

BOONE COUNTY BOARD OF HEALTH
October 3, 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 and Sherry Branson

Excused and not in Attendance: Dr. Lendman

Guests Present: Bill Pysson, Cathy Ward, Marion Thornberry and Teri Snow

Staff Present: Amanda Mehl, Bill Hatfield, Chris Ahmed, Lynden Schuyler, Ellen Genrich, and Sandy Romanek

Jim Cox called the meeting to order at 12:00 p.m.

A motion was made by Jeff Marrs and seconded by Liz Fiorenza to approve the agenda for October 3, 2016. Motion carried.

Approval of Minutes:

A motion was made by Barb Thrun and seconded by Dr. O'Malley to approve the minutes from August 29, 2016. Motion carried.

A motion was made by Sherry Branson and seconded by Meredith Williams to approve the closed session minutes from August 29, 2016. Motion carried.

Public Comment: Cathy Ward asked that the BOH meetings be scheduled in the evenings. Cathy also took the opportunity to thank Amanda for her effort to improve communication within the community and wished her well in her position as administrator. Cathy also asked for confirmation on when an individual should receive a flu vaccine. Bill Pysson also asked that the meetings be scheduled in the evenings.

Administrator's Report: Amanda thanked the BOH for giving her the opportunity to serve as the administrator. Amanda introduced "Sky" Lynden Schuyler as the new PHAP Intern from the CDC. She will be at the health department for 2 years. She also introduced Chris Ahmed who is an MPH intern from UIC. She also updated them on the changes being implemented by the State of Illinois concerning the Vaccine for Children Program. There was a discussion on this. One of things being evaluated is the cost of private vaccines, and the reimbursement rate being offered. Amanda will keep the BOH posted as the requirements are clarified.

- 5 year plan – there are no updates
- FY 2017 meeting dates – the BOH reviewed the proposed dates for BOH meetings. The only changes requested were to change the July 3rd meeting to June 26th.

A motion was made by Marshall Newhouse and seconded by Jeff Marrs to approve the amended schedule of meeting dates for FY2017 BOH meetings. Motion carried.

- Orientation of Illinois Local Board of Health Members – Amanda brought pages 8-14 to the attention of the board members. Amanda will be using this as a tool to review with the board members their responsibilities and roles in public health. Additional pages will be included in packets in the following months. There was also a discussion on the challenges for public health. The BOH directed Amanda to draft a mission statement for the BOH. Amanda agreed that she would supply a draft for the BOH at the next meeting. Amanda asked for board members to send any suggestions to her. This mission statement would be specific to the BOH, since the health department already has a mission statement.
- Restructuring of Administrator's report – Amanda explained some of the enhancements that will be reflected in future Administrator's reports. In the future, there will be summaries of programs, and staff will periodically present on specific programs. The goal is to help both board members and any visitors to understand what the actual activities are that are performed at the health department. She also updated them on the FY2017 IPLAN and reminded them on the meeting scheduled for October 26, 2016.

BOH Committee Reports:

Finance Committee – none

Search Committee – approval of closed session minutes from August 24, 2016.

After a short discussion concerning the salary offered for the new Administrator position, a motion was made by Dr. O'Malley and seconded by Liz Fiorenza to approve the Search Committee closed session minutes from August 24, 2016. Motion carried.

Departmental Reports:

- **Personal Health** – there was some discussion concerning flu vaccinations, West Nile Virus, and the Zika virus.
- **Environmental Health** – there was a short discussion concerning the deaths in Illinois related to the West Nile Virus, and the increase in some activities.
- **Finance Report** – **Jim Cox** reviewed the finance report contained in the monthly packet for August, 2016. There was an open discussion concerning some line items.

A motion was made by Barb Thrun and seconded by Jeff Marrs to approve the financial report for August, 2016. Motion carried.

Sherry Branson passed around graphs prepared by Jeff Carlisle. The ultimate goal is to use this format to evaluate programs within the health department. It was mentioned that after a conference call with Jeff Carlisle last month that a few health department programs would be used to test his template. This format will then be carried over to all other county departments, to evaluate their cost effectiveness. Jim Cox and Amanda welcomed the opportunity to work with Jeff on this project, once all parameters to compile this data are clarified. There was a discussion concerning balancing the cost of a program and including the benefits to the community. Dr. O'Malley expressed concern that the current format maybe too analytical of an approach. This will be an ongoing project, and no changes will be implemented unless approved by the BOH.

Approval of Claims: A motion was made by Marshall Newhouse and seconded by Liz Fiorenza to approve the claims for September, 2016. Motion carried.

Unfinished Business:

- Openness, clarification & Communication- Amanda stated that she plans to continue to implement strategies to improve communication within the community and amongst elected officials and the county board and its sub committees. Jim Cox also took this as an opportunity to thank the health department staff for their continued had work.

New Business: November 3, 2016 – Public Forum. Amanda started the discussion related to the public forum scheduled for November 3, 2016 at 5:30pm. The ultimate goal of this forum is to give improve communications, and educate the public of the services provided by the health department. The meeting will be held at the county building before the HHS meeting. The purpose of this meeting is to give anyone with questions or concerns about either the health department or the board of health the opportunity to address those directly.

Barb Thrun left the meeting at 1:25 p.m.

Executive Session: A motion was made by Dr. O'Malley and seconded by Jeff Marrs to go into closed session at 1:25 p.m. to discuss the status of the search conducted by Amanda for the Directory of Department Operations position, and the compensation package. Motion carried.

Employees and guests were asked to leave. Amanda Mehl and Sandy Romanek were asked to remain.

The BOH returned to open session at 1:32 p.m.

A motion to adjourn was made by Marshall Newhouse and seconded by Sherry Branson. Motion carried. Meeting was adjourned at 1:33 p.m.

Submitted through Jeff Marrs
Sandy Romanek

