Members Present: Jim Cox, Barbara Thrun, Dr. Lendman, Marshall Newhouse, Dr. Pumilia, Dr. Corcoran, Dr. Phoenix, Jen Jacky, Dr. O’Malley, and Lee Revels

Excused and not in Attendance:

Not Excused and not In Attendance: Cira Bennett

Guests Present: Bill Pysson, Teri Snow, Izzy Mandujano, Dan Streed, and Channel 17 News Anchor Michelle Rave

Staff Present: Amanda Mehl, Kari Kampen, Chris Elias, Laurie Graciana, and Sonia Eichstaedt

Jim Cox called the meeting to order at 12:05 p.m.

Amanda proposed the agenda be amended to add an agenda item under New Business, #9, to be added as letter H, as follows: Allocation of up to $50,000 of reserve monies for Corona Virus.

A motion was made by Marshall Newhouse and seconded by Dr. Corcoran to approve the amended agenda for February 3, 2020. Motion carried.

Approval of Minutes: A motion was made by Marshall Newhouse to approve the meeting minutes from December 2, 2019. The motion was seconded by Jen Jacky. Motion carried.

Approval of Closed Session Minutes: A motion was made by Dr. Phoenix to approve the closed session meeting minutes from December 2, 2019. The motion was seconded by Dr. O’Malley. Motion carried.

Public Comment: None

Reports:
Department Report – See pages 5-11 of packet.

For the discussion on below domains, see following minutes under the specific agenda items listed under Reports, letter A, with corresponding sub letters:

- Domain 8 – Corresponding with agenda item 5A(a), COAR Program Update
- Domain 4 – Corresponding with agenda item 5A(b), 2020 Census
- Domain 1 – Corresponding with agenda item 5A(c), Influenza Update
- Domain 1 – Corresponding with agenda item 5A(d), Coronavirus Update
- Domain 4 – Corresponding with agenda item 5A(e), Boone County Hunger Coalition Walking Audit
- Domain 12 – Corresponding with agenda item 5A(f), Joint Press Release (Marijuana Use)
- Domain 12 – Corresponding with agenda item 5A(g), Fact Sheet (IL Marijuana Law)

- COAR Program Update – Under Domain 8, Amanda introduced Laurie Graciana, who has been hired as the COAR Program Manager.

- 2020 Census – See pages 12-13 of packet. Under Domain 4, Amanda briefly discussed the 2020 Census and introduced Izzy Mandujano, the Boone County Planner. Izzy discussed the importance of the 2020 Census and explained that the City of Belvidere and Boone County have formed a Complete Count Committee of stakeholders who can relay information to their constituents, agencies, and businesses. She said they continue to work on outreach and upcoming events.

- Influenza Update – Under Domain 1, Sonia and Kari gave a presentation and discussed the current seasonal influenza situation and numbers that have been reported to BCHD.

- Coronavirus Update – Under Domain 1, Amanda stated that locally the current risk to the public from the Novel 2019 Coronavirus is low and that seasonal flu remains more of a risk to our public at this time. She discussed the statistics from the Centers for Disease Control and Prevention (CDC) listed on page 5 of the
packet, and gave the most current statistics from the CDC, both worldwide and in the United States for the 2019 Novel Coronavirus. She discussed the known information, such as how it is spread, how to protect yourself and the risk worldwide and in the United States. Marshall asked if masks are helpful in preventing the illness. Dr. Phoenix said yes, it could still be helpful as the virus seems to spread similar to seasonal influenza.

- Boone County Hunger Coalition Walking Audit – See pages 14-16 of packet. Under Domain 4, Amanda asked Izzy to speak regarding the audit. Izzy said some surveys have already been submitted and encouraged the Board members to push this information out to network constituents. She said if anyone is interested in participating in the audit, it is scheduled for February 24, 2020 at 3:15 p.m. and they can email Amanda to sign up to volunteer.

- Joint Press Release (Marijuana Use) – See page 17 of packet. Under Domain 12, Amanda discussed the press release that was sent to the media and the public from the local nine regional health departments regarding certain populations that may be at risk with Marijuana use.

- Fact Sheet (IL Marijuana Law) – See pages 18-19 of packet. Under Domain 12, Amanda stated this fact sheet is a good summary of the Illinois Cannabis Law. She summarized the fact sheet and said there is a list of resources and websites on bottom of the sheet. Lee Revels asked if there had been any requests from businesses to open shops in Boone County. Izzy said no. Marshall asked if the State of Illinois has found or reported any positive effects of Marijuana use. Dr. Phoenix said it is not definitive as far as individual health benefits, but said in other states that have legalized Recreational Marijuana there have been less reports of narcotic use.

BOH Committee Reports:
Finance Committee

- Jim Cox said the committee has not met and there is no report.

Finance Report

- **Statement of Revenues & Expenditures.** See pages 20-21 of packet. Jim Cox discussed the report for November 2019 and December 2019 and commended Amanda, Kari and the rest of the BCHD staff with the management of the budget this year.


**Approval of Financial Report:** A motion to approve the financial report for November 2019 and December 2019 was made by Dr. O’Malley and seconded by Barb Thrun. Motion carried.

Amanda and Kari then gave a PowerPoint presentation entitled “Fiscal/Operational Report Out”. The report discussed operational progress, fiscal progress, things that have accounted for this progress as well as plans for surplus funds, bigger picture projects, and the local public health reserve fund.

**Notification of Claims:** Claims paid during the previous month.

A motion to approve the claims paid during the previous month was made by Dr. O’Malley and seconded by Marshall Newhouse. Motion carried.

**Approval of Claims (If Applicable):** None

**Unfinished Business:** None

**New Business:**

- **Drug and Alcohol Policy** – See pages 24-29 of packet. Kari said with the legalization of recreational marijuana, the County held a training for Administrative Policy, and that as a result of this, BCHD developed our own Drug and Alcohol Policy. She said the County will be developing a policy also. She
stated the Boone County States' Attorney had reviewed and had input on the draft policy. Kari then highlighted the key points of the policy.

A motion to approve the Drug and Alcohol Policy was made by Lee Revels and seconded by Jen Jacky. Motion carried.

- TB MOU – See pages 30-35 of packet. Amanda said this MOU is to cover services with McHenry County Health Department for oversight of TB care and treatment. She said BCHD currently has an MOU in place with the Winnebago County Health Department, which will be terminated.

A motion to approve the TB MOU was made by Dr. O'Malley and seconded by Dr. Corcoran. Motion carried.

- New Mileage Rate – See page 36 of packet. Amanda said there is a new federal mileage rate in effect as of January 1, 2020.

A motion to approve the new federal mileage rate was made by Marshall Newhouse and seconded by Dr. Phoenix. Motion carried.

- County Non-Union Employee Pay Increase – See page 37 of packet. Amanda explained the email sent out by the Temporary County Administrator Austin Edmondson, which said that at the January 15, 2020 meeting, the County Board approved a 2.6% pay increase for most non-union employees retroactive to December 1, 2019. Amanda proposed that BCHD employees get a raise of .6% to be combined with the 2% that already went into effect December 1, 2019. Kari said the .6% equals to just over $4000 in the budget.

A motion to approve the extra .6% pay increase was made by Dr. Phoenix and seconded by Lee Revels. Motion carried.

- Organizational Chart Update – See page 38 of packet. Amanda said this was updated to reflect the new positions for the COAR Program staff under the Center for Health Equity and Access to Care and clarified that their salaries will be funded by the Department of Justice Grant.

A motion to approve the revised Organizational Chart was made by Lee Revels and seconded by Barb Thrun. Motion carried.

- Com Ed Energy Efficiency Program – See pages 39-41 of packet. Amanda said she appreciated the work done by Temporary County Administrator Austin Edmondson who set up an assessment of County owned buildings by Com Ed. The assessment determined BCHD’s building and many other County buildings qualified for free upgrades to LED lighting fixtures, which leads to an annual energy cost savings for BCHD.

- Annual Strategic Plan Update 2019 – See pages 42-45 of packet. Amanda discussed the 2019 Strategic Plan and the four main goals the plan focuses on.

- Allocation of up to $50,000 of reserved monies for Corona Virus. Dr. Phoenix said he would like there to be an allocation of up to $50,000 of reserved monies to cover potential expenses related to Coronavirus response. Marshall asked for clarification that BCHD is not spending the money now, but allocating it to the general BCHD fund so it is accessible for immediate use if needed without having to call together an emergency Board of Health meeting for a vote if and when it is needed. Dr. Phoenix said this is correct. Marshall then asked what types of things in a public health emergency the funds may need to be used for. Dr. Phoenix said that while there is no way to know the exact needs because every emergency could be different, it would generally be used for things like isolation, quarantine procedures, staff time and bringing up hotlines, etc.

A motion to approve the allocation of up to $50,000 of reserved monies for Corona Virus response was made by Dr. O'Malley and seconded by Barb Thrun. Motion carried.
Executive Session:
A Roll Call vote was taken to go into closed session at 1:37 p.m. to discuss personnel. All Board members who were present were in favor. This included: Jim Cox Barb Thrun, Dr. Lendman, Marshall Newhouse, Dr. Pumilia, Dr. Corcoran, Dr. Phoenix, Jen Jacky, Dr. O’Malley and Lee Revels.

The Board resumed open session at 2:00 p.m.

A motion was then made by Dr. Phoenix and seconded by Dr. Pumilia for a $3500.00 merit-based pay to be paid in a lump sum to the Administrator, Amanda Mehl.

A motion to adjourn was made by Marshall Newhouse and seconded by Dr. Lendman. Motion carried. Meeting was adjourned at 2:04 p.m.

Submitted through Jen Jacky
Chris Elias