

BOONE COUNTY BOARD OF HEALTH MEETING

June 29, 2009 ♦ 12:00 p.m.

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

AGENDA

1. **PROGRAM HIGHLIGHTS:**
 - a. Staff presentation
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENT** (comment form to be completed- 2 minutes allowed)
4. **CONSENT AGENDA ITEMS**
 - a. Approval of previous meeting minutes *pg # 1-2*
 - b. Approval of Finance Committee meeting minutes from 6-19-09 *pg # 3*
 - c. Department Reports:
 - i. Personal Health *pg # 4-6*
 - ii. Environmental Health *pg # 7-8*
 - d. Personnel Reports
 - e. Contracts and Agreements – ***RENEWALS***
 - i. UIC Shappert Clinic (Family Planning Services)
5. **CONTRACTS AND AGREEMENTS – NEW**
6. **FINANCIAL REPORT**
 - a. Health Fund & Grant Fund *pg # 9-12*
7. **APPROVAL OF CLAIMS** *pg # 13-20*
8. **COMMITTEE REPORTS**
 - a. Finance Committee
9. **UNFINISHED BUSINESS:** *(For Action and/or Discussion)*
 - a. Election of Officers
10. **NEW BUSINESS:** *(For Action and/or Discussion)*
 - a. Board of Health Bylaws Amendment
 - b. 3 year term renewals: G. Turner, J. Cox, A. Sisson
11. **ADMINISTRATOR'S REPORT**
12. **EXECUTIVE SESSION**
13. **APPRECIATION TO DEBORAH LOOS**
(served on Board of Health from 1991-2009)
14. **ADJOURNMENT**

* Lunch is served - there is a collection basket for payment available.

PLEASE call Debbie at 547-8540 or e-mail at djeanmaire@boonehealth.org if you will be unable to attend this meeting. Next regularly scheduled meeting: August 3, 2009 at 12:00 p.m.

BOONE COUNTY BOARD OF HEALTH
AMENDED MEETING MINUTES
June 29, 2009
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH

Members Present: Allen Sisson, Deb Loos, Jim Cox, Dr. Mary Simmons, Gary Turner, George Sprecher and Anthony Dini.

Staff Present: Stephanie Seaworth, Lisa Gonzalez, Ellen Genrich, and Sandy Romanek.

Guests Present: Bill Pysson

Ellen reviewed program highlights for the Abstinence Program with the Board of Health.

Allen Sisson called the meeting to order at 12:25 p.m.

A motion was made by Gary Turner and seconded by Jim Cox to add the amendment to the agenda.

A motion to approve the Amended Agenda was made by Jim Cox and seconded Deb Loos. Motion carried.

A motion was made by Jim Cox and seconded by Gary Turner to approve the meeting minutes of June 1, 2009. Motion carried.

A motion was made by Jim Cox and seconded by Allen Sisson to approve the meeting minutes of the Finance Committee for June 19, 2009. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month of May, 2009. The report is in the monthly packet. Lisa also clarified for the Board the "other" category in the report.

Environmental Health: Stephanie presented the report for the month of May, 2009. The report is in the monthly packet

Personnel Reports: none

Contracts and Agreements - Renewals: Stephanie reviewed the proposed contract with UIC Shappert Clinic. A motion was made by Deb Loos and seconded by Jim Cox to approve the proposed contract. Motion carried.

Contract and Agreements – New: Stephanie asked direction from the Board concerning the lack of storage space and also the existing condition at the back entrance of the building. A motion was made by Gary Turner to approve spending \$2,500 to have plans drawn-up by Richard Johnson, Architect. A motion to table the original motion was made by George and was seconded by Gary Turner. Motion carried. A motion to authorize Stephanie to seek other bids was made by Jim Cox and seconded by Deb Loos. Motion carried.

Financial Report: The Grant Fund report for May, 2009 and the Health Fund report for June, 2009 are in the monthly packet. A motion was made by Jim Cox and seconded by Gary Turner to approve the Financial report. It was determined that we would supply the Board with detail on any line items that are projected as over or under budget.

Approval of Claims: A motion was made by Jim Cox and seconded by Deb Loos to approve the claims for the month of June, 2009. Motion carried.

- **Committee Reports:** Stephanie, Allen and Jim updated the Board on the Finance Committee meeting that was held on June 19, 2009. We are still waiting for a response from the State's Attorney Office on previously submitted questions. Stephanie was asked to have a proposal for Fiscal Goals for Fiscal Year 2010. This should include any recommendations from the State based on per capita basis.

Unfinished Business:

- It was determined to place the election of officers on hold until the County confirms their appointment of the new Board of Health members. A motion to delay the election was made by Jim Cox and seconded by Gary Turner. Motion carried.
- A motion was made by Jim Cox to nominate Gary Turner to fill the position of Interim Secretary until the election for officers can be held. Motion was seconded by Dr. Mary Simmons. Motion carried.

New Business:

- A motion was made by George Sprecher to amend the Board of Health Bylaws. The proposed amendment was that any line item over the budgeted amount would need the full Board of Health approval for future expenditures. The discussion that followed covered how the Board currently approves claims along with receiving monthly financial reports that compare actual expenditures to the budget. It was felt that adding an additional step to the by-laws was not required due to the existing reports that are generated monthly for the Boards review. There was no second to the motion.
- Stephanie confirmed that Gary Turner, Jim Cox and Allen Sisson terms were renewed for 3 years.

Administrator's Report:

- Stephanie updated the Board on the Family Planning Budget, and asked to pursue looking into hiring a Nurse Practitioner.
- Credit Card Processing – Board updated on the status of the Health Department use of credit cards for service.
- Food Permits – The change requested concerning non-for profits, will be resubmitted at the next H.H.S. meeting.
- Stephanie updated the Board concerning the leaking roof, and the existing County agreement for maintenance. She is going to look for a quote from a local contractor.
- Stephanie asked the Board to review their calendar for a special meeting to be held on July 20, 2009. This meeting would be to review the budget, which is due at the County by August 3, 2009.
- Stephanie reviewed the Letter to the Editor that was submitted to the Rockford Register Star. She also shared the letter that was sent to Governor Quinn.
- Stephanie reminded the Board that her 6-month evaluation is due, and that as part of her civic involvement, she joined the Rotary Club.

The Board expressed their appreciation to Deb Loos, who had served on the Board of Health from 1991 through 2009.

A motion to adjourn was made by Jim Cox and seconded by Gary Turner. Motion carried. Meeting was adjourned.

Submitted through Gary Turner.
Sandy Romanek