

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: September 24, 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
Regina Harris, JD
Christina Jones, RN, MS
Andria Mitchell
David Phillips, MD

BOARD OF HEALTH MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator
Cindy Capek, Assistant Administrator
Brenda Courtney, Director of Administrative Services
Cindy Graves, Director of Community Health and Prevention
Greg Maurice, Director of Health Protection

CALL TO ORDER

The DeKalb County Board of Health meeting of September 24, 2013, was called to order at 7:30 pm by Paul Stoddard, President.

MINUTES

FULL BOARD

On a motion by Dr. Timothy Duez, seconded by Christina Jones, the Board of Health Minutes of the Meeting for July 30, 2013, were approved. Motion carried.

On a motion by Roger Faivre, seconded by Dr. Ronald Feldmann, the Board of Health Executive Session Minutes of the Meeting for July 30, 2013, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

Mrs. Lux introduced Cindy Capek as the new Assistant Administrator for the DeKalb County Health Department. Cindy thanked the Board of Health for the opportunity to work at the Health Department and provided a general overview of her background and experience.

Karen Hagen introduced Zack Jones. Zack is interning with the Hospice Program and is a student at St. Anthony's College of Nursing.

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux detailed the activities associated with the Enroll DeKalb County Initiative, a major undertaking of the agency which includes education, outreach and enrollment for the Affordable Care Act (ACA). She complimented Ms. Graves on her efforts for quick and efficient program implementation. She noted that on August 29, 2013, the Health Department received confirmation of their \$92,232 grant. The grant provides funding for part-time IPC's (In-Person Counselors), secretarial support, travel and mobile computer equipment. The part-time staff was hired and they are completing their training. In addition, Ms. Graves and Mrs. Newby participated in approximately fifty (50) hours of state and federal training for their oversight and supervision roles. Mrs. Lux explained that current management is absorbing administration, supervision and oversight, to enable us to implement the grant with funding provided. Marketing of the program has begun with updates to our website to include information on the ACA and Enroll DeKalb County. Additional outreach efforts have included public service announcements, a forum to educate local service providers and meetings with key organizations. A video titled "What is the Health Insurance Marketplace" was presented. Outreach, education, and enrollment efforts will continue to grow over the next few months; all are required by the grant.

Greater Elgin Family Care Center (GEFCC), the recently funded Federally Qualified Health Center (FQHC), will assume the weekly clinical services at the health department as well as the services at the Center for Family Health in Sycamore, both currently operated by KishHealth System. The Greater Elgin Family Care Center (GEFCC) New Access Point application for DeKalb County was one of 25 funded, and was the only funded application in Illinois. Mrs. Lux had provided a letter of support in March, noting that the FQHC had potential to increase health care access. The transition is expected to take place mid to late December.

A new healthcare reform initiative on the horizon is the Accountable Care Entity request for proposals (RFP) in Illinois. The purpose is to enroll half of Medicaid recipients into managed care by 2015. The impact on local health departments is uncertain.

Mrs. Lux referred to the results of the NACCHO (National Association of County/City Health Officials) 2013 Profile Survey. She explained that the challenges for local health departments are similar throughout the nation and are a result of reduced funding. Immunizations, maternal-child health and emergency preparedness services were most frequently affected.

Mrs. Lux reported on a case of Pertussis in an infant at a local homeless shelter. She noted that the health department's investigation, in collaboration with shelter staff and the private provider community, prevented an outbreak.

Mrs. Lux provided an overview of the Health Promotion programs highlighting the promotional campaign and media utilized for the We Choose Health Smoke Free Living initiative, the Back to School Bash held at Welsh Park in August, and the Coordinated Approach to Child Health (CATCH) program that was being offered in the schools. Our unique contribution to CATCH is that Ms. LaCursia provided training and resources to classroom teachers so that it can be sustainable.

Health Protection Division - Greg Maurice

Mr. Maurice noted that the process of renewing annual food program permits was completed. It is the season for large special events requiring temporary food permits such as Sandwich Fair and Corn Fest.

The recent Solid Waste Recycling Efforts were successful and included 4,200 containers of paint and 3,400 gallons of used oil and antifreeze.

Mr. Maurice noted that there was an increase in calls related to bat activity, but all specimens submitted for rabies have been negative. In addition, there have been positive human cases of West Nile Virus reported in the State but none in DeKalb County.

For Emergency Preparedness programs, staff is working on obtaining Memoranda of Understanding (MOUs) with long term care facilities that would allow them to dispense medication to their residents in an emergency situation.

Community Health and Prevention Division – Cindy Graves

Ms. Graves reported on additional outreach activities for Enroll DeKalb County. These include the Fiesta event held in DeKalb, meetings with the staff of the Department of Healthcare and Family Resources and the Networking for Families organizations, the Kishwaukee College Resource Fair, as well as a variety of presentations to other groups and organizations.

FINANCIAL DATA

Dr. Timothy Duez moved to approve the Financial Statements for July and August 2013, seconded by Roger Faivre. Motion carried.

Andria Mitchell moved to approve the Claims for August and September 2013, seconded by Dr. Ronald Feldmann. Motion carried.

Mrs. Lux explained that after August, Medicare Home Care payments will be made directly to KishHealth System.

NEW BUSINESS

1. 2014 County Budget Update

Mrs. Lux stated that she included excerpts from the DeKalb County Government Narrative for FY 2014 Budget. Of note is the decline in assessed valuations which equate to a decline in tax receipts, wage adjustments for various bargaining units, and finally the increased cost of health insurance which is estimated to be between ten and eleven percent.

2. 2014 Health Department Revisions

Mrs. Lux presented the revisions to the Health Department budget necessitated by several unknowns in July. These include the In-Person Counselor (IPC) grant revenue and corresponding expenses, rounding of expected tax revenue, as requested by the Finance Director, the revenue and corresponding expense for rent in the Community Outreach Building, and lastly, participation in the computer asset replacement program, as requested of all County departments. There were also slight revenue and expense adjustments to equipment and travel since these are impacted by the IPC grant and participation in the computer asset

replacement program. The net result of these budget revisions was a reduction of \$12,800 in the utilization of fund balance line item.

Mrs. Lux explained that although the County budget process involves final approval in November, the Health Department budget is approved by the Board of Health prior to submission to the County.

Dr. David Philips moved, seconded by Dr. Timothy Duez to approve the 2014 Health Department Budget Revisions as presented to the Board. Motion carried.

3. Zero Waste Task Force

Mrs. Lux explained that the concept of Zero Waste as a guiding principle was proposed by Marc Johnson, County Board Member. The Planning and Zoning Committee of the County Board considered this request and recommended that a Task Force be created to study this concept. The draft resolution to create the Task Force was presented. Due to the fact that the Board of Health will not be meeting until December, the resolution was presented to the Board for membership consideration, with recognition that suggested members would need to be contacted and confirmed after the October 16 County Board vote on the resolution.

Christina Jones moved, seconded by Dr. David Phillips to provide input regarding membership on the proposed Zero Waste Task Force to the Chairman of the DeKalb County Board, with members as presented and in accordance with the draft resolution. Motion carried.

4. Administrative Job Classifications

Mrs. Lux reported that the two Job Classifications presented had been previously discussed at the July meeting when the administrative and leadership restructure was discussed. The revised classifications are a result of title changes and additional responsibilities.

Dr. David Phillips moved, seconded by Andrea Mitchell to approve the Director of Community Health and Prevention job classification as presented. Motion carried.

Karen Hagen moved, seconded by Dr. Ronald Feldman to approve the Director of Health Protection job classification as presented. Motion carried.

5. Nominating Committee

A meeting of the Nominating Committee is scheduled for Tuesday, October 22, 2013 at 7:45 am to discuss potential Board of Health members and officers. The nominating committee consists of Todd Latham, Andrea Mitchell and Christina Jones. The Board of Health terms expiring in 2014 include Dr. David Phillips, Dr. Denis Diemer and Todd Latham. Christina Jones is eligible for her first full three-year term, starting in 2014, and Paul Stoddard is eligible for his sixth one-year term as County Board member, in 2014. Mrs. Lux welcomed suggestions from the entire Board that can be made to Nominating Committee members as well.

6. November Meeting Date

The regular Board of Health Meeting for the month of November was been rescheduled to Tuesday, December 3, 2013, due to the Thanksgiving holiday.

EXECUTIVE SESSION

At 8:33 pm, Dr. Dennis Diemer moved, seconded by Andrea Mitchell to enter into Executive Session for the purpose of discussing the Semi-Annual Review of Executive Session Minutes under Subsection Number 21 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. Timothy Duez, Dr. Dennis Diemer, Christina Jones, Todd Latham, Roger Faivre, Dr. Ronald Feldmann, Andria Mitchell, Regina Harris, and Dr. David Phillips.

Dr. Timothy Duez moved, seconded by Dr. Dennis Diemer, to return to Open Session. Motion carried.

At 8:37 pm, Paul Stoddard stated that the Board of Health is now in Open Session.

Andrea Mitchell moved, seconded by Regina Harris to release the Executive Session Minutes of the meetings held on January 25, 2011, May 24, 2011, January 22, 2013, and March 26, 2013, May 7, 2013, and May 30, 2013. Motion carried.

Dr. Timothy Duez moved, seconded by Roger Faivre to accept Resolution No. 92413 to destroy the verbatim tapes of the Executive Session meetings held on September 27, 2011 and March 22, 2012. Motion carried.

CORRESPONDENCE AND NEWS:

As noted.

ADJOURNMENT

On a motion by Dr. Ronald Feldmann, seconded by Dr. Timothy Duez, the Board of Health adjourned at 8:40 pm. Motion carried.

David Phillips, MD, Secretary
DeKalb County Board of Health