

BOONE COUNTY BOARD OF HEALTH
July 2, 2018
Approved Minutes
Boone County Department of Public Health

Members Present: Jim Cox, Liz Fiorenza, Barbara Thrun, Marshall Newhouse, Dr. Pumilia, Dr. Corcoran, Dr. Phoenix & Jen Jacky

Excused and not in Attendance:

Not Excused and not In Attendance: Dr. Lendman, Sherry Branson & Meredith Williams

Guests Present: Bill Pysson & Teri Snow

Staff Present: Amanda Mehl, Kari Kampen, Chris Elias, Sonia Eichstaedt, Francine Alcantara, Emily Morales, Marissa Olson & Miyuki Rapp

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

A motion was made by Marshall Newhouse and seconded by Barb Thrun to approve the agenda for July 2, 2018. Motion carried.

Approval of Minutes: A motion was made by Dr. Phoenix to approve the meeting minutes from June 4, 2018. The motion was seconded by Liz Fiorenza. Motion carried.

Public Comment: None

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

Amanda introduced BCHD interns Emily Morales & Marissa Olson who are here through the rest of the summer.

Reports:

Department Report – See pages 3-8 of packet. Amanda asked if there were any questions. There was a brief discussion on West Nile Virus & Lyme Disease, and how Lyme Disease is treated and what the symptoms are. Amanda stated that Lyme Disease is a disease that is required to be reported to BCHD by all healthcare providers.

- After Action Report for TB Event - See pages 9-11 of packet. Amanda introduced Sonia Eichstaedt who discussed page 9 of the packet and clarified the testing process related to this TB event. Amanda explained that due to the incubation period for TB, BCHD would be doing a second round (Phase 2) of testing for the potentially exposed students and teachers in August during the first few weeks of school. Kari Kampen then discussed page 10, which detailed the financial cost of the TB event and she stated that for similar future events the logistics are planned for in our Emergency Operations Plans, except for the cost of these types of events, and she stressed the importance of having reserve funds to cover things like this in the future. Amanda said page 11 shows the time Dr. Phoenix, as our Medical Director, spent during this event, along with the Phase 2 projected costs. Jim Cox said the BCHD staff should be commended for how this event was handled.
- BCHD in the State Level News – See pages 12-16 of packet. Amanda pointed out that an article about BCHD appeared in the IL Dept. of Public Health's newsletter, with regards to the work being done here as a Teaching Health Department and the Student Mentorship Initiative.
- Boone County Farmers' Market & Wellness Fair – See page 17 of packet. Amanda introduced Francine Alcantara who discussed the Boone County Farmers' Market & Wellness Fair that is taking place on July 17, 2018. She invited the Board of Health members to attend and stated that the Rock River Valley Blood Center will have a mobile unit here accepting blood donations.

BOH Committee Reports:

Finance Committee

- Jim Cox said the Finance Committee did not meet in the month of June 2018.

Finance Report

- **Statement of Revenues & Expenditures.** See page 18 of packet. Jim Cox discussed the details of the report.
- **Health Fund Balance Sheet.** See page 19 of packet. Jim Cox discussed the details of the report.

Approval of Financial Report: A motion to approve the financial report for May 2018 was made by Marshall Newhouse and seconded by Barbara Thrun. Motion carried.

Country Treasurers report – see pages 20-27 of the packet. Jim Cox said this is just for informational purposes.

Approval of Claims: A motion was made by Dr. Phoenix and seconded by Marshall Newhouse to approve the claims for June 2018. Motion carried.

Unfinished Business:

- Review of Board of Health Reappointments & Officers Selected
 - Reappointments
 - Jim Cox, Liz Fiorenza, Barbara Thrun, Jen Jacky – reappointed until July 1, 2021
 - Officers Selected
 - President (Jim Cox), Vice President (Liz Fiorenza), Treasurer & Secretary (Barbara Thrun)

New Business:

- Department-Owned Vehicle Use Policy – see pages 30-32 of packet. Amanda said this was an existing policy that has just been updated and refined.

A motion was made by Dr. Corcoran and seconded by Barbara Thrun to approve the Department-Owned Vehicle Use Policy. Motion carried.

- IDPH Infant to work article – see pages 33-35 of packet.
- Infant to Work Policy – see pages 36-39 of packet.

A motion was made by Dr. Phoenix and seconded by Liz Fiorenza to approve the Infant to Work Policy. Motion carried.

Marshall Newhouse had questions about employee productivity who have infants in the workplace. Amanda explained that for any employees who opt propose to bring an infant to work, there would be written plans and agreements in place for that employee's personnel file, and those plans will be evaluated periodically to ensure the plan is still working for everyone.

- FY 2019 Meeting Schedule – see page 40 of packet.

Amanda discussed the state statute that stipulates the minimum amount of meetings that must be held by Boards of Health. The minimum amount required is quarterly. Amanda proposed changing from 12 meetings annually to 10 meetings annually, with the two to eliminate being the January & July meetings. She said this does not need a decision right now, but is just to think about for FY2019.

Executive Session: NONE

A motion to adjourn was made by Marshall Newhouse and seconded by Liz Fiorenza. Motion carried. Meeting was adjourned at 1:00 p.m.

Submitted through Barbara Thrun
Chris Elias