

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: November 27, 2012**

BOARD OF HEALTH MEMBERS PRESENT

Kevin Buick, JD - President
Paul Stoddard - Vice President
Todd Latham - Secretary
Dennis Diemer, DVM
Tim Duez - DDS
Roger Faivre
Ronald Feldmann, MD
Karen Hagen, RN, MS
Christina Jones, RN, MS
Andria Mitchell
David Phillips, MD

BOARD OF HEALTH MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Jane Lux, Assistant Administrator
Brenda Courtney, Director of Administrative Services
Beverly Espe, Interim Director of Personal Health Services
Greg Maurice, Director of Environmental Health
Lisa Hardcastle, Director of Home Care
Marcy Zanellato, Director of Health Education and Emergency Preparedness

CALL TO ORDER

The DeKalb County Board of Health meeting of November 27, 2012, was called to order at 7:32 pm by Kevin Buick, JD, President.

MINUTES

FULL BOARD

On a motion by Paul Stoddard, seconded by Dr. David Phillips, the Board of Health Minutes of the Meeting for September 27, 2012, were approved. Motion carried.

On a motion by Todd Latham, seconded by Dr. David Phillips, the Board of Health Executive Session Minutes of the Meeting for September 27, 2012, were approved. Motion carried.

On a motion by Karen Hagen, seconded by Christina Jones, the Board of Health Minutes of the Meeting for November 9, 2012, were approved. Motion carried.

On a motion by Roger Faivre, seconded by Dr. Timothy Duez, the Board of Health Executive Session Minutes of the Meeting for November 9, 2012, were approved. Motion carried.

Nominating Committee

On a motion by Dr. David Phillips, seconded by Roger Faivre, the Board of Health Nominating Committee Minutes of the Meeting for October 19, 2012, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR:

There were none.

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux informed the Board that on the November 21st meeting, the County Board voted on the 2013 county budget and the Health Department request was recommended and approved. The Illinois Project for Local Assessment of Needs (IPLAN) final meeting will be in December. The three prioritized health problems are cardiovascular disease, cancer, and type2 diabetes. Maternal and Child Health was a very close fourth and the committee will discuss how to address that topic. When completed, the IPLAN will be presented to the Board of Health for adoption.

Mrs. Courtney showed an example of in-house copying which will be a savings to the agency compared to out-sourced printing and copying.

Mr. Maurice sent a letter to inform county veterinarians regarding the new differential rabies tag fees beginning in 2013.

In the Personal Health Services (PHS) Division, one of our goals is to increase our capacity to meet the needs of the community for immunizations. We have exceeded our goal to meet 2010 utilization for childhood and travel immunizations.

Mrs. Lux thanked Mrs. Espe, Interim Director of PHS, as this will be her last meeting. She has supported the staff and the services in the Division during a time of transition. Cindy Graves, RN, BS, CEN, will join our staff as the Director of the Personal Health Services Division on November 30, 2012.

Mrs. Lux noted the expansion in the Health Education and Emergency Preparedness Division due to two new grants and increased funding and deliverables in existing grants. Mrs. Zanellato has filled the vacant Health Educator positions. This has been a challenging period in the Division due to the workload of new and existing grants, at the same time as a staffing transition.

Mrs. Lux reported that Home Care caseload and revenue continue downward trends, as noted by the January through October average monthly census data this year compared to the last two years.

The Asset Purchase Agreement for the Home Care Division was signed by both parties on November 26, 2012. Mrs. Lux has met with staff and notified contracted therapists.

Environmental Health - Greg Maurice

Mr. Maurice reported that the Division completed multiple food booth inspections at temporary events throughout the County, noting that the Sandwich Fair is one of our largest, with over one hundred vendors.

We had ninety-eight participants from forty-three facilities that participated in our food service in-service.

We started our second annual holiday light recycling program on November 19, 2012, with the same host sites as last year.

Personal Health Services – Beverly Espe

Mrs. Espe reported on the Division flu prevention program. Our in-house flu vaccine utilization is consistent with last year.

Mrs. Espe stated that she enjoyed very much her tenure at the DeKalb County Health Department.

Home Care - Lisa Hardcastle

Mrs. Hardcastle stated the chart audits are reported quarterly, and we are now up to date. This regulatory requirement assures that quality indicators are on target for achievement of desired outcomes.

Health Education and Emergency Preparedness - Marcy Zanellato

Mrs. Zanellato said that while the grants have been demanding, the Division is excited to have new staff on board. In addition, the new We Choose Health grant has been very well received.

FINANCIAL DATA

Dr. Ronald Feldmann moved to approve the Financial Statements for September and October 2012, seconded by Todd Latham. Motion carried.

Paul Stoddard moved to approve the Claims for October and November 2012, seconded by Andria Mitchell. Motion carried.

NEW BUSINESS

1. Nominating Committee

Dr. Phillips reported that we had the Nominating Committee meeting on October 19th, and after careful deliberation, the committee recommends Regina Harris, JD, to be appointed to replace Mr. Buick. In addition, he presented the Slate of Officers for 2013: Paul Stoddard, President, Todd Latham, Vice President and David Phillips, MD, Secretary.

Paul Stoddard moved to approve the Nominating Committee Slate of Officers and to recommend the appointment of Regina Harris, JD, seconded by Dr. Timothy Duez. Motion carried.

2. Recognition of Retiring Board Member, Kevin Buick

Mrs. Lux recognized Kevin Buick who started on the Board of Health in December 2006, and served as Secretary in 2010 and 2011, and President in 2012. She stated it has been the Board's good fortune having Mr. Buick's expertise, knowledge and leadership during a very challenging time. He went above and beyond his meeting duties during his tenure as President. Mrs. Lux stated she truly appreciated his concern and consideration for the Health Department employees and the important work they do.

VI. EXECUTIVE SESSION

At 7:57 pm, Dr. Timothy Duez moved, seconded by Paul Stoddard, to enter into Executive Session for the purpose of discussing Home Care Business Matters under Subsection Number 6 of Section 2 (c) of the Open Meetings Act. Motion carried.

On a roll call vote, those voting yes were Kevin Buick, Dr. Dennis Diemer, Paul Stoddard, Karen Hagen, Dr. David Phillips, Christina Jones, Todd Latham, Roger Faivre, Dr. Timothy Duez, Dr. Ronald Feldmann, and Andria Mitchell.

Todd Latham moved to reconvene to Open Session, seconded by Andria Mitchell. Motion carried.

At 8:02 pm, Kevin Buick stated that the Board of Health is now in Open Session.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Dennis Diemer, seconded by Todd Latham, the Board of Health adjourned at 8:06 pm. Motion carried.

Todd Latham, Secretary
DeKalb County Board of Health