



McHenry County  
Board of Health - Regular Meeting  
MINUTES

November 20, 2023, 6:30 PM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Cindy Gaffney, Barbara Amsler, Cecilia Carman, Joseph Clarke, Sarah Clarke, Melissa Katz, Kyle Marcussen, Juliana Morawski

Members Absent: Pamela Althoff, Kristen Maguire, Guadalupe Ortiz

Full comments on all agenda items are included in the audio recording of this meeting.

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1. CALL TO ORDER

Meeting called to order by C. Gaffney at 6:30 pm

2. PUBLIC COMMENT

3. MINUTES APPROVAL

Mover: Sarah Clarke

Second: Juliana Morawski

Approved by Voice

3.1 October 16, 2023 Meeting Minutes

Mover: Sarah Clarke

Second: Juliana Morawski

4. EMPLOYEE RECOGNITION

Employees who are celebrating milestone anniversaries were recognized by staff and Board of Health members. Employees who were in attendance received a certificate and had a photo taken with their Division Director and the Public Health Administrator. Employees not in attendance will be presented with a certificate at a later date.

5. DEPARTMENT & DIVISION UPDATES

Ms. Adamson updated the Board on ARPA funds. She stated she has met recently with County Administration and County Finance, and they are working on wrapping up all the proposed plans. The Department has a complete plan to earmark all funds. Ms. Adamson noted that she also has met with Facilities regarding the Crystal Lake building improvements. It will be approximately 9-12 months to prepare for renovations.

Ms. Dietz stated she is working on wrapping up fiscal year 2023. She noted that the check for the workforce grant from the State, which was awarded a few months ago, has not yet been received and therefore not yet reflected in the budget.

Ms. Karras said we are starting to see an increase of respiratory illness, but the numbers are still below our benchmark.

The Department has ordered COVID vaccine for Department staff, however, it hasn't arrived yet.

Ms. Howell explained that in the past, a reckless dog owner could be defined as an individual who has pled or been found guilty of three (3) violations of the Animal Control Act. The first case went to court for multiple violations and given the separation of the household one owner was found guilty and deemed a reckless dog owner and the other owner was found not guilty. The court determined that the reckless dog owner could not own dogs. Ms. Howell said that they learned a lot of good lessons and felt they were successful.

Last year a step was taken to entice more Animal Control Officers to the Department. Ms. Howell said they have had some applicants with experience apply and some were interested in the certification.

Northern Illinois University recently did a project for McHenry County looking at animal control. They reviewed our process, policies, and the different services we offer. Ms. Howell said the results are not in yet but said she will let the Board know the assessment results. Ms. Howell answered some questions about the NIU project.

Ms. Nomm mentioned that Environmental Health was hoping to partner with solid waste agencies in Northeast Illinois. She said we were one of the recipients of the grant. The EPA will negotiate the final plans. She stated she would bring additional information back to the Board.

Ms. Nomm said part of the ARPA project was the lab expansion. They have received their new equipment and have been trained. Ms. Nomm said she will do a presentation for board members later.

Ms. Morawski asked Ms. Nomm about the 300 West project that was reviewed at a Board of Health meeting several years ago. Ms. Nomm updated the board and said there is still a lot of work to be done.

Ms. Marrin said the Department has begun Succession Planning and an employee survey was developed, and links were sent to us. Each division will complete the surveys during their staff meetings, and they should all be finished by the end of next week.

The materials GovHR requested were sent to them for their reviews. These included job descriptions, overview of succession plan, budget, and our overview of the beginnings of succession planning for retirement years. Ms. Marrin added they will be meeting with GovHR to review focus group times and schedules and one on one interviews.

There was an active shooter training at the Crystal Lake facility on November 17, 2023. They were able to do a walk-through with staff and answer questions.

Mr. Marcussen added that this kind of training is beneficial to everyone and suggested to reach out to other organizations in the area to hold a large-scale drill.

## **6. CONSENT AGENDA**

**Mover:** Cecilia Carman

**Second:** Barbara Amsler

Aye (8): Cindy Gaffney, Barbara Amsler, Cecilia Carman, Joseph Clarke, Sarah Clarke, Melissa Katz, Kyle Marcussen, and Juliana Morawski

Absent (3): Pamela Althoff, Kristen Maguire, and Guadalupe Ortiz

- 6.1 Department 24 - Tuberculosis
  - 6.1.a TB Disbursements
  - 6.1.b TB Income & Expenses
  - 6.1.c TB Report
- 6.2 Department 51 - Health
  - 6.2.a Income & Expenses
  - 6.2.b Disbursements
  - 6.2.c ADM-Division Report
- 6.3 Renewal Contracts
  - 6.3.a IDPH-Illinois Tobacco-Free Communities
  - 6.3.b IDPH-Comprehensive Health Protection Grant
  - 6.3.c Independent Contractor-Dr. Peter Kennedy, DVM

**7. NEW AND UNFINISHED BUSINESS**

7.1 Merit Increase

Mr. Clark informed board members the Personnel Committee, after various options were discussed, approved the 4% increase across the board for eligible employees.

**Mover:** Joseph Clarke

**Second:** Kyle Marcussen

Aye (8): Cindy Gaffney, Barbara Amsler, Cecilia Carman, Joseph Clarke, Sarah Clarke, Melissa Katz, Kyle Marcussen, and Juliana Morawski

Absent (3): Pamela Althoff, Kristen Maguire, and Guadalupe Ortiz

Approved (8 to 0)

7.2 Hearing Committee Findings & Recommendation of Appeal (Hungry Truck Co.)

Mr. Marcussen gave an overview of the Hearing Committee meeting with Hungry Truck Co. The owner of Hungry Truck Co. had appealed the plumbing inspection required in order to receive her annual mobile food health permit.

After hearing both sides, the committee determined that Environmental Health responded correctly and according to the ordinances. It was a unanimous vote to deny the appeal.

**Mover:** Cindy Gaffney

**Second:** Cecilia Carman

Aye (8): Cindy Gaffney, Barbara Amsler, Cecilia Carman, Joseph Clarke, Sarah Clarke, Melissa Katz, Kyle Marcussen, and Juliana Morawski

Absent (3): Pamela Althoff, Kristen Maguire, and Guadalupe Ortiz

7.3 Elect New Slate of Officers

Mr. Clarke was nominated for President. Mr. Marcussen for Vice-President, Cecelia Carman for Secretary and Dr. Amsler for Treasurer.

**Mover:** Juliana Morawski

**Second:** Sarah Clarke

Aye (8): Cindy Gaffney, Barbara Amsler, Cecilia Carman, Joseph Clarke, Sarah Clarke, Melissa Katz, Kyle Marcussen, and Juliana Morawski

Absent (3): Pamela Althoff, Kristen Maguire, and Guadalupe Ortiz

**Approved (8 to 0)**

7.4 Committee Assignments

If any board members wish to be on a committee, Mr. Clarke requested they send their choice to Ms. Adamson, and she will forward this information to Mr. Clarke.

Mr. Clarke suggested in regard to the Hearing Committee, and since it is a very important committee, that five (5) senior members of the Board serve on that committee.

**Tabled**

**8. BOARD ISSUES**

Ms. Morawski expressed her concerns about upcoming holidays and substance abuse. She asked if our website has a list of resources where people can get information if they or someone they know is in crisis. She stated she would like to see the Department reach out to community organizations and businesses, especially at this time of year.

**9. INFORMATION AND COMMUNICATIONS**

9.1 Thank You Letter

**10. EXECUTIVE SESSION (AS NECESSARY)**

10.1 August 21, 2023 Executive Session Minutes

**11. REGULAR SESSION - MINUTES APPROVAL**

11.1 Approval of Executive Session Minutes - August 21, 2023

**12. APPENDIX**

12.1 Media Appendix

12.2 Webstats

12.3 ENV Well & Septic Report

12.4 ENV Lab Report

12.5 PHN Reports

12.6 VPH Reports

**13. ADJOURNMENT**

Motion made by K. Marccussen, second by S. Clarke to adjourn meeting at 7:34 pm. Motion passed unanimously with a voice vote.