

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: March 27, 2018**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
Celeste Latham – Secretary
Derryl Block, RN, PhD
Heather Breuer, DMD
Kevin Bunge
Erik Englehart, MD
Mayuri Morker, MD
Lizy Garcia

ABSENT

LeAnn Gruber, DVM, Vice President
Tiara Huggins

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division
Cindy Graves, Director, Community Health and Prevention Division
Health Promotion and Emergency Preparedness Division
Annie Tripicchio, Administrative Assistant

GUEST

Khobi Price, NIU School of Journalism, Student

CALL TO ORDER

The DeKalb County Board of Health meeting of March 27, 2018, was called to order at 6:33 pm by Celeste Latham, Vice President.

MINUTES

Full Board

On a motion by Dr. Breuer, seconded by Dr. Morker, the Board of Health Minutes of the Meeting for January 23, 2017, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez reported on DCHD's IPLAN-Community Health Needs Assessment. The Local Public Health Systems Assessment was completed during five working sessions that began on January 25, 2018 and continued for five consecutive Thursdays through the month of February. Beginning February 1, 2018, the Community Themes and Strengths Assessment was rolled-out electronically and in paper form. Utilizing various community partnerships, we were able to promote the survey in newsletters, virtual backpacks, through a press release and via email distribution lists. The Steering Committee also met in February to begin the MAPP Forces of Change (FOC) Assessment. The FOC brainstorming sessions will also be conducted with the Health Department Senior Leadership Team, the Northwestern Medicine – Kishwaukee Hospital Leadership Team and with the Board of Health at our March meeting. The Steering Committee will re-convene in the month of April to review findings from the four MAPP Assessments and to identify the health priorities that will be incorporated into the Community Health Improvement Plan.

Mrs. Gonzalez stated CDP was on site on February 20, 2018 for clinical and billing staff training and “go-live” took place on February 21, 2018. She reported that by utilizing the new data management system, the Department will be able to improve efficiencies because the system allows all client demographic and insurance information to be stored within one data management system and scheduling across all five service areas will be done in one system as well. She also indicated that many of the previous paper consent forms can now be signed and stored electronically, eliminating the need to make and file paper copies. Once all staff are completely trained, the system should streamline the billing process for our Accounting staff. All billing errors will be followed-up on by CDP. CDP will continue to offer technical support and training through webinars, email and phone consultation as needed.

Mrs. Gonzalez reported that she worked with Administration staff to begin close out the 2017 financial reports. She reported that during the of March, staff will work with our auditor from Sikich, LLP, to finalize the Financial Statement. Sikich will also complete the Federal Single Audit Report for DeKalb County, an audit of the federal grants.

Health Protection – Greg Maurice

Mr. Maurice reported that at this time, DC Trash has decided to discontinue the monthly e-waste collections due to cost. The County will be hosting two free e-waste collections on June 2, 2018 and September 22, 2018.

The Solid Waste Program will also be hosting a household hazardous waste collection on May 19, 2018 and a paint and clothing collection on July 14, 2018.

Mr. Maurice stated that Animal Control staff assisted with the capture and transport of a loose horse in the Genoa area. The owner was from Marengo but had been working on a fence enclosure in Huntley when the horse got spooked and broke the fence.

Mr. Maurice reported that Staff focused on gathering the information for the Local Health Protection Grant Review.

Community Health and Prevention - Cindy Graves

Ms. Graves reported that Communicable Disease staff investigated and completed surveillance on three outbreaks of influenza in Long Term Care Facilities. Education on prevention and disease containment was provided. A total of nineteen ICU admissions for influenza were reported in January and February. This is an 85% increase of influenza ICU admissions in the first two months of 2018. The mean number of cases over the past six years is 2.84 annually.

Ms. Graves stated that Narcan supply and distribution has occurred for most DeKalb County Police Departments. After training, Hope Haven and Safe Passage are now supplied. Sycamore and DeKalb Schools are also active in preparing for a response. She has developed the training materials for the non-emergency medical services and non-emergency medical providers.

Ms. Graves reported that herself and Rocio Marungo attended the Medical Cannabis Pilot Project training which included application training, operationalizing the program and creating outreach materials. DCHD is awaiting the intergovernmental agreement to move forward. Ms. Graves provided a program overview presentation to the Board and answered related questions.

FINANCIAL DATA

Dr. Englehart moved to approve the Financial Statements for the months of January and February 2018, seconded by Dr. Morker. Motion carried.

Celeste Latham moved to approve the Claims for February and March 2018, seconded by Dr. Block. Motion carried.

NEW BUSINESS

1. Health Department 2017 Annual Report

Mrs. Gonzalez provided an overview of the 2017 DeKalb County Health Department Annual Report. The Department will publish the report in a new format with enhancements that attempt to make the report more relevant and understandable to the general public. The plan is to release the report on the Department's website during National Public Health Week.

2. Annual Solid Waste Program Report

Mr. Maurice gave an overview of the 2017 Solid Waste Annual Report. 92 percent of garbage that came into the landfill was from out-of-county. The landfill rate, average pounds of waste generated per person per day, was 4.3, the lowest rate since 2014. The report outlined program achievements and goals as they relate to the Zero Waste Task Force recommendations and our twenty-year plan.

3. Forces of Change Assessment

Mrs. Gonzalez provided an overview of the Forces of Change Assessment, which included a summary of the feedback to date. The Board was given the opportunity to provide their feedback into the assessment. Mrs. Gonzalez reported that Board feedback would be incorporated into the document and once finalized the report would be sent to the consultant for incorporation into the final report. Results from the Forces of Change Assessment, along with the results of the three other MAPP assessment, will be utilized to help establish the health priorities for the next five year period.

EXECUTIVE SESSION

At 8:01 pm, Celeste Latham moved, seconded by Dr. Block, to enter into Executive Session for the purpose of discussing the Bi-annual Review of Executive Session Minutes under Subsection Number 21, all of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Celeste Latham, Dr. Englehart, Dr. Block, Dr. Morker, Dr. Breuer, Lizy Garcia, Kevin Bunge and Chris Jones.

At 8:06 pm, Celeste Latham moved to enter back into open session, seconded by Dr. Morker. Motion carried.
Dr. Block moved, seconded by Dr. Breuer to release the Executive Session Minutes of the meetings held September 26, 2017. Motion carried.

Dr. Englehart moved, seconded by Kevin Bunge to accept Resolution 032718 to destroy verbatim recordings of the Executive Session meetings held on April 12, 2016, May 24, 2016 and September 27, 2016. Motion carried.

CORRESPONDENCE AND NEWS

Mrs. Gonzalez reported that she had received the written resignation of Jill Tritt, Board of Health Attorney Representative, shortly before the meeting. She indicated that she will be conducting a search to identify a replacement and the Board of Health Personnel Committee would be convened to review and recommend a candidate. Mrs. Gonzalez also reported that during the month of May, the Personnel Committee of the Board of Health would be convened in order to conduct the annual performance evaluation for the Public Health Administrator.

ADJOURNMENT

On a motion by Dr. Morker, seconded by Celeste Latham, the Board of Health adjourned at 8:11 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health
March 27, 2018