

BOONE COUNTY BOARD OF HEALTH MEETING

November 2, 2009 ♦ 12:00 p.m.

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

AGENDA

1. **PROGRAM HIGHLIGHTS:**
 - a. Ken Terrinoni
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. 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**
 - a. Select Staffing / RemX Staffing Contract
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. Financial Review *pg # 20-23*
 - b. Food Permits
10. **NEW BUSINESS: (For Action and/or Discussion)**
 - a. Conference Room Upgrades
11. **ADMINISTRATOR'S REPORT**
12. **EXECUTIVE SESSION**
 - a. Approval of closed session minutes from October 5, 2009 *pg # 24*
 - b. BOH Vacancy Closed Ballot Vote
13. **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: November 30, 2009 at 12:00 p.m.

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

Members Present: Dr. Hess, Dr. Frost, Jim Cox, Dr. D'Souza, Gary Turner, Dr. Conder, Dr. Simmons, Paul Larson and George Sprecher.

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

Guests Present: Ken Terrinoni, Bill Pysson, and Eve Zahrndt

Dr. Frost called the meeting to order at 12:04 p.m.

A motion to approve moving the Program Highlights to the end of the meeting was made by Jim Cox and seconded by Dr. Conder. Motion carried.

Public Comment: None

A motion was made by Jim Cox and seconded by Dr. Conder to approve the meeting minutes of October 5, 2009. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month. The report is in the monthly packet. Lisa updated the Board on the seasonal flu and also H1N1.

Environmental Health: Bill presented the report for the month. The report is in the monthly packet. Bill discussed Food inspections, Potable water, West Nile virus and Body Art. Bill also distributed a summary on food recalls to the Board.

Personnel Reports: None

Contracts and Agreements – Renewals: None

Contract and Agreements – New: Stephanie updated the Board on the Select Staffing/RemX staffing proposal. The proposal will be for this fiscal year depending on what develops with the H1N1 virus. The proposal is for outside nursing staff which could include the use of LPN's. This would be paid for from the new PHER III Grant. A motion to approve the proposal was made by Gary Turner, and seconded by Jim Cox. Motion carried.

Financial Report: The Grant Fund report and the Health Fund report are in the monthly packet. There was an open discussion on specific line items. For the next Board meeting, a summary will be included for items where a large variation exists from the original FY 2009 budget. A motion was made by Jim Cox and seconded by Dr. Conder to approve the financial report. Motion carried.

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

Committee Reports: None

Unfinished Business:

- Financial Review – Stephanie presented the FY 2010 budget for the Board’s review. She highlighted a few changes from the original budget presented previously. A motion to approve the revised budget was made by Jim Cox, and seconded by Gary Turner. Motion carried.
- Food Permit Ordinance – Stephanie handed out the proposed ordinance changes concerning the non-for-profit fee for food permits. After lengthy discussion, with Gary Turner voicing concerns over any fee, a motion was made to approve submitting the proposed change to HHS. The change is to include a fee of 50% for the first year, and a full fee for the 2nd year. A motion was made by Dr. Conder and seconded by Jim Cox. The motion passed 6 in favor and Gary Turner and George Sprecher opposed.

New Business:

- Conference Room Upgrades – Stephanie reviewed the upgrades to the conference room that would be paid for by grants. These upgrades are necessary to meet some of the deliverables of multiple grants. The total cost could be up to \$6,500.00, and is not a budgeted item. A motion to approve the upgrades was made by Jim Cox, and seconded by Dr. Conder. Motion carried with no opposition.

Administrator’s Report:

- Stephanie updated the Board that the services for Family Planning will be temporarily discontinued on Friday to allow the Family Planning Coordinator to assist with other activities. The clinic services would still be available Monday thru Thursday.
- Stephanie also clarified for the Board that role call votes are not currently required by the Board of Health by-laws. The by-laws have been submitted to the State’s Attorney for review, to evaluate that we are in compliance.
- Stephanie informed the Board that due to H1N1 overtime was currently being approved for the staff.

Program Highlights: Ken Terrinoni explained tax caps and the tax levy to the Board, and in particular, why the budgeted amounts for the tax levy changes. The variation is due to the difference between the budget which is an estimate, and the actual which is the amount that is calculated by the County Clerk.

Executive Session: The Board went into closed session at 1:00 to vote on the BOH vacancies, and also approve the minutes from the previous closed session. Staff and guests except Ray Empeur, Stephanie Seaworth Crawford and Sandy Romanek were asked to leave.

The Board came back into open session at 1:07. A motion to approve recommending Jack Spetz to Bob Walberg for the open position on the Board of Health was made by Jim Cox and seconded by Gary Turner. Motion carried

A motion to approve the minutes from the October 5, 2009 closed session meeting was made by Jim Cox and seconded by Dr. Conder. Motion carried.

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

Submitted through Gary Turner.
Sandy Romanek

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