

BOONE COUNTY BOARD OF HEALTH  
October 31, 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. Pumila, Dr. Corcoran, Dr. Lendman and Sherry Branson

**Excused and not in Attendance:** None

**Guests Present:** Bill Pysson, Cathy Ward, and Teri Snow

**Staff Present:** Amanda Mehl, Bill Hatfield, Sonia Eichstaedt, Ellen Genrich, and Sandy Romanek

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

A motion was made by Sherry Branson and seconded by Marshall Newhouse to approve the agenda for October 31, 2016. Motion carried.

**Approval of Minutes:**

A motion was made by Sherry Branson and seconded by Liz Fiorenza to approve the amended minutes from October 3, 2016. The amendment was a typing error correction. Motion carried.

A motion was made by Dr. O'Malley and seconded by Liz Fiorenza to approve the closed session minutes from October 31, 2016. Motion carried.

**Public Comment:** None

**Administrator's Report:** Sherry Branson requested that we contact the IEPA to see if we could coordinate the tire collection next year, and have it include Boone County. Marshall asked questions concerning the health Department's Facebook page.

- 5 year plan – there are no updates
- FY 2017 meeting dates – there were no changes.
- Community Conversations – Amanda confirmed that the meeting was scheduled for November 3<sup>rd</sup>, immediately preceding the county health and human services committee meeting, from 5:30 until 6:00p.m. in the county boardroom. The health department had not received any questions. Marshall asked if this meeting would be recorded. Amanda clarified that this is not a Board of Health meeting, but that the meeting would be recorded. Amanda gave a brief overview of what topics would be covered during the meeting, and encouraged the BOH members to attend.
- Discussion on conducting evening BOH meetings – Dr. O'Malley and Dr. Corcoran each addressed the issue and emphasized the fact that two physicians are required to be on the board by state statute and physician's schedules favored a noon meeting. There will be further discussion at the next meeting scheduled for November 28, 2016.
- Orientation Manual for Illinois Board of Health Members – Amanda reviewed the information contained in the packet. There was a short review of the 10 essential public health services.
- Board of Health Mission Statement – Amanda discussed 3 options. The Board determined that the statement needed to be 1-2 sentences. Their final suggestions will be formalized and reviewed at the next meeting. Board members also asked that Amanda e-mail them the drafts of the mission statement.
- Program Highlights – Sonia presented an overview of the seasonal flu program. The overview included flu facts, prevention initiatives, and the tracking system used. Amanda also discussed the cost effectiveness of the program. There was a lengthy discussion on this topic.

**BOH Committee Reports:**

**Finance Committee** – there was no update, but once the FY2017 is revised, a meeting will be scheduled.

**Departmental Reports:**

- **Personal Health** – the information is contained in the packet. There was a brief discussion regarding activities in the vaccine for children program and updated program guidelines.
- **Environmental Health** – there was a short discussion concerning the decrease in food inspections. Bill explained that there were 3 major reasons. The first was due to the difficulty of existing personnel to assume the entire workload of the retired full time food inspector, the second was due to issues with the

state and implementation of the digital inspection system, and the third was due to reevaluation of the risk categories which affects the number of inspections required.

- **Finance Report – Jim Cox** reviewed the finance report contained in the monthly packet for September, 2016.

A motion was made by Marshall Newhouse and seconded by Barb Thrun to approve the financial report for September, 2016. Motion carried. Jeff Marris questioned the use of the term “reserve amount”, but no other term was suggested at this time.

Dr. Pumilia left the meeting at 1:12 p.m.

Jim updated the BOH on the FY2017 budget. At this time, we have been informed that the levy amount from the original budget could be reduced. Once the information is confirmed, a Finance meeting will be scheduled. Amanda confirmed that she would be attending the next finance committee meeting on Wednesday, November 3<sup>rd</sup>.

Jeff Marris left the meeting at 1:25 p.m.

**Approval of Claims:** A motion was made by Marshall Newhouse and seconded by Dr. O’Malley to approve the claims for October, 2016. Motion carried.

Marshall Newhouse left the meeting at 1:35 p.m.

**Unfinished Business:** None

**New Business:** None

**Executive Session:** None

A motion was made by Dr. O’Malley and seconded by Barb Thrun to delete the verbatim records from June 2, 2014, November 3, 2014 and March 2, 2015. Motion carried.

A motion to adjourn was made by Dr. Corcoran and seconded by Barb Thrun. Motion carried. Meeting was adjourned at 1:36 p.m.

Submitted through Jeff Marris  
Sandy Romanek