

BOONE COUNTY BOARD OF HEALTH  
December 3, 2018  
Approved Minutes  
Boone County Department of Public Health

**Members Present:** Jim Cox, Barbara Thrun, Marshall Newhouse, Dr. Corcoran, Dr. Phoenix, Jen Jacky & Kyle Marcussen

**Excused and not in Attendance:** Dr. Lendman

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

**Guests Present:** Sherry Branson & Alyssa Lazzerini

**Staff Present:** Amanda Mehl, Ellen Genrich, Kari Kampen, & Chris Elias

Jim Cox called the meeting to order at 12:04 p.m.

Jim Cox proposed the agenda be amended to correct item 9B to read "Approval of Funding for FY 2019 for Grant Writing for Boone Co. Behavioral Taskforce". A motion was made by Marshall Newhouse and seconded by Jen Jacky to approve the amended agenda for December 3, 2018. Motion carried.

**Approval of Minutes:** A motion was made by Dr. Phoenix to approve the meeting minutes from October 29, 2018. The motion was seconded by Barb Thrun. Motion carried.

**Approval of Closed Session Minutes:** A motion was made by Jen Jacky to approve the closed session meeting minutes from October 29, 2018. The motion was seconded by Marshall Newhouse. Motion carried.

**Public Comment:** None

**Reports:**

**Department Report** – See pages 5-10 of packet. Amanda highlighted a possible technical assistance grant under Domain 1. Kari Kampen discussed this further and stated that she wrote the grant with help from the County IT employee. Under Domain 4, Amanda introduced Alyssa Lazzerini, who is the new Boone County Drug Coalition Program Director who will be working out of BCHD's office, and will work under this grant for 5 years. Under Domain 5, Amanda discussed the Trauma Awareness training that was done for BCHD staff in November. Under Domain 9, Amanda talked about the annual food permit renewals and planning for inspections in 2019. Marshall Newhouse had questions about the TB testing that was done and numbers shown on the Communicable Disease Monthly Report. There was then discussion about the overall process of responding to communicable diseases and the follow up that is involved.

- Recognition for Sherry Branson – Amanda thanked Sherry Branson for her 4 years of service on the County Board and the Board of Health.
  
- New County Board Liaison – Amanda clarified for the Board of Health that the County Board will vote for a new Chairman at tonight's meeting. Then, the new Chairman will select a County Board member to fill the vacant seat as the County Board Liaison to the Board of Health.
  
- Public Charge Draft Letter – See pages 11-13 of packet.

A motion was made by Dr. Phoenix and seconded by Marshall Newhouse to approve the Public Charge Draft Letter. Motion carried.

- Hometown Christmas – Amanda explained that as part of Belvidere’s Hometown Christmas event, BCHD has adopted a family and gifts are purchased for that family, along with a tree that is decorated by BCHD staff and is displayed at the Community Building during the event. Board members then contributed to the collection for gifts for the family.

**BOH Committee Reports:**

Finance Committee

- Jim Cox stated the Finance Committee has not met since the last Board of Health meeting.

**Finance Report**

- **Statement of Revenues & Expenditures.** See page 14 of packet. Jim Cox discussed the details of the report.
- **Health Fund Balance Sheet.** See page 15 of packet. Jim Cox discussed the details of the report.

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

**Notification of Claims:** Claims paid during the previous month. See pages 16-22 of packet.

**Approval of Claims (If Applicable):** None

**Unfinished Business:**

- Vacation Policy – See pages 23-25 of packet.

A motion was made by Marshall Newhouse and seconded by Barb Thrun to approve the Vacation Policy. Motion carried.

Marshall asked if this policy is much different than the County’s policy. Amanda said ‘no’ but they have not finalized theirs yet as they have to work with the County unions. Amanda and Kari clarified for the Board that County Administration has reviewed and made suggestions to this draft policy.

- Sick & Personal Leave Policy – See pages 26-29 of packet. Amanda said the draft policy that was in this month’s packet had been revised slightly and handed out the revised policy at the meeting. Kari clarified the additional changes to the draft for the Board.

A motion was made by Marshall Newhouse and seconded by Dr. Corcoran to approve the Sick & Personal Leave Policy. Motion carried.

- Draft of Addendum to Groundwater Contamination Risk Letter – See page 30 of packet.

A motion was made by Dr. Corcoran and seconded by Kyle Marcussen to approve the Addendum to the Groundwater Contamination Risk Letter. Motion carried.

- IPLAN & County Comprehensive Plan Update – Amanda said she or a BCHD staff representative have been attending County meetings relating to the County Comprehensive Plan.
- FY 2019 Budget Update – Amanda explained that on November 14, 2018, the County Board passed the FY 2019 budget and there were no changes made in that budget that affected the Health Department or the budget which was approved by Board of Health at the November meeting on October 29th.
- Update on Status of Roof – Amanda said Ken Terrinoni asked that this item be discussed. She explained that Ken is working on some cost savings options for roof repairs/replacement for the county’s Logan Ave building and the Public Safety Building and that by the next Board of Health meeting, there should be a more definite update on this.

**New Business:**

- Draft of FY 2019 Administrator Goals – See page 31 of packet. The copy in the packet is entitled “FY 2018 Goals for the Public Health Administrator”, which will be changed before it is signed to reflect “FY 2019”. Amanda reviewed the goals that she had submitted to Dr. Phoenix for review and approval pending the Board’s approval before today’s meeting.

A motion was made by Marshall Newhouse and seconded by Barb Thrun to approve the FY 2019 Administrator Goals. Motion carried.

- Approval of Funding for FY 2019 for Grant Writing for Boone County Behavioral Taskforce – See pages 32-37 of packet. Amanda said she and Kari have looked at the budget and would recommend \$2500 be contributed to the Boone County Behavioral Health Taskforce from the Health Department for the writing of several federal grants to address Behavioral Health as Boone County’s top identified Health priority for the next five years. She said it would come out of the budget line item designated for Region 1 Planning (EDDNI) grant writing dollars.

A motion was made by Kyle Marcussen and seconded by Dr. Phoenix to approve Funding for FY 2019 for Grant Writing for Boone County Behavioral Taskforce. Motion carried.

A motion to adjourn was made by Marshall Newhouse and seconded by Dr. Phoenix. Motion carried. Meeting was adjourned at 1:15 p.m.

Submitted through Barbara Thrun  
Chris Elias