

# BOONE COUNTY BOARD OF HEALTH MEETING

June 1, 2009 ♦ 12:00 p.m.

Boone County Health Department ♦ 1204 Logan Avenue ◻ Belvidere ◻ IL 61008

## AGENDA

1. **PROGRAM HIGHLIGHTS:**
  - a. Abstinence - Ellen Genrich

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2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENT**
4. **CONSENT AGENDA ITEMS**
  - a. Approval of previous meeting minutes *pg # 1-2*
  - b. Department Reports:
    - i. Personal Health *pg # 3-5*
    - ii. Environmental Health *pg # 6-7*
  - c. Personnel Reports
  - d. Contracts and Agreements – ***RENEWALS***
5. **CONTRACTS AND AGREEMENTS – NEW**
6. **FINANCIAL REPORT**
  - a. Health Fund & Grant Fund *pg # 8-11*
7. **APPROVAL OF CLAIMS** *pg # 12-19*
8. **COMMITTEE REPORTS**
9. **UNFINISHED BUSINESS: (For Action and/or Discussion)**
  - a. Program Priorities
  - b. IRS 2009 Mileage Rates *pg # 20*
10. **NEW BUSINESS: (For Action and/or Discussion)**
  - a. Public Comment procedure *pg # 21*
  - b. Election of officers
  - c. Board of Health Goals
  - d. Assistant Public Health Administrator Job Description
11. **ADMINISTRATOR'S REPORT**
  - a. Website statistics usage *pg # 22*
  - b. Credit Card Processing
  - c. Food Permits
  - d. Vacation
  - e. H1N1 Influenza Debriefing
  - f. Administrator's Monthly Activities Report *pg # 23-24*
  - g. Department Recognition
12. **EXECUTIVE SESSION**
13. **ADJOURNMENT**

PLEASE call Debbie at 547-8540 or e-mail at [djeanmaire@boonehealth.org](mailto:djeanmaire@boonehealth.org) if you will be unable to attend this meeting. Next regularly scheduled meeting: June 29, 2009 at 12:00 p.m.

**BOONE COUNTY BOARD OF HEALTH  
MEETING MINUTES  
June 1, 2009  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

**Members Present:** Dr. Hess, Dr. Frost, Allen Sisson, Dr. D'Souza, Jim Cox, Dr. Conder, Gary Turner, George Sprecher and Anthony Dini.

**Staff Present:** Stephanie Seaworth, Ray Empereur, Lisa Gonzalez, Bill Hatfield, and Sandy Romanek.

**Guests Present:** Bill Pysson

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

A motion was made by Jim Cox and seconded by Dr. Conder to remove the Program Highlights from the agenda.

A motion to approve the Amended Agenda was made by Allen Sisson and seconded Gary Turner. Motion carried.

Bill Pysson asked for response to his question brought to the Board at the May 4<sup>th</sup> meeting. Dr. Hess explained that the item was discussed at the H.H.S. Meeting, and it was determined that since the Board members are not County employees, nothing inappropriate had occurred.

George Sprecher asked that a line item be added to reflect the cost incurred during the search for the new Administrator. The Board agreed that a line item could be added to capture cost expended during this process.

A motion was made by Allen Sisson and seconded by Gary Turner to approve the meeting minutes of May 4, 2009. Motion carried.

**Department Reports:**

**Personal Health:** Lisa presented the departmental report for the month of April, 2009. The report for April, 2009 is in the monthly packet. Lisa also updated the Board on the H1N1 Influenza, and probable continuation of the Family Planning Grant.

**Environmental Health:** Bill presented the report for the month of April, 2009. The report for April, 2009 is in the monthly packet. Bill clarified the regulations concerning any existing ordinance relating to the use of public sewer/water systems when a private septic/sewer system fails that is in close proximity to a public sewer system. Bill also updated the Board on food recalls, construction related permits being down, West Nile Virus, Tattoo facility inspections, and the Boone County Soil & Water invoices. The Boone County Soil & Water Department has been overcharging us on their invoices. They had been overlooking the \$75.00 Health Department fee and also the Database fee. Bill is working with them to resolve.

**Personnel Reports:** none

**Contracts and Agreements - Renewals:** - none

**Contract and Agreements – None**

**Financial Report:** The Grant Fund report for April, 2009 and the Health Fund report for May, 2009 are in the monthly packet. A motion was made by Jim Cox and seconded by Allen Sisson to approve the Financial report for the month of April, 2009.

**Approval of Claims:** A motion was made by Gary Turner and seconded by Jim Cox to approve the claims for the month of May, 2009. Motion carried.

**Committee Reports: None**

**Unfinished Business:**

- Program Priorities – Handouts were distributed to update the Board on the importance of the existing programs based on Staff and Board members opinions.
- IRS Mileage rate – It was determined not to increase the current rate of .505 per mile.

**New Business:**

- Public Comment procedure – a form was included in the packet. A motion was made by Jim Cox and seconded by Dr. Frost to approve the use of the procedure. Motion carried
- Election of Officers – this will be addressed when both Deb Loos and Brad Rightnowar’s replacements are confirmed by the County Board.
- Board of Health Goals – Stephanie asked the Board have these ready fro discussion for the next meeting to be held on June 29, 2009.
- Assistant Public Health Administrator Job Description – Stephanie clarified that this job description is considered temporary.

**Administrator’s Report :**

- Website statistics – Information in the month packet.
- Credit Card Processing – Board updated that we have implemented accepting credit cards for service.
- Food Permits – The change requested concerning non-for profits, will be resubmitted at the next H.H.S. meeting.
- Vacation – Stephanie will be on vacation the balance of the week.
- H1N1 Debriefing – Stephanie updated the Board of the debriefing that took place at the Health Department.
- Administrator’s Report – Ray reviewed his monthly activity report for the month of May, 2009.
- Department Recognition – Stephanie presented the certificates issued by the Keenage Center to the Health Department in recognition of services performed. Stephanie will make sure these are displayed in the lobby.

George requested that an amendment be added to the Board of Health by-laws. He would like this amendment to require a special motion by the Board of Health to approve any line item that is over budget. This item will be added as new business on next month’s agenda for discussion.

A motion to adjourn was made by Allen Sisson and seconded by Dr. Conder. Motion carried. Meeting was adjourned.

Submitted through Allen Sisson.  
Sandy Romanek

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