

BOONE COUNTY BOARD OF HEALTH MEETING

October 5, 2009 ♦ 12:00 p.m.

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

AGENDA

1. **PROGRAM HIGHLIGHTS:**
 - a. Becky Cook Kendall – Rockford Health Council

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 revised minutes from August 3rd *pg # 3-4*
 - c. Department Reports:
 - i. Personal Health *pg # 5-7*
 - ii. Environmental Health *pg # 8-9*
 - d. Personnel Reports
 - e. Contracts and Agreements – ***RENEWALS***
5. **CONTRACTS AND AGREEMENTS – NEW**
6. **FINANCIAL REPORT**
 - a. Health Fund & Grant Fund *pg # 10-13*
7. **APPROVAL OF CLAIMS** *pg # 14-20*
8. **COMMITTEE REPORTS**
9. **UNFINISHED BUSINESS: (For Action and/or Discussion)**
 - a. None
10. **NEW BUSINESS: (For Action and/or Discussion)**
 - a. Board of Health Vacancy
 - b. Updated FY2010 Budget Review
 - c. Storage Expansion
11. **ADMINISTRATOR'S REPORT**
12. **EXECUTIVE SESSION**
 - a. Employee Salary Discussion
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 2, 2009 at 12:00 p.m.

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
October 5, 2009
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Frost, Allen Sisson, Jim Cox, Dr. D'Souza, Dr. Conder, Dr. Simmons, Paul Larson and George Sprecher.

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

Guests Present: Bill Pysson, Mike Bacon, Becky Cook Kendall, Eve Zahrndt, Jack Spotz, Sarah Spohr, and Janet O'Connell

Dr. Frost called the meeting to order at 12:03 p.m.

Program Highlights: Motion was made by Jim Cox to move the Program Highlights to the bottom of the agenda, the motion was seconded by Jim Cox. Motion Carried.

A motion to approve the Agenda was made by Allen Sisson and seconded by Jim Cox. Motion carried.

Public Comment: Bill Pysson voiced the following concerns:

1. A roll call should have been used to approve the salary increase of the Assistant Administrator instead of by a voice vote.
2. Questioned why the applications for appointment by the County Board for the current vacancy on the Board of Health, were sent to the Assistant Administrator.
3. Took exception to the confidentiality statement that that was attached to the e-mail that was sent from the Assistant Administrator.

A motion was made by Allen Sisson and seconded by Jim Cox to approve the meeting minutes of August 31, 2009. Motion carried.

A motion was made by Allen Sisson and seconded by Dr. Conder to approve the amended meeting minutes from August 3, 2009. Motion carried.

Department Reports:

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

Environmental Health: Bill presented the report for the month. The report is in the monthly packet. Bill highlighted the number of food recalls year to date. the Board would like a more detail in the future of the types of recalls. Bill also updated the Board on the new inspections for body art that should be starting after the first of the year. There are about 6 or 7 facilities that will need to be inspected in Boone County.

Personnel Reports: None

Contracts and Agreements – Renewals: None

Contract and Agreements – New: None

Financial Report: Stephanie presented the Financial report to the Board of Health. The Grant Fund report for August, 2009 and the Health Fund report for September, 2009 are in the monthly packet. A motion was made by Jim Cox and seconded by Allen Sisson to approve the Financial report. Motion carried. Questions were asked concerning the tax levy, tax caps, and the Tort Fund. Stephanie will be contacting Ken Terrinoni to see if he is available to discuss these topics at the next Board of Health meeting on November 2, 2009. There was open discussion concerning the cost projection for the H1N1, of @ \$130,000.00 and where we would receive the funding.

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

Committee Reports: None

Unfinished Business: None

New Business:

- Board of Health Vacancy – The candidates were introduced to the Board of Health. Next Board of Health meeting, the Board will go into closed session to make their recommendation.
- FY 2010 budget – Stephanie reviewed the FY 2010 budget, including the addition of the subsidy for Boone County Soil & Water, and the final changes made due to H1N1. Jim Cox made a motion to approve the FY 2010 budget. The motion was seconded by Allen Sisson. Motion carried. George Sprecher voted nay. He felt he did not have sufficient time to review the budget.
- Storage expansion (Proposal from Rockford Structures) – A motion to submit the Proposal to the Roads and Capitol Improvement committee was made by Allen Sisson and seconded by Dr. Conder. Motion carried.

Administrator's Report: Stephanie updated the Board on the status of the proposed change to the existing code related to food permits for non-for-profit entities. She is going to rest HHS to send this back to the Board of Health to make recommendations.

Stephanie introduced Becky Cook Randall from Rockford Health Council and Mike Bacon from Winnebago County. They proceed to give an overview of the activities of the Rockford Health Council, and to request a contribution from the Board of Health to assist in gathering data for future studies. This will be voted on at the next Board of Health meeting to be held on November 2, 2009.

Executive Session: A motion to go to closed session to discuss employee salaries, was made by Jim Cox and seconded by Allen Sisson. Motion Carried. Guests and staff were asked to leave; Board of Health went into closed session at 1:20 p.m. The Board returned to open session at 1:35 p.m.

A motion was made to confirm the additional 3% salary increase for Lisa Gonzalez as of December 1, 2009. This increase is the final installment to the increase that was previously approved by the Board of Health, as part of the FY 2009 budget, and would be in addition to any cost of living increase that may also be approved. The motion was made by Allen Sisson, and seconded by Jim Cox. Motion Carried. A motion to change Sandy Romanek's status from an hourly to salaried position without any salary increase as of December 1, 2009 was made by Allen Sisson and seconded by Jim Cox. Motion Carried.

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

Submitted through Allen Sisson
Sandy Romanek

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