

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 24, 2018**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
LeAnn Gruber, DVM, Vice President
Celeste Latham, Secretary
Derryl Block, RN, PhD
Kevin Bunge
Heather Breuer, DMD
Erik Englehart, MD
Lizy Garcia
Jessica Harrill, JD
Tiara Huggins
Mayuri Morker, MD

STAFF MEMBERS PRESENT

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

GUESTS

Jenny Junck, NP

CALL TO ORDER

The DeKalb County Board of Health meeting of July 24, 2018, was called to order at 6:30 pm by Christina Jones, President.

AGENDA

On a motion by Celeste Latham, seconded by Dr. Gruber, the Board of Health Meeting Agenda was approved. Motion carried.

MINUTES

Full Board

On a motion by Lizy Garcia seconded by Tiara Huggins, the Board of Health Minutes of the Meeting for May 22, 2018 were approved. Motion carried.

On a motion by Kevin Bunge, seconded by Dr. Englehart, the Board of Health Executive Session Minutes of the Meeting for May 22, 2018, were approved. Motion carried.

Personnel Committee

On a motion by Celeste Latham, seconded by Lizy Garcia, the Board of Health Personnel Committee Executive Minutes of the Meeting for May 22, 2018 were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez stated that two meetings were held with the Community Health Needs Assessment Steering Committee to review assessment findings and further identify health priorities to be incorporated into the IPLAN (DCHD) and the Community Health Needs Assessment (Northwestern Medicine). The four identified health priorities are Adolescent Health, Behavioral & Substance Abuse, Chronic Disease and Maternal and Child Health. A full presentation of the IPLAN will be provided at the September 2018 Board of Health meeting.

Mrs. Gonzalez reported that the DCHD Marketing Committee has been working to clean up and improve accessibility of the content on our website. There are a few key areas that still need to be addressed: the current website is not mobile friendly and DCHD is dependent on the County to make edits. It is the proposed plan to address website updates in conjunction with the County's website project in 2018-2019.

Mrs. Gonzalez reported that we continue to receive information from our State funders regarding SFY2019 grant funding and application requirements. To date, we have met all GATA assigned prequalification's and have completed the Internal Controls Questionnaire and the Programmatic Risk Assessments for those grants that have requested them. A competitive application was submitted for the SFY2019 Family Case Management and High-Risk Infant Follow Up/HealthWorks of Illinois programs. Health Department received formal notification or awards for both grant programs for SFY2019.

Health Protection – Greg Maurice

Mr. Maurice reported that bats were quite active in May, but fortunately all tested negative for rabies. Mosquito collection has started for the season with four traps placed throughout the County. DCHD is receiving many weed and mosquito complaints this year with all of the rain that has occurred. Food establishments are in the process of renewing their permits and are due June 30, 2018. Approximately 20 establishments have not renewed yet.

Mr. Maurice gave an update on a complaint regarding the animal conditions at the Barn on Baseline in Genoa on June 15, 2018. The complainant has organized protests and made contact with many departments in the County. Each department has done their due diligence, with the Sheriff finalizing his investigation soon. The inspection authority of the Barn on Baseline is with the Department of Agriculture, who has performed an inspection. This is the only complaint we have received prior to or after June 15, 2018.

Mr. Maurice stated that the Household Hazardous Waste collection was held on May 19, 2018 with over 265 cars served. Unfortunately, we had to close early due to the contractor being at capacity and financial resources exhausted. An Electronics collection was held June 2, 2018 with over 436 cars served and four semitrailers filled. We finally participated in meetings with the City of DeKalb regarding their waste

hauler contract. The City of DeKalb awarded the contract to Lakeshore Recycling instead of Waste Management, the current waste hauler.

Community Health and Prevention & Health Promotion and Emergency Preparedness – Cindy Graves

Ms. Graves reported that we received information that the SFY2019 ITFC grant application will include a total of three funding approaches that include an option to apply for Smoke-Free Illinois Act enforcement-only funding, the option to apply for an independent ITFC grant and an option to apply as a region that would cover multiple jurisdictions. Shortly after receiving the information on the new funding approaches, we received our individual grant allocation which included a 35% reduction to the SFY2018 award. Based on the new options and new funding structures tied to the grant, it is our intent to apply as a four-county region which would include Boone, DeKalb, Lee and Ogle counties. By applying as a region, we believe we will be able to secure county-level funding at the SFY2018 amount and have the ability to leverage dollars for regional media/marketing campaigns that support our tobacco control and policy change efforts.

Ms. Graves attended the Women's Conference and Grantee Meeting in Bloomington in May. The conference discussed proposed legislative changes that emphasizes natural family planning and restricts pregnancy options counseling. We are awaiting final version of the legislation in August. DCHD Family Planning Program also received recognition from IDPH regarding their efforts to exceed the percentage of males served in the program.

Ms. Graves stated that DCHD had a successful Vaccine for Children (VFC) compliance site visit in May. No compliance issues were identified. Both verbally and in the written report, the reviewer stated that the VFC program is doing a "fantastic job implementing the VFC Program."

Ms. Graves reported that we Received word that the Illinois Lead Program will be implementing the CDC reference value of $> 5 \mu\text{g/dL}$ for cases beginning in fiscal year 2019. Previous reference value was $\geq 10 \mu\text{g/dL}$. It is estimated that this will triple our investigation load (from approx. 10 cases to 30 cases per year).

Ms. Graves stated that the signed intergovernmental agreement for the Medical Cannabis Pilot Program (MCPP) Application Assistance was received in May and our counselors assisted our first client on June 6. They completed 8 applications in June. Education materials were created for clients and physicians as well as content for the health department website.

Ms. Graves notified that she was elected President-Elect of the Illinois Public Health Nurse Administrators (IPHNA) at the May 2018 annual meeting. This will be a two-year term at which time, she will move into the position of President for two years.

FINANCIAL DATA

Dr. Morker moved to approve the Financial Statements for the months of May and June 2018, seconded by Dr. Block. Motion carried.

Dr. Gruber moved to approve the Claims for June and July 2018, seconded by Dr. Block. Motion carried.

NEW BUSINESS

1. 2019 Health Department Budget

In reviewing 2018 end of year projections versus the 2018 Budget, Mrs. Gonzalez anticipates an end of year shortfall in the amount of \$41,600 compared to the budgeted shortfall of \$205,000. Mrs. Gonzalez explained that since the original 2018 Budget was adopted, the Health Department has recognized an increase in expected revenue in the amount of \$99,300. This increase is primarily due to increases in the grant, fee and interest line items. The unanticipated grant increases were due to the fact that many grant award amounts were unknown when the 2018 budget was developed. It was also due to a few grant increases that were directly allocated for non-personnel expense (i.e. media and supplies). Mrs. Gonzalez indicated that expenditures are expected to be down in the amount of \$64,100, primarily due to cost savings in salaries and commodities and services line items.

Mrs. Gonzalez presented the proposed 2019 Health Department Budget. The Budget includes proposed fee increases, a 2 percent salary adjustment, benefits estimates, and a 4.6 percent increase in health insurance, as directed by the Finance Director; and the County Request, as proposed.

In 2019, the Budgeted Revenue is expected to decrease by approximately 2 percent (\$78,400) from 2018 projected. This is primarily due to a decrease in the County contribution for FICA/IMRF support (10.36% in 2018 to 8.13% in 2019) and anticipated decreases in the Grant and Medicaid line items.

2019 Budgeted Expenditures are 2.5 percent (\$95,200) higher than 2018 projected. Budgeted Expenditures include the 2 percent salary adjustment, 4.6 percent increase to health insurance and the additional cost of a Food Program Data Management System.

Mrs. Gonzalez reviewed the overall Budget Summary including projected utilization of \$215,200 of our Fund Balance reserves in 2019 for a total of \$256,800 over 3 years. The anticipated Fund Balance at the end of 2018 allows for planned spend down of reserves. Mrs. Gonzalez concluded that due to continued revenue contraction, unstable grant revenue (our largest revenue source), and the fact that our ability to generate additional clinical fees is limited, it is important to continue to pursue a longer-term plan for sustainability, as the trend with current funding is not sustainable in the long term.

On a motion by Jessica Harrill seconded by Dr. Breuer, the 2019 Health Department Budget was approved. Motion carried.

2. 2019 Solid Waste Program Budget

Mrs. Gonzalez explained the revenue and expenditures in the proposed 2019 Solid Waste Program Budget. Revenue in the budget includes \$25,000 contributed from Waste Management for the Household Hazardous Waste Event and the Landfill Host Benefit Funding in the amount of \$131,500.

Under Expenditures, Mrs. Gonzalez highlighted the variation in the salary and benefit line items from the FY18 Projected to FY19 Budgeted amounts. Variation in expenditures is primarily attributed to a change in staffing structure and a different election for health insurance. Mrs. Gonzalez also explained the variance in budgeted expenses from 2018 to 2019 under the educational supplies and commercial services line items. These expenses include additional costs related to the Household Hazardous Waste Event, TV Recycling Events and two new recycling education initiatives.

Mrs. Gonzalez indicated that with the \$75,000 reduction to Landfill Host Benefit line item in 2018, the BOH approved a deficit budget in the amount of \$22,400. With staffing structure changes that occurred in

the first quarter of 2018, she expects the shortfall to be closer to \$9,000 at end of 2018. In conclusion, she estimated that the Solid Waste Fund Balance to be \$157,215 at the end of December 2019.

On a motion by Kevin Bunge, seconded by Dr. Morker, the 2019 Solid Waste Program Budget was approved. Motion carried.

Mrs. Gonzalez discussed the challenges related to the current timeline for presenting the annual Budget to the Board of Health. She proposed that the committee consider a revised timeline that would include submission to the County on or before the scheduled early-August deadline and then subsequently presenting the Budget to the Board of Health at the September meeting each year. The revised schedule would allow for more accurate projections as the Department typically has more information by that time. Mrs. Gonzalez assured the Committee that any recommended changes to the budget would still be able to be sent to the County after the September Board of Health meeting for incorporation into the final budget.

On a motion by Dr. Breuer, seconded by Dr. Morker, moving the annual budget presentation to the Board of Health to the month of September of each year, beginning in 2019, in order to streamline the budget process to allow for more accurate budget projections was approved. Motion carried.

3. Public Health Administrator Certification

As a follow-up to the Board of Health's request during the May 2018 Board meeting, Mrs. Gonzalez presented a report summarizing the application criteria for the Certified Public Health Administrator Certification, currently administered by the Illinois Public Health Association. Mrs. Gonzalez provided the Board with data related to the percentage of Public Health Administrators who are currently certified and summarized the recertification process as well. The Board had discussed pros and cons of certification and also discussed other ways in which the competencies could be assessed.

On a motion by Celeste Latham, seconded by Lizy Garcia, eliminating the requirement for the Public Health Administrator to obtain the Certified Health Administrator Certification within four years from the date of hire was approved. Motion carried.

EXECUTIVE SESSION

At 8:05 pm, Dr. Gruber moved to enter into Executive Session for the purpose of discussing Employment Matters under Subsection Number (1) of Section 2 (c) of the Open Meetings Act, seconded by Dr. Englehart. Motion carried.

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

At 8:14 pm, Dr. Gruber moved to return to open session, seconded by Dr. Englehart. Motion carried.

Dr. Block moved, seconded by Dr. Breuer, to approve the proposed salary adjustment for the Director of Administrative Services effective July 1, 2018. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Breuer, seconded by Dr. Morker, the Board of Health adjourned at 8:15 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health