

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
June 28, 2010
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Frost, Allen Sisson, Jim Cox, Gary Turner, Dr. Conder, Dr. D'Souza, Paul Larson, Jack Spatz, and George Sprecher.

Staff Present: Bill Hatfield, Lisa Gonzalez, Ellen Genrich, Nancy Reagan and Sandy Romanek.

Guests Present: Kim Luckey

Program Highlights: None

Dr. Frost called the meeting to order at 12:05 p.m.

A motion to approve the agenda was made by Jim Cox and seconded by Dr. Conder. Motion carried.

Public Comment: None

A motion was made by Paul Larson and seconded by Gary Turner to approve the meeting minutes of June 1, 2010. Motion carried.

A motion was made by Paul Larson and seconded by Jack Spatz to approve the meeting minutes of June 8, 2010. Motion carried.

A motion was made by Paul Larson and seconded by Dr. Conder to approve the meeting minutes of June 16, 2010. Motion carried.

Department Reports:

- **Personal Health:** Lisa introduced her two members that attended the BOH meeting, and also Kim Luckey, a student nurse from U of Wisconsin. Lisa presented the departmental report for the month. Lisa also updated the BOH concerning the PHEP grant that will be extended, and the fact we have nothing specific for all the other State grants. There was discussion concerning pertussis and chronic and acute Hep C.
- **Environmental Health:** Bill presented the report for the month. The report is in the monthly packet. Bill reviewed the types of Nuisance complaints that we have received. There was also discussion pertaining to Tanning inspections.
- **Personnel Reports:** Lisa reminded the Board that we currently have 2 open positions, one for the Family Planning Coordinator, and the other the Administrator position.
- **Contracts and Agreements – Renewals:** None
- **Contract and Agreements – New:** Bill reviewed the preventative maintenance agreement that was signed with Nelson Carlson for the air conditioning units.

Administrator's Report

- Customer feedback update – The volume of cards being submitted have been minimal. Lisa mentioned that on the clinic side the feedback was related to the length of time between appointments due to limited exam rooms and staff, or problems with clients bringing in appropriate paperwork. She is looking into improving communication with the clients.
- 3-year Term Renewal – Bill summarized the results of the County Board meeting: Dr. Hess had been reappointed for a 3 year term, Dr. Frost and Dr. Conder had not been approved. Kathleen Taylor had been approved as the new Board of Health member replacing George Sprecher, effective July 1, 2010. George did not choose to serve another 3 year term. Questions came up concerning the ability of Dr. Frost and Dr. Conder to continue to serve until they are replaced. According to Bill they should be able to continue to serve, until they are replaced by the County Board. Bill reviewed state statutes related to Board of Health members. A copy of the memo from the Boone County State's Attorney is attached. The items covered concern the make-up of the Board of Health, and the procedure to reapply. Anyone could apply for openings as of July 1, 2011. There was also discussion concerning the BOH by-laws and also the potential of adding a requirement for a veterinarian.
- The Board and staff thanked George Sprecher for his contributions during his term on the Board of Health.
- Lisa reviewed the OSHA inspection that took place on Thursday, June 24, 2010. The only major concern was the dock in the area outside of the Administrator's office. Lisa has a call into Ken Terrinoni about this. We will be receiving the OSHA report in about 3 weeks.
- Lisa also updated the Board on the receipt of a FOIA request. This will be reviewed by Michelle Courier. Dr. Hess requested nothing be finalized until the Board is updated.

Policies/Agreements – New

- **Benefits for Voluntary Unpaid time off** – Bill updated the Board on his discussion with Ken Terrinoni. Paul Larson stated the County policy as it pertains to requested voluntary time off. This is not a policy in writing, but if an employee is asked to take voluntary time off, and they take a day off without pay, they will continue to receive benefits as if they were still full time employees.
- **Revised Ogle/Boone shared employee contract** – Bill clarified that the position at Ogle County had been filed. The agreement could eventually be used as a template for any possible future situations.

Financial Report:

Health Fund & Grant Fund - Bill presented the report for the month. The report is in the monthly packet. A motion was made by Jim Cox and seconded by Jack Spotz to approve the financial reports for the month of May, 2010. Motion carried.

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

Committee Reports:

- **Search Committee** – The Search Committee will restart their process to fill the Administrator in the near future.
- **Finance Committee** – None

Unfinished Business: Review/approval of closed session minutes, to vote on the verbatim records. Postponed until next Board meeting. We will provide a copy of the minutes for these meetings at the next session.

New Business:

- **FY 2010 Budget** – Bill updated the Board of a request made by Ken Terrinoni. A motion to approve reducing the FY 2010 budget for the Health Fund by the requested 2% (a total amount of \$16,391) was made by Gary Turner and seconded by Jim Cox. Motion carried.
- **Board of Health/Staff interviews by Outside Contractors** – There was an open discussion about this process. Bill expressed the staff concerns over maintaining anonymity during this process. Bill also requested an idea of the overall implementation of these interviews. Not much is know at this time. Dr. Hess clarified that the Board’s position is that these meetings will be held in complete anonymity and this will be an independent process. They also feel that this needs to take place so the staff and Board members have an opportunity to voice their concerns/issues if any exist. This is to be a positive interaction, being conducted by an independent third party. If there is any notification, the Board will make sure Bill and Lisa will be kept informed.
- **Repaving of the Parking Lot** – Postponed until next meeting. Bill will provide a copy of the proposal at the next meeting.

A motion to adjourn was made by Jim Cox and seconded by Allen Sisson. Motion carried. Meeting was adjourned at 1:15 p.m.

Submitted through Gary Turner.
Sandy Romanek

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