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

## **Jo Daviess County Board of Health**

Wednesday, September 12, 2018 at 7:00 pm

Jo Daviess County Health Department Conference Room

### **MEETING MINUTES**

#### **1. Call to Order**

Ron Lubcke, President of the Board of Health, called the Meeting to order at 7:00 PM.

#### **2. Roll Call:**

Present: Kim Barrett, Elizabeth Blair, Ralph Losey, Ron Lubcke, Stephen Petras, Gary Jobgen and Nikki Chamberlain Pham.

Not present: Bill Bingham and Matthew Gullone. A quorum was established

Staff Present: Elizabeth Townsend, Marcia Christ, and Sandra Schleicher

Others Present: Tammy Black with Delta 3 Engineering, Jamie Petras, Krista Weimerskirch, and Hal Gilpin.

#### **3. Approval of Minutes**

a) Minutes from August 1 2018 Board of Health Meeting; Gary Jobgen motioned to approve the minutes as presented, second by Ralph Losey. All were in favor, the motion carried.

#### **4. Citizens' Comments:**

Hal Gilpin, owner of Hawk Valley Retreat in Galena addressed the Board of Health with concerns regarding guest accommodation changes he was told were required following an inspection by the Health Department for a commercial license, and within a deadline of less than 2 weeks. Mr. Gilpin explained that an addition was added prior to him purchasing the property that would require changes be made to the kitchen area, because it is now considered a Guest Accommodation instead of a B & B. Mr. Gilpin asked members to please consider that the property be grandfathered in as a B & B, and changes to the kitchen would not be needed unless the limit of bedrooms as a B & B is exceeded. He added that Environmental Health staff were very accommodating; that the property is currently for sale and he was needing clarification.

Ralph Losey thanked Mr. Gilpin, stating he felt his request was reasonable and would be addressed.

#### **5. Unfinished Business:**

There was no unfinished business.

## 6. New Business

### a) **Review and possible action to approve the RFP for the Dental Clinic Project in Elizabeth.**

Gary Jobgen made a motion to review and discuss the RFP for the Dental Clinic Project in Elizabeth, second by Elizabeth Blair. All were in favor, the motion carried.

Tammy Black from Delta 3 Engineering presented revised Dental Clinic plan options which did not include an addition to the existing building. Tammy requested that board member review the different options and asked for clarification in order for her to move forward with the project.

Plan options presented and reviewed: A) current site & building plan showing changes that have been made due to no added addition at this time. Plans included: parking, building access and entrances, sidewalks, and gutters & downspouts for proper water drainage; B) existing building viewed as is; C) proposed plan of upper and lower level which would include additions and support needed in lower level to bring up to code, as well as waterproofing; D) proposed plan displaying the outside of the existing building and the proposed improvements; options would include new brick where needed, building entrance changes, removal of existing loading dock and adding a wall to allow for additional space, and clinic signage. Tammy then presented a 3-D design of the proposed plan for board members to review, stating they may also want to consider a canopy over the main door and sunshades over the south windows. Following further review and discussion, Gary Jobgen asked for clarification on the size of the front entrance door and if handicap accessible; Tammy stated 36" and handicap accessible. Ron Lubcke mentioned that the Board of Health Finance Committee all agreed on a Clinic name; the 'Jo Daviess County Public Health Dental Clinic' along with the Public Health Symbol. Board members also agreed that parking lot signs, and entrance & exit signs were needed, as well as lighting and security cameras around the outside of the building and parking area.

Tammy discussed other improvements needed; stating there were rotting windows needing to be replaced; asking for clarification on whether to just replace those windows only or all of the existing windows. She was asked by members to explore different types of window options and the cost to replace all. Tammy displayed interior options, asking for member feedback on the type of reception check-in and check-out windows, paint colors, lighting, finishes, furniture, flooring, countertops, cabinets, doors, and wall accents. Members agreed to leave choice selections up to the designer. Elizabeth added that she would like to get staff input on furniture choices.

Tammy then distributed a revised list of cost estimates for construction of the clinic; utilizing the existing building with no addition. She noted that there is both a Contractor fee of 16% and a Contingency of 15% added, and that dental equipment would be in a separate contract, as well as the \$12,000 furniture allowance. Ron asked Tammy to clarify the 'Specialties' cost listed; Tammy stated in that line item she included exterior signs, sunshades, fire extinguishers,

bathroom items and other accessories. Mechanical systems were also reviewed; furnace and water heater options and cost.

Tammy stated she projected putting the project out for bid late October 2018, hoping to break ground after December 1<sup>st</sup>.

Stephen Petras made a motion to Table this Agenda item until the next scheduled meeting on October 3<sup>rd</sup>, allowing time to gather additional information, second by Ralph Losey. All were in favor, the motion carried.

**b) Review and Possible action to approve and move forward to the County Social & Environmental Committee a revised Food Protection Ordinance for Jo Daviess County.**

Sandra Schleicher, Director of Environmental Health, reviewed changes made to the Jo Daviess County Food Protection Ordinance. Sandra discussed highlighted changes such as; wording, new definitions, state requirements, report of inspection scoring, and the process of violation corrections. Following no further discussion; Gary Jobgen made a motion to approve the revised Food Protection Ordinance for Jo Daviess County and move forward to the County Social & Environmental Committee, second by Kim Barrett. All were in favor, the motion carried.

**c) Discussion and Possible action to approve the Dental Program Business Plan.**

Ron Lubcke stated that the Board of Health Finance Committee had begun to review the Dental Program Business Plan presented and felt that there was more work to be done on it, so members voted to Table the Plan until the next scheduled meeting. Stephen Petras had expressed he felt there were several discrepancies in the proposed Business Plan; which had been developed by Thames Management Resources, an agency Elizabeth Townsend stated was recommended to her by the County Administrator. Members agreed that the Plan needed to be revised reflecting the correct information. Stephen Petras made a motion to Table the Dental Program Business Plan Agenda Item, second by Elizabeth Blair. Followed by a voice vote; Ayes 6 - Nays 1; Gary Jobgen. The motion carried

**7. Administrator's Comments:** There were no additional comments

**8. President's Comments:** There were no additional comments

**9. Citizens' Comments:** There were no additional comments

**10. Next Scheduled Board of Health Meeting:** October 3, 2018 at 7:00 PM

**11. Adjourn:** Gary Jobgen motioned to adjourn the meeting, second by Stephen Petras. All were in favor, meeting adjourned at 9:02 PM.