

**DEKALB COUNTY BOARD OF HEALTH
AD HOC BYLAW REVIEW COMMITTEE MEETING
DECEMBER 21, 2021
3:00 PM**

Ad Hoc Bylaw Review Committee Members Present:

Derryl Block, RN, PhD
Patricia Faivre
Anita Zurbrugg

Committee Members Absent:

Jessica Harrill, JD

Staff Present:

Lisa Gonzalez, Public Health Administrator
Erin Frye, Administrative Support and Marketing Manager

The meeting was called to order by Dr Block at 3:00 p.m. Mrs. Gonzalez made the roll call of members present.

Dr Block noted that there were no members of the public present. Dr. Block stated meeting goals were to continue Bylaw review and discuss next steps.

Dr. Block noted that the updated bylaw document forwarded by Ms. Jessica Harrill had some but not all suggestions incorporated from the last committee meeting. Mrs. Gonzalez shared that further edits will be incorporated by herself and Erin Frye in a redline document which will then be sent to the States Attorney's office for final review.

Mrs. Gonzalez summarized the review process to date and suggested the Committee review and suggest further changes.

The Committee discussed section 3.2.1 and suggested rewording to reflect the board member needs to be working in DeKalb County but not necessarily reside in DeKalb County. The committee determined that 3.4.0 be renamed Removal, Termination and Vacancies. Subsequently, the Committee determined that a section 3.4.3 needed to be added that would state "If a member of the board of health would decide to terminate services from the board due to health, change of domicile, or any other compelling reason, the member is to notify the Board of Health president and public health administrator in writing as soon as possible." The Committee reviewed 3.6.4 and suggested rewording to suggest the Board ensures employment of qualified staff. The Committee reviewed section 3.6.5 and recommended rewording that the Board shall review and approve a budget to submit to the county board. Committee agreed to strike section 3.6.7. The committee agreed to rewording 3.6.8 to reflect the Board shall review the annual audit of Health Department accounts. The Committee agreed to keep the changes to section 3.6.9 and 3.6.10. The Committee determined that recent changes to 3.7.1 and 3.7.2 from the original document need to be reflected in the redline document. The Committee referred back to section 3.6.9 and suggested the section be reworded to reflect the Board shall periodically review programs and policies.

Mrs. Gonzalez reviewed previous suggested changes to Article IV. The committee did not note further recommended changes.

Mrs. Gonzalez noted Jessica Harrill reworded section 5.2.1 to reflect requirements of the Illinois Open Meeting Act. The Committee did not note any further recommended changes.

Mrs. Gonzalez reviewed Article VI recommended changes from the last meeting. The Committee suggested the States Attorney review the suggested changes if Ms. Harrill is unable to provide her opinion.

Lisa Gonzalez reviewed the Committees' suggested changes from the last meeting for Article VII. To remain consistent with section 7.2.1, the Committee determined that Board of Health be defined as Board in section 1.1.1. For section 7.3.1 it was recommended that evaluation of the Public Health Administrator position be added. No additional changes for Article VII were suggested.

Lisa Gonzalez noted that the Committee had no recommended changes in the last meeting for Article VIII and Article IX.

Lisa Gonzalez recommended that public comments be addressed in the bylaws under a proposed section 6.3.0 named Comments from the Public. She recommended the wording be used from DeKalb County bylaws. The following excerpt was suggested:

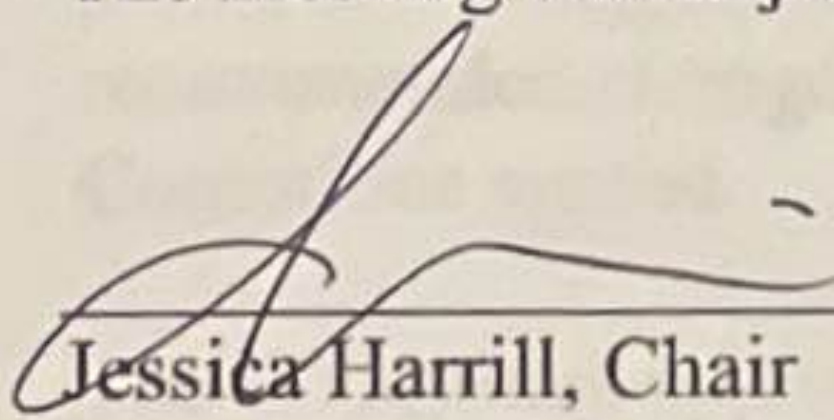
A time shall be provided on the agenda of each regular meeting of the Board for members of the public to be heard. Such a time shall not exceed 30 minutes. Each person desiring to be heard shall be allotted three minutes in which to address the Board and each speaker shall identify himself by name and township. If a speaker desires more time, up to one person in attendance may yield their three minutes to the speaker, making the maximum presentation time six minutes.

Regarding this excerpt, the committee would like opinion as to whether allowing up to six minutes maximum presentation time is required.

Lisa Gonzalez furthermore recommended that a public comment form be required for in person meetings and the wording be taken from Lake County bylaws. The Committee agreed with this proposed change.

It was determined that a committee meeting would be scheduled to review recommended edits to date and suggest any additions to the Bylaws document before it is sent to the Board of Health members. The Committee members provided possible dates and times. The Committee scheduled the next meeting for January 7th at 2:00 pm.

The meeting was adjourned at 3:43 p.m.



Jessica Harrill, Chair

Board of Health Ad Hoc Bylaw Review Committee – December 21, 2021