

BOONE COUNTY BOARD OF HEALTH  
July 30, 2018  
Approved Minutes  
Boone County Department of Public Health

**Members Present:** Jim Cox, Liz Fiorenza, Barbara Thrun, Marshall Newhouse, Sherry Branson, Meredith Williams, Dr. Corcoran, Dr. Phoenix & Jen Jacky

**Excused and not in Attendance:**

**Not Excused and not In Attendance:** Dr. Lendman & Dr. Pumilia

**Guests Present:** County Treasurer Curt Newport, Bill Pysson, & Teri Snow

**Staff Present:** Amanda Mehl, Kari Kampen, and Chris Elias

Liz Fiorenza called the meeting to order at 12:10 p.m.

A motion was made by Marshall Newhouse and seconded by Barbara Thrun to approve the agenda for July 30, 2018. Motion carried.

**Approval of Minutes:** A motion was made by Meredith Williams to approve the meeting minutes from July 2, 2018. The motion was seconded by Dr. Phoenix. Motion carried.

**Public Comment:** None

**Reports:**

**Department Report** – See pages 3-8 of packet. Amanda asked if there were any questions. There was discussion on the totals on the report for Lyme Disease. There were also questions on Cyclospora, which is not on the report, but Amanda discussed the foodborne outbreaks and food recalls related to this on a national level.

- Domain Highlight (Domain 4) – See page 9 of packet. Amanda discussed the Domain 4 Highlight, which was regarding the Boone County Farmers’ Market & Wellness Fair held on July 17<sup>th</sup>, 2018, and stated that BCHD also ran the Summer Food Program that day and served 150 lunches, along with the Rock River Blood Bank being here to receive blood donations.

**BOH Committee Reports:**

Finance Committee

- Liz Fiorenza stated there were no Finance Committee meetings held since the last Board of Health meeting to report on.

**Finance Report**

- **Statement of Revenues & Expenditures.** See page 10 of packet. Kari Kampen discussed the report. Meredith Williams had questions about how the fuel costs are charged & billed.

Jim Cox arrived at 12:30pm.

- **Health Fund Balance Sheet.** See page 11 of packet. Kari Kampen & Jim Cox discussed the report.

**Approval of Financial Report:** A motion to approve the financial report for June 2018 was made by Liz Fiorenza and seconded by Marshall Newhouse. Motion carried.

**Approval of Claims:** A motion was made by Sherry Branson and seconded by Meredith Williams to approve the claims for July 2018. Motion carried.

**Unfinished Business:**

- Change from 12 board meetings to 10 board meetings annually – Meredith Williams asked if information could be sent to Board of Health members if it was an important matter and occurred in one of months there was no meeting held. Amanda said yes, and that this change would be reflected on the list of meetings that will be part of the packet to vote on in the next few months.

A motion was made by Dr. Phoenix and seconded by Liz Fiorenza to approve the change from 12 board meetings to 10 board meetings annually. Motion carried.

**New Business:**

- Draft of County Comprehensive Plan Update – Amanda told Board of Health members that the County Comprehensive Plan is on the County website, and said now that Hilary Arthur has left the County, Dan Streed, the Deputy County Administrator/HR Specialist is handling the plan. Amanda encouraged Board of Health members to look at the plan on the County website. There was a discussion about the contents of the plan.
- Draft of IPLAN – Amanda said the IPLAN is not in the packet as it is very long, but a draft will be sent to Board of Health members and it will be put on our website for public viewing and comment. This will happen in mid-August and will close out for comment at the end of August, mirroring the public comment period of the County Comprehensive Plan. It will then be put before the Board of Health for a vote and approval at the next meeting on September 4, 2018. Amanda explained that per state statute and our IPLAN renewal cycle, it will need to be voted on at the September 4<sup>th</sup> meeting.

Marissa Olson left the meeting at 1:05 p.m.

- Draft of Organizational Chart – See page 14 of packet. Kari Kampen discussed the new organizational chart. Kari explained how this benefits a health department our size, how it involves cross training, and represents how the different departments and employees work together and overlap. She said it more accurately depicts how we are operating. Amanda said this will be up for a vote to the Board of Health at the September 4, 2018 meeting.
- New Process for Claims – Kari Kampen explained the current process for claims and cutting of checks. She then explained how we would like to pay bills weekly as they come in to the office and proposed the spending & approval amounts for us to do so and when the Board of Health president would have to approve an expense and when it would have to go to the full Board for approval. Jim Cox asked for Curt Newport's input on this. Curt said he is very much in favor of this proposed new process, as it would save his department a lot of work in the first week of each month. He also stated many other County departments process claims in this way.

A motion was made by Barbara Thrun and seconded by Liz Fiorenza to approve the process for paying the claims weekly. Motion carried.

**Executive Session: NONE**

Curt Newport left the meeting at 1:30 p.m.

A motion to adjourn was made by Marshall Newhouse and seconded by Liz Fiorenza. Motion carried. Meeting was adjourned at 1:35 p.m.

Submitted through Barbara Thrun  
Chris Elias