

**BOONE COUNTY BOARD OF HEALTH  
MEETING MINUTES  
March 29, 2010**

**BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

**Members Present:** Jim Cox, Gary Turner, Dr. Conder, Dr. D'Souza Paul Larson, Jack Spotz, and George Sprecher.

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

**Guests Present:** James Middleton, from the Boone County Journal, Betsy Fritsch, from the Rockford Register Star, and Susan Karras.

**Program Highlights:** None

Gary Turner called the meeting to order at 12:06 p.m.

A motion to amend the agenda to include under item 12, section b. A letter from a former employee requesting the clarification of benefits. The motion was made by Paul Larson and seconded by Jack Spotz. Motion carried.

**Public Comment:** None

A motion was made by Jim Cox to approve the meeting minutes of March 1, 2010, and seconded by George Sprecher. Motion carried.

A motion was made by Jim Cox and seconded by Jack Spotz to approve the meeting minutes of March 17, 2010 which should include the following:

A motion was made by Gary Turner to go into closed session at 12:10 p.m. for the purpose of discussing grievances that have been submitted against Stephanie Crawford, the Assistant Administrator, and a disciplinary action appeal. The grievance was submitted by a group consisting of Cristina Cintora, Nancy Reagan, Carmen Rodriguez, Chris McKibben, Siobain Daughenbaugh, Sue Magyar and Ellen Genrich. The other disciplinary action had been submitted separately by Susan Karras and involved Nancy Reagan. This disciplinary action had been resolved by Ray Empereur, but he would be updating the Board of Health concerning this in the closed session. Motion seconded by Jim Cox. Motion Carried. All staff except Ray Empereur was asked to leave, but to remain available for possible questions during the closed session.  
Motion carried.

**Department Reports:**

**Personal Health:** Lisa presented the departmental report for the month. The report is in the monthly packet. Lisa introduced the staff that was in attendance. Lisa clarified that school physicals would be going on during the summer.

**Environmental Health:** Bill presented the report for the month. The report is in the monthly packet. Bill also reviewed information concerning food inspections, food recalls, nuisance activity, along with tanning and body art (piercing) inspections.

**Personnel Reports:** None

**Contracts and Agreements – Renewals:** None

**Contract and Agreements – New:**

- Ogle County LEHP Contract – Ray and Bill presented the proposed contract with Ogle County, clarifying that the contract had not been reviewed by the Boone County State's Attorney, but the content had been approved by the Ogle County Board, but not the dollar amount. A motion to tentatively approve the Ogle County Contract contingent on the Boone County State's Attorney's approval, a final approval by the Ogle County Board of Health, and also dependent on the dollar amount specified, was made by Paul Larson, and seconded by Dr. Conder. Motion carried.

- New Contract for Administrative Services – Ray presented the proposed changes in his contract, which include providing services as a consultant more than providing services as an administrative supervisor. Ray also stated that this contract had not yet been approved by the Boone County State’s Attorney. Bill and Lisa would remain in place as **Acting Co-Administrators** with Bill acting as the primary. Ray also stipulated that according to George Rudis from IDPH, both Bill and Lisa meet the State qualifications for a Public Health Administrator. This contract would remain in effect until a new Administrator is in place. A motion was made by Paul Larson and seconded by Jim Cox, to tentatively approve the new contract for Administrative Services provided by Ray Empereur, pending the State’s Attorney’s approval. Motion carried.

**Financial Report:** Ray reviewed the Grant Fund report and the Health Fund report that are in the monthly packet. A motion was made by Jim Cox and seconded by George Sprecher to approve the financial report. Motion carried. George asked for clarification at the next Board meeting concerning the amount of the Health Tax Referendum, and how it relates to the monies being paid to BCSWD.

To clarify:

Total Revenue FY 2010	\$776,642
Total Expenses FY 2010	\$819,545
Net	(\$42,900)

Total Cost of Boone County Soil & Water \$65,400.00

**Approval of Claims:** A motion was made by Jim Cox and seconded by George Sprecher to approve the claims for the month of March, 2010. Motion carried.

**Committee Reports: None**

**Unfinished Business:**

- Recruitment for next Administrator – Ray reviewed the BCHD policy handbook and minimal requirements. The open position will be posted, and we will be accepting applications through April 30, 2010. There would then be an in-house review to eliminate any candidates who are not qualified. The remaining applications would then be submitted to the Search Committee for final selection. The Search Committee consists of Dr. Hess, Allen Sisson, Dr. Frost and Gary Turner. This committee was appointed at the BOH meeting held on January 4, 2010. George Sprecher requested that a review take place at the next Board Meeting of the selection process for Committee members, and also the By-laws which were updated 1/07/2008.

A list of the Committees established on January 4, 2010.

***SEARCH COMMITTEE***

***Dr. Kent Hess, Allen Sisson, Dr. Frost & Gary Turner***

***Finance Committee***

***Dr. Hess, Jim Cox, Allen Sisson, & Dr. Frost***

***Expansion Committee***

***Dr. Hess, Jim Cox, Allen Sisson, Dr. Frost, Dr. Conder, Gary Turner, George Sprecher, & Stephanie Crawford***

**New Business:**

- IRS 2010 Standard Mileage Rate – The Board of Health reviewed the IRS rate for 2010 which is currently \$ .50. They decided to take no action to change the current Health Department rate of \$ .505.
- Abstinence Program – Ellen presented an overview of the Abstinence Program. Included was a breakdown of what the cost would be to support the schools for the 2009/2010 School Year. A motion

was made by George Sprecher and seconded by Jim Cox to support the middle schools the remainder of the school year for a total cost of \$1,435.23. Motion carried.

**Administrator's Report:**

- Customer Feedback Update – This was deferred until the next BOH Meeting on May 3, 2010.

Staff and Guests were asked to leave for the Closed Session. Bill, Lisa, Ray and Sandy were asked to remain.

**Executive Session:** Closed Session - A motion was made by Jim Cox to go into closed session at 1:05 P.M. for the purpose of approving the closed session minutes of March 17, 2010, and to review a letter written to the Board Members from a former employee regarding payment of benefits. Motion seconded by Dr. Conder.

The Board came out of Closed Session at 1:15 P.M.

A motion was made by Paul Larson and seconded by Dr. Conder to grant Susan Karras 2 weeks vacation. Gary Turner requested a show of hands for the vote. Those voting for the motion were Jim Cox, Gary Turner, Dr. Conder, Dr. D'Souza Paul Larson, and Jack Spatz. Those opposed to the motion were George Sprecher. Motion carried.

A motion to adjourn was made by Jim Cox and seconded by Jack Spatz. Motion carried. Meeting was adjourned at 1:20 p.m.

Submitted through Gary Turner.  
Sandy Romanek



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