documented in the Illinois Department of Public Health Food Sanitation Code, and has nothing to do with the volume of food sold.

Executive Session: None

A motion to adjourn was made by Jeff Marrs and seconded by Marshall Newhouse. Motion carried. Meeting was adjourned at 1:35 p.m.

Submitted through Jim Cox
Sandy Romanek