

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF THE MEETING  
DATE: July 29, 2014**

**BOARD OF HEALTH MEMBERS PRESENT**

Paul Stoddard – President  
Karen Hagen, RN, MS – Vice President  
Christina Jones, RN, MS – Secretary  
Tim Duez, DDS  
Roger Faivre  
Ronald Feldmann, MD  
LeAnn Gruber, DVM  
Regina Harris, JD  
Mayuri Morker, MD

**BOARD OF HEALTH MEMBERS ABSENT**

Celeste Latham  
Andria Mitchell

**STAFF MEMBERS PRESENT**

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

**CALL TO ORDER**

The DeKalb County Board of Health meeting of July 29, 2014, was called to order at 7:01 pm by Paul Stoddard, President.

**MINUTES**

**FULL BOARD**

On a motion by Karen Hagen seconded by Dr. Feldmann, the Board of Health Minutes of the Meeting for May 27, 2014, were approved. Motion carried.

On a motion by Christina Jones seconded by Dr. Feldmann, the Board of Health Executive Session Minutes of the Meeting for May 27, 2014, were approved. Motion carried.

**PERSONS TO BE HEARD FROM THE FLOOR**

None

## **RECOGNITION OF COLLABORATION PARTNERS**

Mr. Stoddard announced the Board of Health was pleased to recognize KishHealth System Marketing & Planning for their collaboration and partnership with the DeKalb County Health Department for the Tobacco Media Campaign. He introduced Michael Kokott, Assistant Vice President, Marketing & Planning, and Dawn Roznowski, Community Engagement Analyst and Employee Health Manager, and presented them with a Certificate of Appreciation. Mrs. Lux explained that tobacco use and exposure was a significant risk factor contributing to the priority health problems in DeKalb County. She noted that the collaboration resulted in a comprehensive social marketing campaign. Mrs. Lux thanked KishHealth System and said that the collaboration provided the Health Department an opportunity to expand our reach and impact through a variety of venues utilizing various media.

## **DIVISION REPORTS**

### Public Health Administrator - Jane Lux

Mrs. Lux noted the Health Department has begun grant applications for State Fiscal Year 2015. She has just been informed that the Health Department may be funded for the IPC Grant for a second year for approximately eight and a half months beginning in September. The specifics of the funding amounts have not been made available.

Mrs. Lux reviewed the presentation by the KishHealth System leadership team given to our leadership team regarding the Illinois Partnership for Health, Inc. (IPH), an Accountable Care Entity (ACE) comprised of nine provider organizations including KishHealth System. The service area consists of 64 of the 102 counties in Illinois. An ACE is one of the managed care models charged with assisting with the statewide goal to enroll fifty percent of persons that receive Medicaid by January 1, 2015.

Mrs. Lux said that ACEs and Health Departments have common prevention and case management/care coordination goals and services. Thus, she intends to pursue a partnership.

Mrs. Lux stated that the Community Outreach Building, Suite F has been listed by RVG Milner. There is currently additional office space in the local market.

Mrs. Lux explained that the funding for the We Choose Health (WCH) grant would be ending September 30, 2014, and that this was an unexpected announcement since the grant period was originally intended to go through September 30, 2016. The Health Department decided to apply for the Partnerships to Improve Community Health Grant (PICH), a very competitive federal grant, to replace the WCH funding. Two applications were submitted. The first was with the Health Department as the lead grantee, the second was as a sub-grantee of the Illinois Association of Public Health Administrators.

Mrs. Lux said that Mr. Maurice would be highlighting new legislation addressing food safety regulations during his report. Legislation was driven by fresh food initiatives to include locally grown products and farmers markets. While Farmers Market legislation created a Task Force to achieve a consistent approach across the state, as preferred by local health departments, the Home Kitchen Act left discretion to local jurisdictions.

Mrs. Lux commended Ms. Graves and staff on the positive results of their efforts to improve breastfeeding targets noting that Ms. Graves will be highlighting this as part of her report.

Mrs. Lux provided an update on the meeting she, Ms. Graves, and Dr. Michael Thornton had with Dr. Mark Thompson, Medical Director of the Greater Elgin Center for Family Health (CHF) to discuss our collaboration model. While we proposed to partner on childhood vaccines, CFH will continue their

current model of providing Vaccines for Children (VFC) immunizations during well child exams. Thus, we have noted a decline in our VFC immunizations.

#### Health Promotion Programs – Cindy Capek

Ms. Capek explained that the staff was completing end-of-year grant reports and submitting new grant year applications through the new electronic submission process.

Ms. Capek reported on the Ticket for the Cure grant. She anticipates the first session of health coaching to begin mid-September along with continued efforts to distribute the risk assessment tool and educational material. Two more coaching sessions will follow.

She noted that the Health Department is an active participant in the social media world with a presence on Facebook and Twitter. With the assistance of a part-time NIU Business Marketing student and funding from the We Choose Health grant, the department was able to meet a long-time goal to implement social media. The social media assistant provided staff training on these tools.

Ms. Capek highlighted the “Shoe Share” program, noting an estimated 900 shoes were collected, sorted by Kiwanis members and were being distributed to the food pantries during the month of August.

#### Health Protection – Greg Maurice

Mr. Maurice stated that of the nearly 500 food establishment licensing renewal notices that were distributed, all but twenty were completed. He commented on the increased number of inspections due to temporary food events during the summer and fall.

Mr. Maurice highlighted the Household Hazardous Waste Collection held on June 21 at NIU explaining that although participation was lower than expected, 155 fifty-five gallon drums of waste were collected with 626 households participating.

Mr. Maurice updated the Board of Health on the status of discussions with the owners of the Cortland Mobile Home Park, IDPH, the Illinois Attorney General’s office and the Health Department. A number of options to remedy the failure of the septic system were being explored.

Karen Hagen asked about the well sampling that had been done in one neighborhood. Mr. Maurice explained that a number of the homes in the neighborhood were not connected to the sewer system which had started to cause sink holes. He explained that several homeowners had a concern about their well water and the Health Department provided testing. The results showed no concern for any of the wells that were tested.

Mr. Maurice explained that mosquito collection is underway in the county, with traps collected weekly. There have been no positive results for West Nile Virus.

Mr. Maurice reviewed three separate legislative updates regarding food safety. He explained that a task force was created to review the rules and regulations regarding Farmers Markets so that there was consistency throughout the state regarding these venues. The Cottage Food Act, which was enacted two years ago, was amended to allow the sale of non-potentially hazardous homemade items such as jams, jellies, bread, and more. Sale of these items requires a \$25 registration fee as well as food manager certification to include an eight hour food safety course. Sales up to \$25,000 per year are allowed. The act does not include inspection of home kitchens by the local health department unless there is a reported problem.

Lastly, the Home Kitchen Act allows people to sell non-potentially hazardous foods made and sold out of their homes with no regulatory oversight, for sales not to exceed \$1,000 per month. However, local jurisdictions would need to adopt an ordinance. Mr. Maurice said that public health is generally not supportive of this Act due to unknown food allergens, contaminants, and unknown sanitary conditions of the home.

The Board discussed food safety and regulation for a number of community events. Mr. Faivre asked about labeling requirements of the Farmers Market law. Mr. Maurice stated that signage is required to identify the origin of unprocessed food.

#### Community Health and Prevention – Cindy Graves

Ms. Graves reported on the 12- dose latent TB treatment we successfully utilized for a DeKalb County resident. Staff has been invited to present on this new treatment regimen at the upcoming TB Conference.

Ms. Graves explained efforts to bill clients with private insurance for pediatric and adult immunizations. Our pilot project began July 1, 2014.

The Division is planning for the upcoming flu prevention season. Ms. Graves has been in discussion with DeKalb School District to provide school based clinics to increase flu shots to children while at the same time tracking data such as reduced absenteeism.

Ms. Graves reviewed the statistics on three month exclusivity and six month duration goals regarding breastfeeding, highlighting the success of the Division in exceeding statewide goals for both. She commented on factors contributing to this success including the new “Mom’s Room,” updated educational curricula and use of modern technology in classes, staff training, the large plotter in the lobby and continued collaboration with KishHealth System and their work toward Baby Friendly Hospital designation.

#### **FINANCIAL DATA**

Roger Faivre moved to approve the Financial Statements for May and June 2014, seconded by Dr. Duez. Motion carried.

Mrs. Lux explained the Claim to Malta Veterinary Hospital included a biannual payment for boarding dogs, as well as monthly professional fees for the Animal Control Program Administrator.

Dr. Duez moved to approve the Claims for June and July, 2014, seconded by Christina Jones. Motion carried.

#### **NEW BUSINESS**

##### 1. Immunizations

Mrs. Lux provided an overview of the most recent experience with billing health insurance for immunizations noting that there were 10 Pediatric and 19 Adult immunizations that were billed representing 5% and 37% respectively of each category.

Mrs. Lux stated that she anticipated changes to the fees that were proposed for the pilot program and that she has been receiving recommendations from the consultant hired by the Illinois Public Health Association to work with health departments on health insurance billing.

Mrs. Lux presented an “Influenza Immunization Cash Pay” policy to be added to our Client Fees and Billing Policy. This is a common practice that benefits both the client and the health department, since we realize a savings in resources by not billing health insurance.

Dr. Feldmann moved to adopt the revisions as proposed to the Client Fees and Billing Policy, effective August 1, 2014, seconded by Regina Harris. Motion carried.

## 2. Proposed Food Ordinance

Discussion of the Food Ordinance was tabled and will be added to the September Board Meeting Agenda.

## 3. Zero Waste Task Force Report

Mrs. Lux stated that the Zero Waste Task Force had completed their work in July, and that the final meeting would be a presentation to the DeKalb County Planning and Zoning Committee on August 27, 2014. Mrs. Lux summarized the report, included in Board packets for review by the Board of Health.

Mrs. Lux stated that the Task Force will recommend that the DeKalb County Board adopt Zero Waste as a guiding principal. The priority strategies are to expand opportunities for rural recycling, propose an ordinance to address Commercial/Multi-Unit Housing Recycling and conduct pilot programs for harvesting organics. The Task Force will also recommend a community advisory committee to provide input into the planning, track progress, evaluate success and continue to advance efforts to achieve to achieve Zero Waste.

Mrs. Lux reviewed the projected costs of implementing the recommendations. The Task Force will recommend the Solid Waste Coordinator position be increased to a full- time position to accomplish the goals. Implementation of the recommendations coincides with the landfill expansion and estimated costs can be funded through the Solid Waste Program at this time, with no additional County funds.

## 4. 2015 Health Department Budget

Mrs. Lux reviewed 2013 financial performance and 2014 expected revenue and expenditures. We exceeded revenue projections for 2013 due to Medicaid, fees and grants, and added to our Fund Balance with these revenues over expenditures as well as Home Care sale revenue. We anticipate savings in 2014 budgeted due to increased revenue in grants, fees and Medicaid and decreased cost in Personnel and Professional Services, thus reducing our budgeted deficit.

The 2015 budget is year two of a planned drawdown of our Fund Balance, to “buy time” in anticipation of improvement in the economy and funding environment. Revenues have not kept up with expenses, especially since the recession of 2008. Over the last five years, we have undertaken steps to sustain the Health Department and keep the deficit to a minimum, including workforce and service reductions as well as cost containment measures. In 2014, and the previous two years, we are in a better financial position at the end of the year than was projected due to our efforts. This remains a transitional time for public health as “the healthcare landscape” continues to change. There are still many uncertainties with regard to the impact of changes. It is an unprecedented time of challenge for local health departments. We have been very fortunate to have a healthy Fund Balance.

### **2015 Revenue**

Grant and property tax Revenue is decreased and is partially offset by increases in fees. Property tax is based on County assessed valuation. It increased every year until 2010. Since then, it has decreased and 2015 property taxes expected are \$104,000 less than 2010.

Environmental Health fees are based on a cost analysis with the goal of fees to cover program costs. For the Animal Control program, we have not increased fees for three years. We implemented differentiated fees in 2013. Environmental Health Fees generate \$53,000. We are restructuring food establishment classifications in accordance with the Ordinance update, and will review the fees at the September meeting.

For Grants, we expect \$142,000 less, largely due to the loss of the We Choose Health (WCH) and the In-Person Counselor (IPC) grants. While we may receive funding for these, it is unknown, and therefore, not budgeted. Other grants are generally level funded or reduced.

Medicaid Revenue is level budgeted, with projections to increase Family Planning and decrease Immunizations (Vaccines for Children) revenue.

Additional fees for immunizations, TB skin tests and Vital Records are expected to generate \$39,000, although this is an estimate, as our health insurance billing pilot is too new for actual utilization data.

Our Interest line item is down nearly \$110,000 since 2007.

Overall, 2015 Revenue is down .3% from 2014 expected.

### **2015 Expenditures**

Personnel accounts for 80 percent of Expenditures. Salaries have a two percent increase in accordance with our Collective Bargaining Agreement. With a retirement in Environmental Health (EH) and expansion of the Solid Waste Program, restructuring includes funding for increased responsibilities in an EH practitioner position and an EH secretary position. Additional increase in the Salary line item is due to savings in this line in 2014 due to a staff vacancy. Health insurance is budgeted at 18 percent over 2014. The actual cost per employee is estimated by the County to increase by 10 percent. IMRF includes a .5% increase.

Capital expenditures include a car replacement, a copier/printer and a Vaccines for Children refrigerator, in accordance with program requirements.

Commodities and Services are reduced overall due to removal of We Choose Health grant expenses. The goal for rent is to have a tenant to cover the cost. Vaccines are increased \$46,000, with revenue expected to offset the cost. Our contribution to Asset Replacement increases \$6000 for network and \$5000 for computers due to future replacement of Cornerstone computers.

Overall, 2015 Expenditures are increased 5.6 percent over 2014.

Mrs. Lux reviewed the overall Budget Summary including projected utilization of \$275,000 of our Fund Balance reserves. The anticipated Fund Balance at the end of 2015 is 54 percent of budgeted 2015 Expenditures.

## **5. 2015 Solid Waste Program Budget**

### **Revenue**

Revenue takes into account the landfill expansion and increase in Revenue January 2015 in accordance with the Host Benefit Fee Agreement. The Solid Waste program will receive \$200,000 annually, adjusted for inflation, and a contribution of \$25,000 from Waste Management toward one or more household hazardous waste collection events yearly. Two new Revenue Line Items were added for these.

**Expenditures**

Salaries and Benefits include a full-time Solid Waste Program Coordinator in accordance with the Zero Waste Task Force recommendation. The Budget also includes purchase of a vehicle, a latex paint collection, continuation of our two rural recycling sites, public notices to advertise recycling events and continuation of the elementary education program provided by the University of Illinois Extension.

Karen Hagen moved to approve the 2015 Health Department Budget as presented and recommended by the Finance Committee, seconded by Dr. Duez. Motion carried.

Dr. Feldmann moved to approve the 2015 Solid Waste Program Budget as presented and recommended by the Finance Committee, seconded by Roger Faivre. Motion carried.

**CORRESPONDENCE AND NEWS**

As noted.

**ADJOURNMENT**

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

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Christina Jones, Secretary  
DeKalb County Board of Health