

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: May 22, 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
Lizy Garcia
Tiara Huggins

ABSENT

LeAnn Gruber, DVM, Vice President
Mayuri Morker, MD

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division
Annie Tripicchio, Administrative Assistant

CALL TO ORDER

The DeKalb County Board of Health meeting of May 22, 2018, was called to order at 6:30 pm by Chris Jones, President.

MINUTES

Full Board

On a motion by Dr. Breuer, seconded by Celeste Latham, the Board of Health Minutes of the Meeting for March 27, 2018, were approved. Motion carried.

Executive Session

On a motion by Celeste Latham, seconded by Celeste Tiara Huggins, the Board of Health Executive Session Minutes of the Meeting for March 27, 2018, were approved. Motion carried.

Personnel Committee

On a motion by Celeste Latham, seconded by Dr. Block, the Board of Health Minutes of the Meeting for April 26, 2018, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez reported that the Community Themes and Strengths Assessment (CTSA) was distributed electronically and in paper form and remained open through the end of March. Utilizing various community partnerships, we were able to promote the CTSA in newsletters, virtual backpacks, through press release and via email distribution lists. The MAPP Forces of Change (FOC) Assessment was also completed during this reporting period. FOC brainstorming sessions were completed with the Steering Committee, 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 May 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 that Health Department employees completed the Public Health Foundation's Competency Assessment for Public Health Professionals. The Core Competencies for Public Health Professionals (Core Competencies) represent a set of skills desirables for the broad practice of public health that professionals may want to possess as they work to protect and improve the health of our community. The findings of this assessment will offer a starting point for identifying professional development needs and developing training plans four our organization.

Mrs. Gonzalez reported that the County Auditor, Sikich, LLP, was on site on March 28, 2018 to conduct final fieldwork for the 2017 County Audit. This year, the Auditors not only reviewed the Department's 2017 Financial Statement, but also conducted an audit of our Women's, Infants and Children program. The program-specific audits are part of the Federal Single Audit Report for DeKalb County, an audit of the federal grants. Staff at various levels were involved in pulling together the requested information. We do not anticipate any major findings as a result of the audit

Mrs. Gonzalez stated that we have begun to receive information from our State funders regarding SFY2019 grant funding and application requirements. A competitive application was submitted for the SFY2019 Family Case Management and High-Risk Infant Follow Up/HealthWorks of Illinois programs. Program budget and Uniform Grant Agreement has been completed for the SFY2019 WIC grant.

Mrs. Gonzalez reported that Since the go-live date in February 2018, CDP has continued to provide technical support and training through webinars, email and phone consultation as needed. Clinical and Accounting staff continue to work to further operationalize the use of system.

Health Protection – Greg Maurice

Mr. Maurice reported that staff has Worked to prepare for and promote upcoming community recycling events. The Household Hazardous Waste Event was May 19, 2018 from 9 a.m. to 12 p.m. at the DeKalb County Farm Bureau. The first of two Electronics Recycling Events in 2018 will take place from 9 a.m. to 12 p.m. on June 2, 2018 at the DeKalb Taylor Municipal Airport.

Mr. Maurice stated that bats are becoming very active. Over the past two weeks, there have been multiple calls out to remove and test bats. Health Protection staff has processed and mailed renewals for approximately 560 food establishments. Also, site verifications have increased with some remodeling/addition work occurring throughout the County.

Community Health and Prevention – Lisa Gonzalez

Mrs. Gonzalez provided a correction from page three (3) of the Report to the Board of Health. She clarified that the numbers from the “CD Partner Treatment Program” section of the report were recorded incorrectly. Revised numbers were presented to the Board as part of the presentation.

Mrs. Gonzalez reported the Illinois Department of Human Services FCM Nurse Auditor conducted a three-day review of the FCM, APORS and Healthworks programs. DCHD received a very favorable review.

Mrs. Gonzalez stated that DCHD was notified of the demise of the DeKalb County Rehab Center’s autoclave that we had been using to sterilize instruments. After researching the cost of disposable instruments versus cost of purchasing an autoclave, we moved forward with purchasing an autoclave.

Mrs. Gonzalez reported that Cindy Graves and Melissa Edwards met with Chicago Emergency Response Coordinator group to discuss grant deliverables for FY 19. This meeting was called by Scott Swinford, new IDPH Chief for Disaster Planning and Readiness. Mrs. Gonzalez also reported that we received word that DCHD will not be part of the Illinois September CDC site visits. Emergency Preparedness staff continue to work with a local school district for a Closed POD arrangement. There is support from the district senior staff; however, there are delays with at the School Board level.

FINANCIAL DATA

Celeste Latham moved to approve the Financial Statements for the months of March and April 2018, seconded by Dr. Block. Motion carried.

Dr. Breuer moved to approve the Claims for April and May 2018, seconded by Kevin Bunge. Motion carried.

NEW BUSINESS

Dr. Breuer moved to change the Nominating Committee Report to the first new business item, seconded by Tiara Huggins. Motion carried.

1. Nominating Committee Report

Mrs. Gonzalez provided the Nominating Committee Report. Mrs. Gonzalez reviewed the nominee to complete the term of the Attorney position on the Board of Health.

On a motion by Kevin Bunge, seconded by Dr. Englehart, the nomination of Jessica Harrill to the Board of Health for the term July 1, 2018 to December 31, 2018, and to recommend to the County Board for her appointment was approved. Motion carried.

2. Unaudited 2017 Financial Statement

Mrs. Gonzalez provided an overview of the 2017 Financial Statement first in relation to the Revised Budget, to see how the actual Revenue and Expenditures varied from our Budget, and second, in comparison to 2016.

Mrs. Gonzalez first summarized the 2017 Actual Revenue and Expenditures as compared to the 2017 Revised Budget. She stated that revenue was higher than expected due to improved fee collection. Expenditures were less than budgeted by a small amount. Overall, with higher than projected revenue in our Fee line items and as

a result of our continued cost containment efforts, we were able to end the year with a surplus in the amount of \$66,297.

Mrs. Gonzalez then provided an analysis to compare the budget figures from FY2016 to FY2017. She summarized that from 2016 to 2017, total revenues were up in the amount of \$62,643 (1.7%). The increase in revenues was impacted by increased collection for EH fees (Licenses and Permits), Grants and Medicaid and Private Fees (Charges for Services). Mrs. Gonzalez stated that the increase in Grant revenue is directly primarily tied to short term, project specific funding.

Mrs. Gonzalez stated that from 2016 to 2017, total expenditures were up down by \$51,966 (1.5%). Expenditures were less than anticipated due to continued cost containment efforts, especially in the area of Salaries and Benefits and Capital Outlay.

Mrs. Gonzalez also provide the Board with a current status of the Fund Balance Reserves and summarized how the restricted Fund Balance is calculated.

Mrs. Gonzalez stated this will be hard to sustain in the long-term with current funding trends including the state financial crisis, a continued trend of decreased grant revenue while expenses increase, and the ability to realize the same amount of increased revenue from fees is expected to plateau.

3. New Job Classification: LEHP and Solid Waste Associate

Mrs. Gonzalez summarized the employee turnover within the Health Protection Division, including the resignation of the Solid Waste Specialist. She reported that given the reductions to the Solid Waste Budget during the 2018 budget cycle, it was decided to fill the Solid Waste Program position with a split position that would work 80% in Solid Waste and the additional 20% across other Health Protection programs. Mrs. Gonzalez provided the revised job description and proposed salary range to the Board for consideration.

On a motion by Celeste Lathan, seconded by Tiara Huggins, the LEHP/LEHP in Training and Solid Waste Associate job description and job classification and salary range was approved. Motion carried.

EXECUTIVE SESSION

At 7:27 pm, Celeste Latham moved, seconded by Dr. Block, to enter into Executive Session for the purpose of discussing Employment Matters, 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. Breuer, Dr. Block, Lizy Garcia, Tiara Huggins and Chris Jones.

At 8:29 pm, Dr. Breuer moved to enter back into open session, seconded by Dr. Tiara Huggins. Motion carried. Celeste Latham moved, seconded by Lizy Garcia to authorize the continuation of the Administrative Consultant in a limited part-time temporary capacity up to 150 hours per year. Motion carried.

Lizy Garcia moved, seconded by Tiara Huggins to change the Administrative Assistant classification to Administrative Support and Marketing Manager with the salary range and job description as presented and to reclassify the current Administrative Assistant to new classification and range, with rate at beginning of range. Motion carried.

Celeste Latham moved, seconded by Tiara Huggins to approve the proposed salary adjustment for the Licensed Environmental Health Practitioner. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Tiara Huggins, seconded by Celeste Latham, the Board of Health adjourned at 8:31 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health
May 22, 2018