

Clinton County Board of Health
Meeting Minutes
August 15, 2016
Clinton County Health Department
Carlyle, IL

Board members in Attendance:

Dr. Deanna Ducomb
Kathie Heimann
Dr. David Munz
Stephanie Pitt
Dr. Chris Rivera
Dr. Michelle Scott
Craig Taylor

County Board members in Attendance:

Bob Fix
Rafael Him
Jim Rakers

Others: Cheryl Lee, Administrator; Marian Voss;

Call to Order – Meeting was called to order by Stephanie Pitt at 5:30 p.m.

New Business – Stephanie presented the county fiscal year 2017 budget to board members and reviewed any changes in revenue and expenditures. Cheryl elaborated that there was a request for an increase of 4.9 in the tax levy and a request for the county board to consider \$5,000 to support nuisance complaint and \$5,000 for jail nursing. The health department does not have any funds to do either nuisance complaints or jail nursing. Expenditures differed in costs being moved from different line items. A motion was made by Craig Taylor to approve the budget with the additional request to county and approve if county denies additional request. It was seconded by Michelle Scott and motion carried.

Old Business – Stephanie reminded the board that discussion of building renovations or looking elsewhere has been ongoing for 10 years. Cheryl added that floor plans developed last year were null and void since the space being looked at is no longer available due to that space being used by ROE. There is the possibility that ROE may consolidate down to one office and the entire building would be available for the health department. It was suggested that a committee be formed to work with Cheryl and the county to determine the best options for the health department. Craig Taylor, Michelle Scott and Deanna Ducomb were the board members who volunteered to be on the committee.

Hearing from the Public – Members of the public were present to address questions regarding the food permit. Present were Dutchmen's Tavern, Fuehne Tavern, The Eliby, Johnny B's, Hoffman House, and Breese Golf Course. They group wanted to inquire as to what determines the category a food establishment is placed in; who decides that; do we comply with Smoke Free

Illinois Act; what is our role with the Illinois Liquor Commission; why does a food establishment that serves only snacks need a food permit; is the cost of food permit separate from an inspection fee; will businesses be notified each year when bill is due; how are complaints handled; how often does the board meet; are meeting minutes posted; where do fees paid go to. Cheryl addressed each question to explain that the health department's food program is governed by state food code and that fees established are to help fund the program. Cheryl mentioned that the health department is working on updating its website and that information on the food program and resources would be available. Cheryl thanked the guests for attending and mentioned that the health department is available to answer any questions anytime they have one.

Meeting Minutes – The June 15, 2016 meeting minutes were presented. Chris Rivera motioned to accept the minutes and it was seconded by Kathie Heimann. Motion carried.

Financial Report – Stephanie presented the financial report. Cheryl added that she is now providing a county fiscal year and a state fiscal year breakdown of revenues and expenditures by month. The state still owes the county approximately \$32,000. Craig Taylor made a motion to approve the financial report and it was seconded by Chris Rivera. Motion carried.

Administrative Report – Stephanie reviewed the administrative report. Cheryl shared that new state requirements are mandating that the health department have two authorized signatures on all contracts and monthly grant reimbursements. Cheryl is having Marian Voss fill that role. Because of all new compliance regulations, Cheryl is moving forward with moving Marian into the Assistant to Administrator position that the board approved in a prior meeting. Michelle Scott motioned to accept the Administrative Report and David Munz seconded and motion carried.

Motion was adjourned at 6:30 p.m.

Chris Rivera motioned to adjourn the meeting and it was seconded by David Munz and motion carried. Meeting adjourned at 6:45 p.m.