

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
June 1, 2010**

BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH

Members Present: Dr. Hess, Dr. Frost, Allen Sisson, Jim Cox, Gary Turner, Dr. Conder, Dr. D'Souza, Dr. Simmons, Paul Larson, Jack Spotz, and George Sprecher.

Staff Present: Ray Empereur, Bill Hatfield, Lisa Gonzalez, and Sandy Romanek.

Guests Present: Bob Walberg

Program Highlights: None

Dr. Hess called the meeting to order at 12:07 p.m.

A motion to approve the agenda was made by Gary Turner and seconded by Jim Cox. Motion carried.

A motion to amend the agenda to add County Finances, under new business, and to add a follow-up discussion concerning the Health Department staff, and the resignation of the Assistant Administrator under unfinished business, was made by Paul Larson and seconded by Dr. Frost. Motion carried.

Public Comment: None

A motion was made by Paul Larson and seconded by Jack Spotz to approve the meeting minutes of May 3, 2010. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month. The report is in the monthly packet. Lisa clarified for the Board that DNA testing is performed by the Health Department, and also the status of the RFP for the Family Planning Grant. There was also an open discussion concerning Pertussis. The Board also wanted an update on the activity at the Monday and Thursday evening clinics. Lisa stated she would have the information for them at the next Board meeting.

Environmental Health: Bill presented the report for the month. The report is in the monthly packet. There was an open discussion concerning Nuisance reports, Body Art, and West Nile Virus. Bill also clarified responsibilities of the City vs. the County concerning abandoned homes and other public health issues.

Personnel Reports: Lisa updated the Board on the search for a Family Planning coordinator. Lisa will be conducting a new search, due to the benefits offered to employees working less than 37.5 hours per week. The updates concerning the Administrator search would be discussed in Executive session.

Contracts and Agreements – Renewals: Bill informed the Board concerning the annual Generator Maintenance. We had received a quote from a second source, but we will continue the existing contract.

Contract and Agreements – New: Bill and Lisa discussed with the Board the existing policy concerning employees who work less than 37.5 hours per week. It appears that a clarification is needed in the case of furloughs, or other extenuating circumstances. A motion was made by Allen Sisson and seconded by George Sprecher to request the County Board review the existing policy. We will continue to adhere to the County policy and no action will be taken until addressed by the County Board. Paul Larson volunteered to present the request to the County. Motion carried.

Financial Report: Bill reviewed the Grant Fund report and the Health Fund report that are in the monthly packet. It was clarified that the Grant Fund Budget appears off due to the addition of both the PHER I, II and PHER III grants. A motion was made by Jim Cox and seconded by Allen Sisson to approve the financial report. Motion carried.

Approval of Claims: A motion was made by Jim Cox and seconded by Jack Spotz to approve the claims for the month of May, 2010. Motion carried.

Committee Reports: The update from the Search Committee will be during closed session.

Unfinished Business:

- Paul Larson opened discussion concerning a letter that was received by BOH members. Since the letter was not signed there is no action to be taken. Paul recommended that all staff be excluded from the search process for their benefit, and cautioned that staff should be careful about sharing information and their problems. Paul Larson also stated that in his opinion this type of "bullying" just reinforces the Boards support of Dr. Hess and the rest of the Search Committee. There will more discussion on this during closed session.
- Dr. Frost restated his comments from the last BOH meeting concerning the resignation of the Assistant Administrator. He and other board members felt that there maybe some unresolved staff issues that were not fully covered. The discussion was purely informational and no formal action was taken. Dr. Frost also reminded the Board of Health that the Assistant Administrator had received a 6 month review that was presented to the Board at the August 3, 2009 meeting. At that time, there were no problems indicated by the employees or in any other evaluations that had been submitted. Even though in the past there had been concerns noted on the evaluations of past Administrators. Dr. Hess suggested that if the Board members have additional comments and questions concerning the Assistant Administrator's resignation, they should have them ready for the next Board meeting on June 28, 2010. Bill also clarified how to amend the Board of Health By Laws.
- Paul Larson reviewed the current economic situation in the County. Paul anticipates possible furloughs, no salary increases and budget reduction requests for this year and possibly into next year.
- Intergovernmental Agreement with Ogle County – The contract is still being reviewed, and the Environmental Health Director has been hired by Ogle. Bill will still be involved to assist in orientation of the new Director. Bill recommended that once the contract is approved, it could be used as a template for any future contracts.

New Business:

Administrator's Report: Bill and Lisa reviewed the following:

- Customer Feedback – None
- Medicine Disposal Day - Handout
- Blood Drive – June 10, 2010
- Search Committee Assistance – Bill restated that the Search Committee does not need the involvement of staff in the process. Bill also stated that it should be the Administrator's position to assign appropriate staff if needed.

Closed Session:

A motion was made by Paul Larson to go into closed session at 1:20 P.M. for the purpose of reviewing the closed session minutes, discussing personnel related issues and for the Search Committee to update the Board on the progress made. Motion seconded by Dr. Conder. Motion carried. All staff was asked to leave the meeting.

The Board returned to open session at 1:50 P.M.

A motion to adjourn was made by Gary Turner and seconded by Jim Cox. Motion carried. Meeting was adjourned at 1:50 p.m.

Submitted through Gary Turner.
Sandy Romanek

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