

**VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
July 16, 2013
6:00 PM**

Present: Dr. Jane Cooney, Carla DeAngelis, Dr. Lori DeYoung, Ivadale Foster, Bob Jones, Dr. Holly Maes, Molly Nicholson, Connie Ostrander and Bill Wright.

Absent: Jason Asaad and Dr. Karen Broaders.

Meeting was called to order by President Lori DeYoung at 6:03 PM.

Ivadale Foster had requested to attend the meeting by phone.

A motion was made to accept Ivadale Foster into the meeting by telephone.

Motion: Carla DeAngelis
Second: Dr. Holly Maes
Motion carried unanimously

A motion was made to approve the agenda as presented.

Motion: Connie Ostrander
Second: Molly Nicholson
Motion carried unanimously.

A motion was made to approve the minutes of the June 25, 2013 meeting as presented.

Motion: Bob Jones
Second: Carla DeAngelis
Motion carried unanimously.

Fiscal Status

Shirley Hicks reviewed the Budget and Expenditure and Cash Flow reports for June 2013.

Once again, Ms. Hicks addressed the overage in the supply line 4238 Special Circumstances. At the Board of Health June 25th meeting a Budget Amendment was presented and approved. That Budget Amendment still has to go through the Health and Ed Committee, Finance Committee and the County Board. The Budget Amendment, if it is passed by all committees should be passed at the County Board meeting August 13, 2013. At that time, the supplies category will be sufficient for us to return to purchasing supplies needed to for operations.

Printing is over expended now by \$584.23. Donna Dunham will be requesting a line item transfer from the Auditor once the Budget Amendment is passed. She will be requesting a transfer from Consumable Supplies to Printing.

A motion was made to accept the Budget and Expenditure Report for June 2013.

Motion: Bob Jones
Second: Dr. Holly Maes

Motion carried as follows:

Molly Nicholson	Yes
Dr. Jane Cooney	Yes
Connie Ostrander	Yes
Bob Jones	Yes
Carla DeAngelis	Yes
Dr. Holly Maes	Yes
Bill Wright	Yes
Dr. Lori DeYoung	Yes
Ivadale Foster	Yes

Old Business:

None

New Business:

A motion was made to enter into Executive Session pursuant to the Illinois Open Meeting Act, Illinois Compiled Statutes 5ILCS 120/2 (c) (1), "the appointment, employment, compensation, discipline, performance evaluations or dismissal of specific employees of the public body....." at 6:17 PM.

The motion included keeping Donna Dunham in the Executive Session.

Motion: Bill Wright
Second: Dr. Jane Cooney

Motion carried as follows:

Molly Nicholson	Yes
Dr. Jane Cooney	Yes
Connie Ostrander	Yes
Bob Jones	Yes
Carla DeAngelis	Yes
Dr. Holly Maes	Yes
Bill Wright	Yes
Dr. Lori DeYoung	Yes
Ivadale Foster	Yes

Dr. Jane Cooney left the meeting during the Executive Session.

A motion was made to return to the regular meeting at 7:20 PM.

Motion: Dr. Holly Maes
Second: Molly Nicholson
Motion carried as follows:

Molly Nicholson	Yes
Connie Ostrander	Yes
Bob Jones	Yes
Carla DeAngelis	Yes
Dr. Holy Maes	Yes
Bill Wright	Yes
Dr. Lori DeYoung	Yes
Ivadale Foster	Yes

Shirley Hicks presented the 2013 – 2014 budget to the Board of Health. She noted our tax levy is 2.99 cents per \$100 but the County Board for the past two years has increased it to 3.25 cents per \$100 (our current maximum levy) to help defray costs of health insurance expense for Health Department employees. Therefore, \$.26 cents per \$100 is given back to the County after our first tax distribution. During the past two years, this has equated to a little over \$20,000.

Also, since our downsizing in June of 2010, we have been required to pay FICA/IMRF costs for all of our WIC staff and two administrative staff positions.

For the 2013 – 2014 fiscal year, we have been asked to take the amount calculated for FICA and IMRF on the above-mentioned positions and put that towards our health insurance expense. This is why there are no FICA/IMRF dollars in the budget for 2013 – 2014 and there is an substantial increase in the health insurance expense line.

Shirley Hicks informed the Board that our PHEP (Public Health Emergency Preparedness) grant was cut 14% this year. As is always the case, we will receive less money but be expected to perform more duties.

In this budget, we have erred on the side of conservatism with respect to fees. We would rather be short in our estimate than long and have our budget be inflated. We have a few fees that sunset in October 2013. These fees include money we charge for our Plan Reviews for a new restaurant or a major remodel. The fee associated with that type of review is \$100. Other fees that sunset in October 2013 are food establishment rechecks on major violations. The fee associated with that is \$25 per recheck. This fees had been assess to cover out costs for our employee to return to the establishment and make sure the violation has been fixed. So the cost is to cover staff time and travel time to and from the location. The last fee that will sunset is the cost of gathering water samples. If a resident comes to the Health Department, picks up water bottles, fills them at home and brings them back to the Health Department for analysis, there is not fee. If, however, we take the water bottles to the resident, fill the bottles and bring them back to the Health Department for analysis, a \$25 fee is assessed to cover personnel and travel costs. This past year we have collected about \$2,000 in these fees.

Bill Wright asks who sets these fees. Shirley Hicks informed him that these particular fees are set by the Board of Health and then ran through the Health and Ed Committee, Finance Committee and the County Board. Ms. Hicks explained that immunization fees

are set by Board of Health and are not required to be approved by the committees and the County Board.

Discussion ensued regarding the budget.

A motion was made to accept the 2013 – 2014 budget as presented.

Motion: Bob Jones
Second: Carla DeAngelis
Motion carried as follows:

Molly Nicholson	Yes
Connie Ostrander	Yes
Bob Jones	Yes
Carla DeAngelis	Yes
Dr. Holly Maes	Yes
Bill Wright	Yes
Dr. Lori DeYoung	Yes
Ivadale Foster	Yes

It was announced in Executive Session that Shirley Hicks will be retiring in March 2014. Dr. Lori DeYoung asked for a committee to be formed to investigate the options available for interviewing and hiring a new Public Health Administrator. Three board members volunteered to form the work group – Bill Wright (head of the committee), Dr. Holly Maes and Carla DeAngelis.

Public Health Administrator job descriptions were handed out at the close of the meeting so the Board could review the requirements.

As a reminder, Thursday evening, July 18 at 5:15 PM is the Health and Education Committee meeting at the Health Department. All Board members are invited to attend since the 2013 – 2014 budget for the Health Department and the Budget Amendment for the Brownsfield grant are both on the agenda.

Items of Information:

A motion was made to adjourn the meeting.

Motion: Bob Jones
Second: Connie Ostrander
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Carla DeAngelis
Secretary, Board of Health