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Jo Daviess County Health Department • 9483 US Rt. 20 West • P. O. Box 318 • Galena, Illinois 61036

Board of Health Meeting
Jo Daviess County Health Department Conference Room
Wednesday, August 3, 2022 @ 7:00 pm

1. **Call to Order** – Board President Peg Dittmar called the meeting to order at 7:00 pm.
2. **Roll Call** – Voice roll call was taken – members present: Peg Dittmar (via zoom), Tracy Bauer, Don Hill, Tara Redfearn, Lisa Haas, and Violet Naese. Not present-Merri Berlage, Dr. Barbara Kepner. Staff present: Sandra Schleicher, Lori Stangl, Mary Jo Schoenberger.
3. **Approval of Minutes** – A motion to approve the minutes from the May 4, 2022, Board of Health Meeting was made by Tracy Bauer and second by Tara Redfearn. All were in favor, motion passed.
4. **Citizens' Comments** – Resident Keyser and Resident Ambrose asked the board to consider modifying the Retail Food fee schedule for a shared kitchen in Elizabeth.
5. **Financial Reports** – Public Health Fund 003, PH Catastrophic Fund 046, and Animal Control Fund 020 - Budget comparisons through June 30, 2022, were presented for review. Sandra Schleicher noted that we have reached 58 percent of the year. Covid grant money continues to be distributed as expenses arise. Animal Control expenses are up due to the hoarding cases and due to the salary increase last fall not being included in the budget.
6. **Unfinished Business**
 - a. Covid update – Lori Stangl gave an update that COVID-19 vaccines are now available to those 6 months old and older. The second booster is available to those age 50 and older or to anyone compromised.
 - b. Mental health plan – Sandra has reached out to the President of the 708 Board and is waiting for a response. There is a meeting next week with a League of Women's Voters group that Sandra and Lori will attend. Dr. Barbara Kepner has been asked to help in the search for a mental health professional to assist.
7. **New Business**
 - a. Environmental Health food licenses – Sandra explained the different types of licenses. A risk assessment inspection is done yearly. Seasonal licenses are good for 90 days. Temporary licenses are good for 1 to 14 days. The State of Illinois has made changes to the Farmers Market licenses that the county has to comply with by January 1, 2023. Cottage Food vendors are not inspected. Will look into an ordinance addition for individual licenses in a shared space, and what would need to happen to add this license.
 - b. Environmental Health food program fees – Based on a study from 2017/2018, Sandra reported fees for the Environmental Health Program were to be raised and was not completed. The 2017 motion was to raise the fees 50 percent each year for 3 years until the cost for the service was reached. One raise has been done so far. After review and discussion, Don Hill made a motion to approve the fee increase for the first five retail food licenses at high risk to \$675/year, medium risk to \$325/year, low risk to \$325/year, and medium and low risk seasonal to \$190/year; Tara Redfearn second the motion. All were in favor, the motion passed. After review and discussion, Don Hill

made a motion to approve the Cottage Food Operation Registration Fee to \$50, the Inspection Fee to \$325 per occurrence, and the Re-inspection Fee to \$50 per occurrence; Lisa Haas second the motion. All were in favor, the motion passed. After review and discussion, Don Hill suggested the Farmers Market Permit Fee change to \$100 per year and the Limited Egg Farmers Market Permit be \$50 per year. There will no longer be an out-of-county fee. Don Hill made a motion to send the Limited Egg Farmers Market Permit Fee of \$50 and the Farmers Market Permit of \$100 to Public Hearing prior to the September 7, 2022 meeting; Tracy Bauer second the motion. All were in favor, motion passed.

- c. Animal Control software – Sandra reported Animal Control has been having problems with Petdata. There are hours wasted correcting mistakes and revenue is being lost. The contract with Petdata has expired. After review and discussion, Lisa Haas made a motion to approve switching the Animal Control software as presented at a cost of \$2900 for the first year and \$2450 per year after; Tracy Bauer second the motion. All were in favor, the motion passed.
- d. Approve FY23 Public Health Fund (003) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.
- e. Approve FY23 PH Emergency Preparedness Fund (005) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.
- f. Approve FY23 PH Catastrophic Fund (046) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.
- g. Approve FY23 PH Capital Investment Fund (055) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.
- h. Approve FY23 Animal Control Fund (020) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.
- i. Approve FY23 Pet Population Fund (080) budget and move forward to the Joint Committee Budget Meeting – Tabled to next meeting.

8. Administrator's Comments – Sandra received and signed the SFY 23 Health Protection Grant. Regional Health Officer Mark Hunter visited on July 8, and we received certification from IDPH until October 2024. Lori, Samantha, and Sandra attended community health needs assessment meetings at Midwest Medical Center. The food program review by IDPH was given a waiver. Environmental Health is busy with inspections and temporary food permits for festivals and events. The new security cameras are working but the doors are not ready yet. A new air conditioning unit was installed in the lower level. A gas leak in the lower level furnace prompted an update of the Emergency Planning Guide.

9. President's Comments – none.

10. Board Member Comments – Violet Naese is the new board member. Her family ran a dairy farm for 40 years in Jo Daviess County, and her sons still farm it. She now resides in Stockton.

11. Citizen's Comments - none.

12. Next Scheduled Meeting Date: September 7, 2022

13. Adjourn – Tracy Bauer made a motion to adjourn, second by Lisa Haas. All were in favor, meeting adjourned at 8:14 pm.