

BOONE COUNTY BOARD OF HEALTH
August 29, 2016
Approved Minutes
Boone County Department of Public Health

Members Present: Jim Cox, Dr. O'Malley, Barbara Thrun, Jeff Marrs, Liz Fiorenza, Meredith Williams, Marshall Newhouse, Dr. Lendman, Dr. Pumila, Dr. Corcoran and Sherry Branson

Guests Present: Bob Walberg, Greg Kelm, Bill Pysson, Toria Funderberg, and Teri Snow

Staff Present: Cindy Frank, Bill Hatfield, Ellen Genrich, and Sandy Romanek

Jim Cox called the meeting to order at 12:02 p.m.

A motion was made by Marshall Newhouse and seconded by Liz Fiorenza to approve the agenda for August 29, 2016. Motion carried.

Approval of Minutes:

A motion was made by Sherry Branson and seconded by Dr. O'Malley to approve the minutes from August 1, 2016. Motion carried.

Public Comment: Bill Pysson made a public comment related to the Rockford Register Star article written by Bill Hatfield, expressing his opinion concerning expenses incurred for not-for-profit food inspections. Mr. Pysson asked if this was the official opinion of the BOH or just Mr. Hatfield's opinion. Cindy clarified that she had reviewed and approved the article. He also questioned the numbers that were mentioned and the method used to arrive at the cost of a food inspection in the article. A copy of the editorial comment was distributed by Cindy Frank.

Administrator's Report: Cindy reviewed items covered in the Administrator's Review for the month of August 2016. Sherry Branson clarified a statement made on the report under the environmental report. Cindy handed out a letter concerning the VFC site visit that took place on 8/26/2016. She and Dr. O'Malley explained how unusual it is not to have any compliance issues found during a visit.

Cindy thanked the BOH for giving her the opportunity to serve as the administrator, and the BOH then thanked Cindy for serving as the Boone County Administrator.

Cindy clarified that Amanda was not attending the meeting since she will be at training today and tomorrow.

- 5 year plan – the updated copy is contained in the packet. The only addition was the sealing of the parking lot.
- HHS update – Cindy updated the BOH on what transpired at the HHS meeting, and how they did recognize that the health department needed to hire a replacement for not only the administrator position, but also the assistant administrator position. HHS did request that the health department notify them when filling an open position. Marshall asked if we heard anything pertaining to the FY2017 budget. Cindy responded that we have not heard anything at this time. Dr. O'Malley reviewed information pertaining to the tax levy amount the health department had received over the past few years. There was a short discussion concerning the reduced levy amount over the last few years. There was also a short discussion on the graphs and power point presentation used at HHS.
- New PHAB from the CDC – Cindy reviewed the information on the new PHAB intern starting at the health department, and also updated them on the current PHAB intern, Jada Walton.
- Open House Update – the date has not been set for the open house.

BOH Committee Reports:

Finance Committee – none

Search Committee – this will be covered in closed session.

A motion was made by Jeff Marrs and seconded by Dr. O'Malley to approve the Search Committee minutes from August 19 & August 24, 2016. Motion carried.

Departmental Reports:

- **Personal Health** – there were no questions.
- **Environmental Health** – there were no questions, but Bill Hatfield handed in his notification to retire as of December 30, 2016.
- **Finance Report** – **Jim Cox** reviewed the finance report contained in the monthly packet for July, 2016.

Sherry Branson asked questions concerning the overall financial status of the health department. There was a lengthy discussion concerning the current financial well-being of the department, and the effect of the reduced levy amount being received, the supplement to Boone County Soil & Water Conservation District, and the additional capital expenses that have occurred over the last 5 years. Sherry was informed that if she wanted to go into more detail, she should contact the health department for a meeting.

A motion was made by Jeff Marrs and seconded by Liz Fiorenza to approve the financial report for July, 2016. Motion carried.

Marshall asked questions concerning our medical waste containers and their disposal.

Approval of Claims: A motion was made by Marshall Newhouse and seconded by Jeff Marrs to approve the claims for August, 2016. Motion carried.

Unfinished Business:

- Food Permit Refund – the letter from the Moose Club was reviewed and discussed.

A motion was made by Dr. O'Malley and seconded by Jeff Marrs to approve the refund of \$2,485.00 to the Moose club, for food permit fees charged. Motion carried.

There was an open discussion concerning code changes and the potential for changing the fee structures. The state changed the food code to the FDA approved food code. These changes will need to be implemented by June, 2018 at the local health departments. Due to these changes, the current structure of the current county codes will need to be revisited. There was then some discussion about forming a committee to review these code changes.

- There was a discussion concerning the documentation by Amanda of a meeting that took place on July 12 & July 27, 2016. This meeting included concerned citizens from the community, and Amanda Mehl. There will be ongoing discussions in the future concerning this, and the common goal of all parties to do what is in the community's best interest. Marshall wanted clarification on how the BOH was going to use this document. This will be addressed in the future with the new administrator and possibly a sub-committee. It was restated that the health department management group have always had an open door policy if there are issues or concerns expressed by clients. Marshall felt that holding a community forum outside of this board room for the public would be a benefit to all.

Marshall initiated a discussion on the food inspections performed at the county fair. He expressed concern over the public's perception, and potentially including this in a community forum. There was then additional discussion on promoting the goal of the health department to educate and keep the community safe. Some BOH members suggested either updating the mission statement to include this or making a banner to try to communicate this to the community.

New Business: None

Jeff Marrs left the meeting at 1:34 p.m.

Executive Session: A motion was made by Dr. O'Malley and seconded by Marshall Newhouse to go into closed session at 1:35 p.m. to discuss the search committee selection for health administrator, and also the compensation package. Motion carried.

Employees and guests were asked to leave. Cindy Frank was asked to remain.

Liz Fiorenza also left the meeting.

The BOH returned to open session at 1:55 p.m.

A motion was made by Dr. O'Malley and seconded by Marshall Newhouse to approve the hiring of Amanda Mehl as the new Boone County Health Department Administrator as of September 6, 2016 with the compensation package agreed to in the closed session. This is contingent upon the approval by IDPH. Motion carried.

A motion to adjourn was made by Barb Thrun and seconded by Marshall Newhouse. Motion carried. Meeting was adjourned at 2:00 p.m.

Submitted through Jeff Marrs
Sandy Romanek

