

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
May 3, 2010**

BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH

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

Staff Present: Ray Empereur, Lisa Gonzalez, Sue Magyar, Carmen Rodriguez, Nancy Reagan, Ellen Genrich, and Sandy Romanek.

Guests Present: Betsy Lopez from the Rockford Register Star

Lisa presented Carmen Rodriguez with a certificate for her 20 years of service to the Boone County Health Department.

Dr. Hess called the meeting to order at 12:05 p.m.

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

A motion to amend the agenda to add the contract for Administrative Services under Contracts and agreements was made by George Sprecher and seconded by Dr. Frost. Motion carried.

Public Comment: None

A motion was made by Dr. Frost and seconded by Gary Turner to approve the meeting minutes of March 29, 2010. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month. The report is in the monthly packet. Lisa also updated the Board concerning the Family Planning RFP, program reviews taking place this week, and schedule changes that are being implemented for the clinic.

Environmental Health: Lisa presented the report for the month. The report is in the monthly packet. Bill will update the Board next month on the status of the contract with Ogle County. The contract is currently being reviewed by the Ogle County's State's Attorney.

Personnel Reports: Lisa updated the Board on the WIC/FCM position and the Family Planning Coordinator position. The current Family Planning Coordinator will be taking the WIC/FCM position and she will be hiring a new Family Planning Coordinator.

Contracts and Agreements – Renewals: None

Contract and Agreements – New: Ray Empereur submitted the revised contract for Administrative Services. The contract was revised by Michelle Courier. A motion to approve the revised contract for Administrative Services was made by Gary Turner and seconded by Jack Spotz. Motion carried.

Financial Report: Lisa presented the financial report. The report is in the monthly package. Sandy helped clarify expenditures for a few of the line items.

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

Committee Reports: None

Unfinished Business: There was open discussion concerning the expansion of the Search Committee. It was determined that the Search Committee would remain as Dr. Hess, Allen Sisson, Dr. Frost and Gary Turner. They will meet on Thursday May 6, 2010 at 12:30 to review the applications for Administrator.

New Business: Lisa presented a revision to the Department Personnel Policy Handbook. The revision entails removing all reference to the Assistant Administrator. A motion to revise the Policy Handbook was made by George Sprecher and seconded by Jack Spotz. Motion carried.

Administrator's Report:

- Customer Feedback Update – Lisa updated the Board on the current customer feedback.
- BCHD Website – Lisa explained some of the proposed changes to the website.
- Open Meetings Compliance – Lisa updated the Board concerning education of the staff concerning compliance with the Open Meetings Act. Bill will give a more thorough update to the Board at the next meeting.
- Board of Health By-Laws – They are currently being reviewed by the State's Attorney.
- BCSWCD – Copy in the monthly packet.
- Credit Card Activity – Copy in the monthly packet.
- Administrative Search Update – A total of 24 applications have been received. Ray has sent out letters acknowledging receipt of the resumes. The Search Committee will be meeting on Thursday, May 6, 2010, and they will be updating the Board on their progress.

Closed Session: A motion was made by Allen Sisson to go into closed session at 12:38 P.M. for the purpose of approving the closed session minutes from March 29, 2010. Motion seconded by Dr. Conder. Staff except for Ray Empereur, Lisa Gonzalez and Sandy Romanek was asked to leave. A motion was made by Allen Sisson to come out of Closed Session at 12:41 P.M. Motion seconded by Dr. Frost. Motion carried.

Dr. Frost initiated a discussion related to 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.

A motion to adjourn was made by Gary Turner and seconded by Allen Sisson. Motion carried. Meeting was adjourned at 12:52 p.m.

Submitted through Gary Turner.
Sandy Romanek

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