

BOONE COUNTY BOARD OF HEALTH  
June 27, 2016  
Approved Minutes  
Boone County Department of Public Health

**Members Present:** Dr. Hess, Jim Cox, Dr. O'Malley, Barbara Thrun, Dr. Lendman, Marshall Newhouse, Dr. Brechon, Sherry Branson, Jeff Marrs, and Meredith Williams

**Excused and not in Attendance:**

**Not Excused and not In Attendance:** Liz Fiorenza

**Guests Present:** Cathy Ward and Bill Pysson

**Staff Present:** Cindy Frank, Bill Hatfield, Amanda Mehl, Chris Elias, Jada Walton, & Sonia Eichstaedt

Dr. Hess called the meeting to order at 12:08 p.m.

Dr. Hess asked for the approval of the agenda and Cindy Frank & Sherry Branson had some additions. Cindy asked that the "TB Screening Test Policy" be added under the Administrator's Report. Sherry asked that "Letter to Surface Transportation Board regarding the Aquifer Risk" be added to Unfinished Business and that "Change in Reports to HHS" be added to New Business.

A motion was made by Marshall Newhouse to approve the amended agenda for June 27, 2016. The motion was seconded by Jim Cox. Motion carried.

**Approval of Minutes:**

See page 2 of packet. Sherry Branson asked that a word be changed from "Service Transportation Committee" to "Service Transportation Board". A motion was made by Jim Cox to approve the amended meeting minutes from June 6, 2016. The motion was seconded by Dr. O'Malley. Motion carried.

**Approval of Closed Session Minutes:**

A motion was made by Jim Cox to approve the closed session meeting minutes from June 6, 2016. The motion was seconded by Sherry Branson. Motion carried.

**Public Comment:** None

**Reports:**

**Administrator's Report –**

- Cindy stated this is Dr. Hess' last meeting and thanked him for his years of service and stated Jim Cox will be the new president and Dr. O'Malley is the new medical director. Jim Cox said Dr. Hess' service is greatly appreciated.
- Cindy discussed the PHEP emergency response grant and the medication dispensing exercise that took place on June 18, 2016. She also discussed the success of the summer food program.
- Announcement – Cindy stated she has decided to retire. Her last day will be September 2, 2016 and stated that Bill Hatfield also plans on retiring later this year. Dr. Hess stated that Cindy has been a wonderful administrator and has been a good advocate for the Health Department.
- Remodel & Garden Update – Cindy said the remodel started last week and they plan to be done mid-July. She also told Board of Health members to feel free to stop outside and look at the community garden on the side of our building.
- New Board of Health Members Update – Cindy said since Dr. Hess is retiring and will no longer be serving on the Board of Health, we need another doctor, and said that Dr. Dennis Corcoran will be submitting a letter of intent to County Board Chairman Bob Walberg and if approved at

the next County Board meeting, he would be starting at the August 1, 2016 Board of Health meeting.

- **TB Screening Test Policy** – Cindy discussed a new TB screening test policy for BCHD employees. Amanda highlighted the importance of having a clear and well-constructed TB testing and follow-up plan not only for employees but for agencies and health care facilities who look to the health department for guidance on their own internal employee policies related to TB. Jeff Marrs asked several questions regarding the process for testing and follow-up which Amanda answered. A motion was made by Dr. O'Malley to approve the TB Screening Test Policy. The motion was seconded by Sherry Branson. Motion carried.

#### **BOH Committee Reports:**

##### **Finance Committee**

- **Update on the 2017 Budget** – Cindy talked about restructuring the Health Department staff (see page 7 in packet). She said she would recommend the Administrator and Assistant Administrator complement each other in that if one were a nurse, the other should be an L.E.H.P to cover Environmental Department duties. Jim Cox said this restructuring was discussed in the June 17, 2016 finance meeting and he thinks it makes sense from a financial standpoint. Marshall Newhouse asked if the restructuring is more due to budget savings or if due to the work flow and work load if this is just a more efficient way to have things structured. Dr. Hess said “both”. Cindy then discussed the budget comparison she handed out.
- **Approval of Minutes:** A motion was made by Jim Cox to approve the Finance Committee meeting minutes from June 17, 2016. The motion was seconded by Jeff Marrs. Motion carried.

#### **Departmental Reports:**

- **Personal Health** – Amanda said there is nothing out of the ordinary in the PHS monthly report this month. She stated that all the current projects and programs for the summer had already been discussed during the Administrator's report.
- **Environmental Health** – Bill said there is nothing out of the ordinary in the Environmental monthly report this month. Sherry asked about the Not-for-Profit loss being higher than this time last year. Bill said he thought it was partly due to the increase in fees.
- **Finance Report** – Jim Cox reviewed the finance report contained in the monthly packet.

A motion to approve the financial report for May was made by Jim Cox and seconded by Marshall Newhouse. Motion carried.

**Approval of Claims:** A motion was made by Jim Cox and seconded by Jeff Marrs to approve the claims for June 2016. Motion carried.

#### **Unfinished Business:**

- **Proposed Code Clarification** – Dr. Hess discussed the three options for Not-for-Profit code changes. Dr. O'Malley said many people that own restaurants have complained to him and are not happy with the current code and feel they are losing business. Dr. Hess then went around the table for each board member to give their comments on this matter.
- Barbara Thrun left the meeting at 1:30.
- Dr. Hess thought that due to financial uncertainty and to be fiscally responsible, he is in favor of requiring Not-for-Profits to pay food permit fees. Jim Cox made a motion to approve the ordinance on page 32 of the packet which deletes section “h”, “fee waiver” of the county food

code in its entirety. Motion seconded by Dr. Brechon. Motion carried. A hand vote was then taken. Motion passed 8-1, with the one opposing vote being Bernard O'Malley.

- Letter to Surface Transportation Board – Sherry Branson distributed a letter she drafted and said there is a new deadline from the railroad of July 15, 2016. There was discussion on this letter and she referred to Bill Hatfield, who is a geologist. Bill stated that the letter is factual. A motion was made by Meredith Williams to approve the letter and send it to the Surface Transportation Board. Motion was seconded by Dr. Lendman. Motion carried.
- Dr. Lendman left at 1:52pm.

**New Business:**

- Confirmation of a search committee – Dr. Hess appointed Jim Cox as chairman of the search committee. Jim Cox said the search committee should be the same members as the finance committee, and he gave Cindy the ok to start the process.
- Refund Process –A letter was sent to County Board Chairman Bob Walberg from the Moose Club requesting a refund in the amount of \$2485 in light of their Not-for-Profit status. Dr. O'Malley said they should provide proper documentation of their status as a corporation and that they should also respond with documentation that they are currently a Not-for-Profit organization, and that they address a letter directly to the Board of Health.
- Change in reports to HHS – Sherry Branson said she, the HHS committee, and the County Board members think reporting should be simplified and streamlined amongst the different county departments. Sherry is proposing this and the Board was in support of this process.

A motion to adjourn was made by Jim Cox and seconded by Marshall Newhouse. Motion carried. Meeting was adjourned at 2:08 p.m.

Submitted through Jim Cox  
Chris Elias