

# BOONE COUNTY BOARD OF HEALTH MEETING

March 2, 2009 ♦ 12:00 p.m.

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

## AGENDA (Amended)

### 1. PROGRAM HIGHLIGHTS:

- a. Plat Approval – Bill Hatfield
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### 2. APPROVAL OF AGENDA

### 3. CONSENT AGENDA ITEMS

- a. Approval of previous meeting minutes pg #1-2
- b. Introductions:
  - i. Stephanie Seaworth, new Health Department Administrator
  - ii. Michelle Courier, Boone County State's Attorney
- c. Department Reports:
  - i. Personal Health pg #3-5
  - ii. Environmental Health pg #6-7
- d. Personnel Reports
  - i. New Public Health Nurse, Susan Karras
- e. Contracts and Agreements – **RENEWALS**

### 4. CONTRACTS AND AGREEMENTS – NEW

- a. None

### 5. FINANCIAL REPORT

- a. Health Fund & Grant Fund pg #8-11

### 6. APPROVAL OF CLAIMS pg #12-19

### 7. COMMITTEE REPORTS

### 8. UNFINISHED BUSINESS: (For Action and/or Discussion)

- a. Bridging time in service policy pg #20

### 9. NEW BUSINESS: (For Action and/or Discussion)

- a. Program prioritization
- b. Fee change water testing/Groundwater Awareness Week

### 10. ADMINISTRATOR'S REPORT

### 11. EXECUTIVE SESSION

- a. Approval of closed session minutes:
  - January 29, 2009 & February 3, 2009 pg #21
  - February 6, 2009 pg #22-23

### 12. 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: March 30, 2009 at 12:00 p.m.

**BOONE COUNTY BOARD OF HEALTH  
MEETING MINUTES  
March 2, 2009  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Joseph Frost, Dr. Mary Simmons, Dr. D'Souza, Allen Sisson, Jim Cox, Dr. Conder, Dr. D'Souza, Gary Turner and George Sprecher.

Staff Present: Malafu Tiatia, Stephanie Seaworth, Bill Hatfield, Lisa Gonzalez, Ellen Genrich, and Sandy Romanek.

Guests Present: Michelle Courier, *Boone County State's Attorney*

Bill Hatfield presented an overview of the Plat Approval/ Review process.

The meeting was called to order at 12:13 by Dr. Frost.

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

A motion to approve the minutes of February 2, 2009 was made by Gary Turner and seconded by Deb Loos. Motion carried.

Malafu introduced Stephanie Seaworth, the new Boone County Health Department Administrator, and also Michelle Courier, the Boone County State's Attorney.

**Department Reports:**

**Personal Health:** Lisa updated the Board on the Influenza activity, the WOW mini-grant, and the community presentations taking place which are paid for by the Cosmopolitan Club Diabetes grant.

**Environmental Health:** Bill updated the Board on the contractor's workshop, food recalls, nuisance inspections and the West Nile Surveillance Grant.

The reports for January 2009 are in the monthly packets.

**Personnel Report:** Malafu updated the Board on the new nurse that will be starting on March 9, 2009. Her salary will be paid from the grant fund.

**Contracts and Agreements (new):** None

**Financial Report:** Malafu presented the financial reports. The Health Fund report was presented for the month of February 2009, and the Grant Fund Report was presented for the month of January 2009. A motion to approve the financial reports was made by Gary Turner and seconded by Allen Sisson. Motion carried. It was explained to the Board that currently the interest rates for the Health Fund checking account is the same as the rate of return for one month C.D. which is why there is currently no C.D. for excess funds.

Malafu confirmed that a Letter of Commitment would be sent to Jan Noble for the \$400.00 coming from the Bioterrorism Grant for the scale model of the Belvidere area to be used for training purposes.

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

**Committee Reports:** None

**Unfinished Business:** A motion to approve the vacation time bridging policy was made by George Sprecher, and seconded by Jim Cox. Motion carried. This policy establishes criteria for bridging time in service – when an employee changes status from part-time to full-time – for the purpose of calculating vacation days/hours.

**A non-exempt full-time employee may request bridging of his/her part-time status with his/her current status when all of the following criteria have been met:**

- 1. There was no break in service during part-time status;**
- 2. Hours worked, as a part-time employee must equal to at least three years of full-time employment;**
- 3. The employee must complete three years of continuous full-time employment.**

**New Business:** The Program prioritization item was postponed until the next Board of Health meeting held on March 30, 2009. Information will be mailed in advance to the Board Members. Bill proposed to the Board that for Groundwater Awareness Week (March 8 – 14) we should reduce the fee charged for laboratory costs. A motion to approve the temporary fee of \$30.00 from \$40.00 was made by Gary Turner and seconded Dr. Ron Conder. Motion carried.

**Administrative Report:** Malafu thanked to entire Board for the opportunity to serve as the Boone County Health Department Administrator. Dr. Hess presented a certificate to Malafu, thanking him for his service.

**Executive Session:** A motion to go into closed session was made by Allen Sisson, and seconded Dr. Frost. Motion carried. The board returned to open session.

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

Submitted through Deb Loos.  
Sandy Romanek