

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 30, 2013**

BOARD OF HEALTH MEMBERS PRESENT

Paul Stoddard – President
Todd Latham – Vice President
Dennis Diemer, DVM
Tim Duez, DDS
Roger Faivre
Ronald Feldmann, MD
Karen Hagen, RN, MS
Christina Jones, RN, MS
Andria Mitchell

BOARD OF HEALTH MEMBERS ABSENT

Regina Harris, JD
David Phillips, MD - Secretary

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Cindy Graves, Director of Personal Health Services
Greg Maurice, Director of Environmental Health

CALL TO ORDER

The DeKalb County Board of Health meeting of July 30, 2013, was called to order at 7:30 pm by Paul Stoddard, President.

MINUTES

FULL BOARD

On a motion by Karen Hagen, seconded by Andria Mitchell, the Board of Health Minutes of the Meeting for May 30, 2013, were approved. Motion carried.

On a motion by Roger Faivre, seconded by Andria Mitchell, the Board of Health Executive Session Minutes of the Meeting for May 30, 2013, were approved. Motion carried.

FINANCE COMMITTEE

On a motion by Dr. Timothy Duez, seconded by Dr. Dennis Diemer, the Board of Health Finance Committee Minutes of the Meeting for July 25, 2013, were approved. Motion carried.

On a motion by Dr. Timothy Duez, seconded by Dr. Dennis Diemer, the Board of Health Finance Committee Executive Session Minutes of the Meeting for July 25, 2013, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

There were none.

DIVISION REPORTS

Public Health Administrator - Jane Lux

The majority of the Grant Budgets and renewal Applications have been completed for the new state fiscal year that started July 1, 2013.

Mrs. Lux reported that our Centers for Disease Control and Prevention (CDC) Public Health Associate reconsidered and declined her assignment with us. Ms. Graves had submitted the successful application, and we were disappointed at the last minute notification.

A grant for local health departments, including ours, to participate in the education, outreach and enrollment effort for the Affordable Care Act (ACA) was awarded to the Illinois Association of Public Health Administrators (IAPHA) by the Illinois Department of Public Health in coordination with the Illinois Health Insurance Marketplace. The grant includes 82 local health departments in Illinois covering 93 counties. IAPHA wrote the grant for eight million and received five million. We will receive \$92,232 for one year. There is a very short timeframe for preparation. There will be extensive training online and in person for the staff that assists with enrollment. We will be concentrating on hiring and training staff in the next few months. The new web-based Marketplace is scheduled to open October 1, 2013, with coverage to begin January 1, 2014. This will be a very big undertaking for our health department and others. Research has shown that most people do not understand what will be available and how it can benefit them. The program will be part of the Personal Health Services Division under the direction of Ms. Graves.

At the same time, we are adapting to additional administrative changes for healthcare providers in the areas of billing, electronic health records, the HIPAA law, and secure health information. Insurance companies are requesting extensive credentialing applications, a challenge for health departments with limited administrative infrastructure.

Mrs. Lux reviewed the changes in the Vaccine for Children (VFC) Program this year. There is more stringent eligibility screening required at every visit. If the child has insurance coverage for immunizations (we are now asking clients to verify this prior to scheduling an appointment), we are unable to serve them in the VFC Program. We are uncertain the impact this will have on our program. Twelve percent of children receiving flu shots last fall were not on Medicaid, but we do not know how many of those may have had health insurance coverage. The Board had a discussion about the population eligible for the VFC Program once the Affordable Care Act has been fully implemented. At that time, most children should have health insurance that covers preventive care, including immunizations.

Environmental Health - Greg Maurice

Mr. Maurice gave an overview of the food program permit renewal cycle, as permits expire annually on June 30th. We have 500 food establishments and there are about 10 that have not renewed as of yet.

In addition, he gave an update on the West Nile Virus Prevention Program. There is larvacide education and training for the municipal staff from the Department of Agriculture.

Personal Health Services – Cindy Graves

Ms. Graves reported that we continue to work very closely with KishHealth and their Baby Friendly Initiative Program. We have two nurses who just passed their Certified Lactation Counselor (CLC) requirements. We have also hired a Nutritionist who is also a CLC. She reported that our “Mom’s Room” is being utilized by staff and clients with very positive feedback from both.

Ms. Graves gave an update of our work with the Community Gardens during the harvest season. Our clients are enjoying the fresh produce. In addition, Ms. Graves is participating in the Food Security Network. The group is working on bringing another showing of the movie, *A Place at the Table*, to the community in September.

Health Education and Emergency Preparedness – Jane Lux and Greg Maurice

Mrs. Lux noted the completion of the school health index assessments in the DeKalb and Sycamore school districts as part of the We Choose Health grant. Ms. LaCursia presented the results to the respective superintendents.

Mr. Maurice stated the Risk Based Funding Initiative grant allowed us to collaborate with the northern region to create a website with information and forms that could be used for a mass dispensing event. We were able to test the website with some of our partners with very good feedback. The purpose of the website is to give the public the opportunity to complete paperwork prior to arrival at a clinic in order to expedite the time spent at clinic.

FINANCIAL DATA

Todd Latham moved to approve the Financial Statements for May and June 2013, seconded by Roger Faivre. Motion carried.

Mrs. Lux clarified information on the Income Statement in terms of what is cash-on-hand and what is the Fund Balance.

Dr. Ronald Feldmann moved to approve the Claims for June and July 2013, seconded by Dr. Timothy Duez. Motion carried.

EXECUTIVE SESSION

At 8:07 pm, Dr. Ronald Feldmann moved, seconded by Christina Jones to enter into Executive Session for the purpose of discussing Employment Matters/Personnel under Subsection Number 1 of Section 2(c) of the Open Meetings Act. Motion carried.

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

At 8:28 pm, Paul Stoddard stated that the Board of Health is now in Open Session.

NEW BUSINESS

1. 2014 Health Department Budget

Mrs. Lux presented the proposed 2014 Health Department budget. The budget includes the Proposed Fee Increases, a one percent salary adjustment in accordance with the Collective Bargaining Agreement, and the July 2013 Proposed Administrative and Leadership Structure discussed in Executive Session.

Mrs. Lux compared 2013 public health budgeted with expected and stated we anticipate savings this year due to cost containment and position vacancies. Revenue from the sale of Home Care and some Home Care expenses are included in 2013.

Mrs. Lux discussed highlights of 2014 Revenue. Property tax is budgeted at a 6.3 percent loss in 2014 due to assessed valuation. Mrs. Lux noted we have lost nearly \$100,000 in our Property Tax levy since 2010.

Due to annual fee increases in Environmental Health programs, revenue for 2014 will increase \$12,000 in this category. 2013 was the first year of differentiated rabies tag fees for altered and unaltered dogs. Projected 2013 revenue increase is close to what we had estimated. As the purpose was to stabilize fees, Mrs. Lux proposed no increase for 2014, the third year with level fees. We will look at an increase in the next two years.

The grants category decreased two percent, due to cuts in emergency Preparedness and Family Planning. Other grants were generally level funded.

Expected revenue for Medicaid is the same as 2013. The fee category is increased by \$22,700 due to proposed fee increases.

In summary, 2014 Revenue is down approximately three percent due to the sale of asset revenue in 2013 will not be repeated, and the decrease in property taxes.

Mrs. Lux reviewed projected Expenditures for 2014. Salaries and Benefits, 82 percent of total expenditures, increased \$157,000, driven largely by the increased cost of health insurance. Other expenditures overall remain comparable to 2013.

There are no major capital expenditures planned, and commodities and services are essentially level.

Mrs. Lux explained that line item 8031, rental of space, is for our expenses for the office suite in the Community Outreach Building. It is not budgeted in 2014, as we anticipate another tenant will be occupying the space.

Mrs. Lux reviewed the County Request and the overall Budget Summary including a planned drawdown of our Fund Balance reserves. While we used a small amount from our Fund Balance the last three years, this year we are using \$181,000 of the Fund Balance to balance our budget. Mrs. Lux proposed the planned drawdown as a medium term plan, in consultation with the County Administrator and the Auditor. This is consistent with the County's plan for the general fund, and the purpose is to use reserves, as available, for a period until economic conditions improve, while saving a targeted amount, 45 percent of Expenditures, to cover contingencies.

2. 2014 Solid Waste Program Budget

Mrs. Lux explained the Revenue and Expenditures in the proposed 2014 Solid Waste Program Budget. We have a used motor oil collection planned in addition to continuing our two rural recycling sites. Public notices are to publicize those collections.

The Professional Services line item is a contract with the University of Illinois Extension to provide elementary school education on recycling.

Karen Hagen moved, seconded by Andrea Mitchell to approve the July 2013 Proposed Administrative Leadership Structure and plan as presented and discussed in Executive Session. Motion carried.

Roger Faivre moved, seconded by Christina Jones to approve the 2014 Health Department Budget as presented to the Board. Motion carried.

Dr. Duez moved, seconded by Dr. Feldmann to approve the 2014 Solid Waste Budget as presented to the Board. Motion carried.

CORRESPONDENCE AND NEWS:

As noted.

ADJOURNMENT

On a motion by Dr. Timothy Duez, seconded by Dr. Dennis Diemer, the Board of Health adjourned at 8:52 pm. Motion carried.

David Phillips, MD, Secretary
DeKalb County Board of Health