

**BOONE COUNTY BOARD OF HEALTH  
AGENDA**

**MARCH 3, 2008**

**12:00 NOON**

**BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES OF FEBRUARY 4, 2008**
- IV. FINANCIAL REPORT: BILL HATFIELD, INTERIM ADMIN**
- V. UNFINISHED BUSINESS:**
  - \* Inclement Weather and building closing Policy**
  - \* Generator update: Bid opening March 18, 2008**
  - \* Telephone update: Phone Committee**
  - \* Database fees**
- VI. NEW BUSINESS:**
  - \* Server back-up / firewall**
- VII. DIV OF PERSONAL HEALTH SERVICES: LISA GONZALEZ**
- VIII. DIV OF ENVIRONMENTAL HEALTH SERVICES: BILL HATFIELD**
- IX. APPROVAL OF CLAIMS: FEBRUARY, 2008**
- X. ADMINISTRATIVE REPORT: BILL HATFIELD, INTERIM ADMIN**
- XI. CLOSED SESSION**
  - \* Personnel Issues**
  - \* Search Committee**
- XII. ADJOURNMENT**

**NEXT MEETING: MONDAY, MARCH 31, 2008 – 12:00 NOON**

**BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

**BOONE COUNTY BOARD OF HEALTH  
MEETING MINUTES  
MARCH 3, 2008  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

**Members Present:** Dr. Kent Hess, Allen Sisson, Deborah Loos, Dr. Frost, Jim Cox, Dr. Conder, Gary Turner, George Sprecher Dr. Simmons and Brad Rightnowar

**Staff Present:** Bill Hatfield, Lisa Gonzalez and Debbie Jeanmaire

**Guests Present:** Cathy Ward and Michele Holtzhauer

Treasurer Allen Sisson called the meeting to order at 12:08 and relinquished the leadership of the meeting to Board President Kent Hess upon his arrival at 12:10.

A motion to approve the Agenda was made by Dr. Conder and seconded by Gary Turner. Motion carried

A motion to approve the minutes of February 4, 2008, was made by Jim Cox and seconded by Deb Loos. Motion carried

**Financial Report:** Bill Hatfield presented the financial reports. The Health Fund Report was presented for the third month ending February 29, 2008. The Grant Fund Report was presented for the second month ending January 31, 2008.

**Unfinished Business:**

- The final version of the Inclement Weather Policy was submitted. A motion was made to accept this policy by Jim Cox and seconded by Dr. Frost. Motion carried
- The generator proposal was advertised for bids. There is a mandatory pre-bid meeting held at Boone County Department of Public Health on March 4, 2008. Sealed bids must be received by 2:00 p.m. on March 18, 2008.
- The Telephone Committee consisting of Jim Cox, Gary Turner and Allen Sisson met prior to the Board of Health meeting. After reviewing the information and giving positive comments in regards to the new phone system, they recommended approval. A motion to approve the new phone proposal was made by Allen Sisson and seconded by Gary Turner. Motion carried.
- The Request for Board of Health Action No. **0308-01** in regards to a Database Surcharge pertaining to food permits was submitted. The contract was approved at the last February 4, 2008 meeting. Request for Board of Health Action No. 0308-01 was presented to recommend that the County Board change county code Section 38-31 as indicated. Motion to approve the Request was made by Gary Turner and seconded by Dr. Conder. Motion carried.

**New Business:** Michele Holtzhauer, Information Technologist for Boone County Government, supplied expertise in the discussion concerning computer needs for Boone County Department of Public Health:

Request for Board of Health Action **0308-02.** (handed out)

Issue 1 - Computer backup. The present back up system has a capacity of 4GB and the Health Dept needs 9GB.

Issue 2 – Virus Protection. After Board discussion, Dr. Frost motioned to accept the staff recommendations. Brad Rightnowar seconded this motion. Motion carried.

License upgrade needs was discussed.

Notification has been received from Illinois Department of Public Health that the Boone County Health Department has complied with the Illinois Certified Local Health Department Code and is a Certified Local Health Department for the period November 4, 2007 to November 3, 2012.

**Personal Health Services Report:** Lisa Gonzalez reported. The written report for January 2008 is in the packet. Lisa reported that we were approved for a six-month extension of the Abstinence Grant. Discussion followed regarding an increase in teen pregnancy.

Lisa reported two upcoming events being coordinated by the Personal Health Services division. The Women Out Walking program, a 12 week walking challenge for Boone County women, will kick off on March 27<sup>th</sup> and a Town Hall meeting on underage drinking will be held at Belvidere North High School on April 1<sup>st</sup> at 7p.m. Both programs are funded through mini-grants awarded to the Health Department.

**Environmental Report:** The written report for January 2008 is in the packet.

**Approval of Claims:** A motion to approve the claims was made by Allen Sisson and seconded by Gary Turner. Motion carried.

**Administrative Report:** Discussion ensued regarding West Nile Virus. Bill explained that spraying for mosquitoes was ineffective. Education regarding clean up of stagnant water and usage of briquettes are considered appropriate methods for reducing the numbers of mosquitoes.

**Closed Session:** A motion to go to Closed Session was made by Allen Sisson and seconded by Gary Turner. The meeting went to Closed Session to discuss personnel issues and Administrator Search Committee issues. A motion to go back to Open Session was made by Jim Cox and seconded by Gary Turner.

A motion to adjourn was made by Gary Turner and seconded by Brad Rightnowar. Motion carried.

Submitted through Deborah Loos  
Debbie Jeanmaire