



McHenry County
Board of Health - Regular Meeting
MINUTES

June 17, 2024, 7:00 PM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Pamela Althoff, Barbara Amsler, Joseph Clarke, Sarah Clarke, Kristen Maguire,
Kyle Marcussen, Juliana Morawski, Guadalupe Ortiz

Members Absent: Cindy Gaffney, Cecilia Carman, Melissa Katz

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

1. CALL TO ORDER

The meeting was called to order by Joseph Clarke at 7:37 PM.

Also present: Melissa Adamson, Public Health Administrator; Anne Marrin, Planning & Operations Director; Patricia Nomm, Director of Environmental Health; Susan Karras, Director of Nursing; Maryellen Howell, Veterinary Division Director; Karin Dietz, Fiscal Operations Manager.

2. PUBLIC COMMENT

NONE

3. MINUTES APPROVAL

Mover: Kyle Marcussen

Second: Barbara Amsler

Approved by Voice

3.1 May 20, 2024

4. EMPLOYEE RECOGNITION

Employees who are celebrating a milestone anniversary were recognized by staff and Board of Health members. Employees not in attendance will be presented with a certificate at a later date.

5. DEPARTMENT & DIVISION UPDATES

Director Nomm said the Environmental health division had their first virtual office hours for the food establishments with about 175 participants. The next one is pending changes to the FDA retail food code. A full recycling event is this weekend at Chesak Elementary School.

Director Karras said Operation Dropbox was a huge success, over 8,200 pounds of supplies were collected and supplies were provided immediately to a Veteran in need.

Director Howell stated the Animal Control division only has one position open which is an office kennel position. The Animal Control division is working on the renovation, updates to ordinances on bites and rabies observations and also working on the budget.

Director Marrin said staff sent out a media release regarding cooling centers due to the extreme heat. The Health Department is working closely with the architects and engineers for the Crystal Lake facility. Succession planning is moving into phase 2 of supervisor interviews and reviews of job descriptions. Gov HR will be here in July to meet with supervisors and staff to do a training on succession planning. They will be here for 2 days and will be available for coaching and counseling sessions.

Ms. Dietz said the FAR (Fiscal Administrative Review) audit is finalized and there were no findings. The budget is on target. Grants will be ending this month.

6. COMMITTEE UPDATES

On behalf of the Regulation, Ordinance, Promotion and Planning Committee, Ms. Ortiz said food pantries thought the fees were too high and discussed removing fees for required inspections. The suggested wording is, "food pantries means a public or a private non-profit food establishment that distributes food at no cost to low income and unemployed households including food from sources other than the department and to relieve situations of emergency and stress".

Another topic on behalf of the Regulation, Ordinance, Promotion and Planning committee was the open air dining and outdoor bar policies. The committee wants to review the policies so they align with what has been allowed through a variance.

On behalf of the Personnel Committee, there is a position reclassification resolution that was recommended to the Board of Health for approval. There is a position classification change within Environmental Health which is in the works with Human Resources.

Also, the Public Health Administrator mid year assessment is set on July 1. Ms. Adamson put in a request to negotiate for a future employment contract.

7. CONSENT AGENDA

Mover: Barbara Amsler

Second: Kristen Maguire

Approved

7.1 Department 24 - Tuberculosis

7.1.a Disbursements

7.1.b Income & Expenses

7.1.c TB Report

7.2 Department 51 - Health

7.2.a Disbursements

7.2.b Income & Expenses

7.2.c ADM Report

7.3 Contracts & Agreements-Renewals

7.3.a Age Options

7.3.b IDPH Vision and Hearing Grant

8. NEW AND UNFINISHED BUSINESS

8.1 Resolution to Reclass Community Health Position

Ms. Adamson stated this resolution restructures the nursing division into two separate divisions to address changing demands in community health deliverables, workforce needs and to create additional pathways, balance workloads, and help retain qualified staff. This creates a fifth division with a new division director.

Mover: Kyle Marcussen

Second: Barbara Amsler

Authorize personnel changes to the Department of Health's FY2024 roster effective July 1, 2024.

Approved

8.2 Resolution to Award ARPA Community Health Grants

This is a resolution authorizing the approval of the community health grant awards from the Department of Health's designated American Rescue Plan Act Funds.

Mover: Juliana Morawski

Second: Barbara Amsler

Authorize the selected Community Health Grant awards from the Department of Health's designated ARPA funds.

Approved

8.3 Bylaws

Ms. Ortiz Mentioned that Article 3, section F in the McHenry County Board of Health bylaws does not allow compensation for board members. There have been vacancies on the board, and this was offered as a means to increase retention. The bylaws would need to be amended to allow members to be compensated.

Mr. Clarke shared that this was a goal set for Ms. Adamson to improve retention of board members. The language in the current bylaws comes out of the state statute. The current statute allows for compensation of members and requires a change to the bylaws authorizing the county to compensate the Board of Health members.

Mover: Guadalupe Ortiz

Second: Sarah Clarke

Approved

9. BOARD MEMBER COMMENTS

Ms. Althoff reported on the discussion at the Public Health and Community Services Committee around appointments to the Board of Health. The County is looking at diversity to reflect services provided.

10. INFORMATION AND COMMUNICATIONS

10.1 FAR Findings 2024

11. EXECUTIVE SESSION (AS NECESSARY)

Motion made by Pam Althoff, seconded by Kyle Marcussen to enter into executive session. Motion passed unanimously by voice.

11.1 Approval of Executive Session Minutes October 16, 2023

11.2 Approval of Executive Session Minutes January 22, 2024

12. APPENDIX

12.1 Media Appendix/Webstat

12.2 ENV Well/Septic Report

12.3 ENV Lab Report

12.4 PHN Reports

12.5 VPH Reports

13. ADJOURNMENT

Motion made by Juliana Morawski, seconded by Kyle Marcussen to go out of Executive Session and into Regular Session at 8:45 PM.

Motion to adjourn made by Barbara Amsler, seconded by Juliana Morawski at 8:47 PM.