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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, September 7, 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, Tracy Bauer, Don Hill, Tara Redfearn, Violet Naese, Merri Berlage, Dr. Barbara Kepner, and Lisa Haas (arrived 7:04 pm). Staff present: Sandra Schleicher, Lori Stangl, Mary Jo Schoenberger.
3. **Approval of Minutes** – A motion to approve the minutes from the August 3, 2022, Board of Health Meeting was made by Tracy Bauer and second by Tara Redfearn. All were in favor, motion passed.
4. **Citizens' Comments** – None.
5. **Financial Reports** – Public Health Fund 003, PH Catastrophic Fund 046, and Animal Control Fund 020 - Budget comparisons through July 31, 2022, were presented for review. Sandra Schleicher noted that we have reached 67 percent of the year. Covid grant revenue has declined as the year comes closer to an end; the cost for the camera system and door locks is reflected in PH 046 expenses. Animal Control revenue is at 58 percent.
6. **Unfinished Business**
 - a. Covid update – Lori Stangl reported COVID-19 vaccines are available to those 6 months old and older. There are still a fair number of cases of COVID-19 in the county. We have not yet received the bivalent vaccine booster.
 - b. Discussion and possible action regarding Environmental Health Food licenses – Peg Dittmar presented information about shared kitchens and their licensing. It was agreed that guidance is needed from the State of Illinois on the correct licensing for shared kitchens. Members discussed the current food establishment licenses available. County ordinance sets a limit of 6 temporary licenses per vendor per year. Merri Berlage made a motion to increase the temporary license number of events from 6 to 12 per year; Don Hill second the motion. All were in favor, motion passed.
 - c. Discussion and possible action regarding Environmental Health Farmers' Market permit fees – A Public Hearing regarding farmers' market permit fees was held at 6:30 pm prior to the Board Meeting. New Farmers' Market permit regulations go into effect January 1, 2023, per the State of Illinois. Maximum fees set by the state act are \$75 for eggs and \$175 for full farmers' market permit. After additional discussion, Don Hill made a motion to adopt a \$50 fee for limited egg Farmers' Market and \$100 for full Farmers' Market permit fees; Lisa Haas second the motion. Don Hill and Violet Naese were in favor, Dr. Barbara Kepner, Merri Berlage, Tara Redfearn, Lisa Haas, Tracy Bauer, and Peg Dittmar voted against the motion. The motion failed. Don Hill made a new motion to adopt a \$25 fee for limited egg Farmers' Market and \$75 for full Farmers' Market permit fees, Dr. Barbara Kepner second the motion. All were in favor, motion passed.
7. **New Business**

- a. Discussion and possible action regarding purchase of a storage shed – Three bids were proposed for a new storage shed to be placed behind the Public Health building. The bid from Sturdy Built Barns for \$9838 agreed on. No motion was required in accordance with the Jo Daviess County Purchasing policy.
- b. Discussion and possible action to approve FY23 Public Health Fund (003) budget and move forward to the Social and Environmental Committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Tracy Bauer made a motion to accept as proposed the FY23 Public Health Fund (003) budget and move forward to the Social and Environmental Health committee; Tara Redfearn second the motion. All were in favor, motion passed.
- c. Discussion and possible action to approve FY23 PH Emergency Preparedness Fund (005) budget and move forward to the Social and Environmental Health committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Merri Berlage made a motion to accept as proposed the FY23 PH Emergency Preparedness Fund (005) budget and move forward to the Social and Environmental Health committee; Tracy Bauer second the motion. All were in favor, motion passed.
- d. Discussion and possible action to approve FY23 PH Catastrophic Fund (046) budget and move forward to the Social and Environmental Health committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Lisa Haas made a motion to accept as proposed the FY23 PH Catastrophic Fund (046) budget and move forward to the Social and Environmental Health committee; Merri Berlage second the motion. All were in favor, motion passed.
- e. Discussion and possible action to approve FY23 PH Capital Investment Fund (055) budget and move forward to the Social and Environmental Health committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Tracy Bauer made a motion to accept as proposed the FY23 PH Capital Investment Fund (055) budget and move forward to the Social and Environmental Health committee; Tara Redfearn second the motion. All were in favor, motion passed.
- f. Discussion and possible action to approve FY23 Animal Control Fund (020) budget and move forward to the Social and Environmental Health committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Lisa Haas made a motion to accept as proposed the FY23 Animal Control Fund (020) budget and move forward to the Social and Environmental Health committee; Merri Berlage second the motion. All were in favor, motion passed.
- g. Discussion and possible action to approve FY23 Pet Population Fund (080) budget and move forward to the Social and Environmental Health committee – The Board of Health Finance Committee reviewed the budget on August 10, 2022. Tracy Bauer made a motion to accept as proposed the FY23 Pet Population Fund (080) budget and move forward to the Social and Environmental Health committee; Lisa Haas second the motion. Peg Dittmar, Tracy Bauer, Tara Redfearn, Hill, Violet Naese, Barb Kepner were in favor, Merri Berlage voted against the motion; motion passed.

8. Administrator's Comments – Sandra was busy the last month getting budgets together. The clinical staff is getting prepared for the monkeypox vaccine and the lab draw program is going well. The security cameras and doors are complete and in operation. Environment Health continues to do inspections. Animal Control has been busy with dog bites and humane care issues. Sandra attended an Administrator Association training and was happy with the information she received.

9. President's Comments – Peg wants to continue the conversation about the shared kitchen permit fees and structure. Sandra will send out information Peg has to the Board members.

10. Board Member Comments – None.

11. Citizen's Comments - None.

12. Next Scheduled Meeting Date: November 2, 2022

13. Adjourn – Lisa Haas made a motion to adjourn, second by Tracy Bauer. All were in favor, meeting adjourned at 8:21 pm.