

BOONE COUNTY BOARD OF HEALTH
September 4, 2018
Approved Minutes
Boone County Department of Public Health

Members Present: Jim Cox, Barbara Thrun, Dr. Lendman, Marshall Newhouse, Sherry Branson, Meredith Williams, Dr. Pumilia, Dr. Corcoran, Dr. Phoenix, Jen Jacky & Kyle Marcussen

Excused and not in Attendance:

Not Excused and not In Attendance:

Guests Present: Bill Pysson & Ken Terrinoni

Staff Present: Amanda Mehl, Kari Kampen, Chris Elias, & BCHD Intern Kenia Aguayo-Miramontes

Jim Cox called the meeting to order at 12:05 p.m.

A motion was made by Sherry Branson and seconded by Dr. Lendman to approve the agenda for September 4, 2018. Motion carried.

Dr. Phoenix arrived at 12:07p.m.

Meredith Williams arrived at 12:08 p.m.

Approval of Minutes: A motion was made by Marshall Newhouse to approve the meeting minutes from July 30, 2018. The motion was seconded by Sherry Branson. Motion carried.

Public Comment: None

Welcome: Kyle Marcussen, New Board of Health member beginning September 4, 2018. He replaces Liz Fiorenza. Jim Cox welcomed Kyle and introduced him to the Board.

Reports:

Department Report – See pages 3-8 of packet.

- Amanda discussed the BCHD Departmental Report and highlighted several domains. For Domain 2 (Diagnose and Investigate), Amanda discussed West Nile Virus activity and BCHD's testing of mosquitos in Boone County. Dr. Phoenix asked if BCHD does blood draws in house to test for West Nile Virus. Amanda said 'no' but she could contact the IL Dept. of Public Health to ask about funding for this and if it would be feasible in the future. For Domain 3 (Inform and Educate), Amanda discussed the upcoming NARCAN trainings. For Domain 6 (Enforce Laws), she recapped the 2018 Boone County Fair and all applicable inspections, follow-ups, and water testing. For Domain 8 (Assure a Competent Workforce), Amanda introduced Kenia Aguayo-Miramontes, who is the fall departmental intern who is here until December and is working in Environmental programs. Finally, for Domain 12 (Governance) she drew the board's attention to two pieces of state legislation that were up for a vote in August in Springfield.

BOH Committee Reports:

Finance Committee

- Schedule a meeting for September – Jim Cox said a finance committee meeting needed to be scheduled in September. After discussion, the date decided upon was Thursday, September 27, 2018 at noon, to be held at BCHD.
- Amanda introduced County Administrator Ken Terrinoni, who she invited to the meeting to discuss the FY2019 budget. Ken said that this year has challenges regarding some losses of revenue streams in the general fund. He said he has requested Amanda be present at the October 4, 2018 HHS meeting to discuss the Health Department's budget.

Finance Report

- **Statement of Revenues & Expenditures.** See page 9 of packet. Jim Cox discussed the details of the report for July 2018. Kari discussed some details on the training and conference line item. Marshall Newhouse asked about creating a line item for “miscellaneous” in the future.
- **Revised Health Fund Balance Sheet from June & Health Fund Balance Sheet for July.** See pages 10-11 of packet. Jim discussed the reports. Kari explained that the report from June was only revised due to of a typo of an extra ‘zero’ where it shouldn’t have been.

Approval of Financial Report: A motion to approve the financial report for July 2018 was made by Barb Thrun and seconded by Jen Jacky. Motion carried.

Notification of Claims: Claims paid during the previous month. See pages 12-19 of packet.

- Kari reminded the Board that we are now paying claims weekly instead of monthly, so this is just notification of claims that have already been paid for the month.

Approval of Claims (If Applicable): None

Unfinished Business:

- Approval of IPLAN (motion needed) – Amanda discussed the health priorities in the IPLAN and reminded the Board that the full plan is on our website and the vote at today’s meeting will be to officially approve the plan which will then be sent to the IL Department of Public Health for final approval.

A motion was made by Marshall Newhouse and seconded by Meredith Williams to approve the 2018 IPLAN. Motion carried.

- Comprehensive Plan Update – Ken Terrinoni gave an update on the County Comprehensive Plan and said it is on the County website and is up for public comment until October 31, 2018. He explained that the Regional Planning Council will hold a public hearing regarding the Comprehensive Plan and will ultimately vote on the plan before it goes to the Boone County Board.

Ken Terrinoni left the meeting at 1:10.

- Approval of Organizational Chart (motion needed). See page 20 of packet.

Amanda reminded the board of the new Departmental Organizational Chart which had been discussed at last month’s board meeting. A motion was made by Jen Jacky and seconded by Kyle Marcussen to approve the Organizational Chart. Motion carried.

New Business:

- Nomination for Vice-President (motion needed) – Jim said since Liz Fiorenza has left the Board, we need to fill her position as Vice-President. Jim nominated Dr. Phoenix and discussed the duties of the position.

A motion was made by Barb Thrun and seconded by Dr. Pumilia to appoint Dr. Phoenix as Vice-President. Motion carried.

- Nomination for new member for Finance & Search Committees (motion needed) – Jim said since Liz Fiorenza also held a position on the Finance & Search Committees as Vice-President that we must fill that position.

A motion was made by Marshall Newhouse and seconded by Dr. Corcoran to appoint Dr. Phoenix to serve on the Finance & Search Committees. Motion carried.

- Organizational Self-Assessment Plan Presentation – Amanda said this departmental self-assessment was completed as a requirement of the IPLAN and it involves training of BCHD staff to build a better knowledge of public health.

Sherry Branson left at 1:15 p.m.

Kari Kampen then gave a presentation on the BCHD Organization Self-Assessment that was done by all BCHD staff.

- Begin Administrator Review Process – Amanda said it is time to do her annual review. At the end of September, Chris Elias will send the evaluation forms out to Board of Health members, HHS members, County Board Chairman, County Administrator, and BCHD staff. The completed evaluation forms will then be given to the Vice President who will compile the results. The final review by Board of Health will take place at the October 29, 2018 meeting. Jim pointed out that it is a new evaluation form being used this year.

Executive Session: NONE

A motion to adjourn was made by Marshall Newhouse and seconded by Barb Thrun. Motion carried. Meeting was adjourned at 1:25 p.m.

Submitted through Barbara Thrun
Chris Elias