Public Health
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Peoria City/County Health Department

Peoria County Board of Health
Minutes of May 28, 2015 Meeting

MEMBERS PRESENT: Dr. Trachtenbarg, Ms. Simpson, Ms. Harant, Dr. Roehm, Ms. Groves-Allison, Dr. Hippler, Dr. Wortham, Ms. Sullivan, Dr. Na'Allah, Rev. Duren, Mr. Baker

MEMBERS ABSENT: Ms. Williams

STAFF PRESENT: Greg Chance, Public Health Administrator
Kristin Grubb, Administrative Assistant
Wil Hayes, Director of Environmental Health
Monica Hendrickson, Epidemiologist
Gene Huber, Director of Financial Services
Meredith Littell, Assistant Director of Infectious Disease
Jean Bellisario, Director of Infectious Disease
Emily Connors, Human Resources Coordinator
Carey Panier, Assistant Director of Environmental Health
Melissa Hall Adamson, Director of Community Health Policy & Planning/Assistant Administrator

OTHERS PRESENT: Alex Rusciano, WCBU

Item 1 - Call to Order

Meeting was called to order at 6:00 pm by Ms. Harant.

Item 2 - Pledge of Allegiance

Item 3 - Comments from Public

There were no comments from the public.

Item 4 - President's Comments

There were no comments from the President.

Item 5 - Approval of Board of Health Member Appointment Recommendation

A motion was made by Dr. Trachtenbarg to approve the recommendation of reappointment of Dr. Maxine Wortham to the Board of Health. Motion was seconded by Dr. Hippler. Motion carried (11, 0).

Item 6 - Accept Resignation of Public Health Administrator Effective 6/30/2015

A motion was made by Ms. Sullivan to accept the resignation of Public Health Administrator Greg Chance and authorize payment of accrued benefits as outlined in his Employment Contract

and/or Personnel Policies effective June 30, 2015. Motion was seconded by Ms. Simpson. Motion carried (11, 0).

Item 7 - Create Public Health Administrator Recruitment Committee

Ms. Harant suggested that Dr. Wortham chair the Recruitment Committee and Mr. Baker, Dr. Trachtenbarg, Ms. Sullivan and herself be members of the Committee. She stated that the Committee will review the Public Health Administrator Job Description, decide from where to solicit candidates, and initiate the interview process. Mr. Chance stated that Human Resource s will manage posting the position and receiving applications. He reminded the Board that meetings of the Committee will be required to meet the requirements of the Open Meetings Act. A motion was made by Ms. Sullivan to designate the Recruitment Committee to handle the search process. Members of the Committee will be Ms. Harant, Ms. Sullivan, Mr. Baker, Dr. Trachtenbarg, and Dr. Wortham (Chair). Motion was seconded by Dr. Hippler. Motion carried (11, 0).

Ms. Harant asked for any additional skills or background that should be included in the job description. In response to a question regarding if the physical requirements are limiting people, Ms. Connors stated that the language regarding physical requirements is standard for all of the current job descriptions at the Health Department. There was discussion regarding the educational requirements as well as the State of Illinois requirements. Mr. Chance stated that he is aware of Public Health Administrators who have a Bachelor Degree; he added that the State relies on Boards of Health to hire the most qualified individuals. Credentials are sent to the State prior to an offer being made. Dr. Trachtenbarg suggested that the Committee review the job description and do any needed word smithing. Ms. Sullivan suggested that Mr. Chance and Ms. Connors review the job description for any additional skills needed.

Item 8 - Executive Session

At 6:18 pm, a motion was made by Dr. Na'Allah to enter Executive Session regarding personnel. Motion was seconded by Dr. Wortham. Motion carried (11, 0).

Item 9 - Approve Interim Public Health Administrator

At 6:39 pm, the Board returned to regular session.

A motion was made by Dr. Wortham to appoint Gene Huber as Interim Public Health Administrator effective June 1st to fulfill the role per the Administrator's job description at a stipend of $1,500.00 per month. Furthermore, the Board authorizes Gene Huber the authority to provide a stipend of $500.00 per month for up to two (2) program managers in recognition of their additional duties. These stipends will cease upon the start date of the new Public Health Administrator. Motion was seconded by Dr. Hippler. Motion carried (11, 0).

Mr. Chance informed that Board that a breakfast celebration in recognition of the achievement of becoming one of 75 nationally accredited health departments will be held on June 30th. The Board of Health will be invited to this celebration. Mr. Chance thanked the Board for its support and staff for their efforts. Dr. Hippler expressed appreciation for the staff's work.

Ms. Huber thanked Mr. Chance for his six years of leadership as well as the Board for its confidence in her. She also thanked the very hardworking caring staff.

Item 10 - Adjournment

Being no further business, a motion was made by Dr. Roehm to adjourn the meeting. Motion was seconded by Rev. Duren. Motion carried (11, 0).

Meeting adjourned at 6:43 pm.

Respectfully submitted,

Maxine Wortham, PhD
Secretary