

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF THE MEETING  
DATE: May 27, 2014**

**BOARD OF HEALTH MEMBERS PRESENT**

Paul Stoddard – President  
Karen Hagen, RN, MS – Vice President  
Christina Jones, RN, MS – Secretary  
Ronald Feldmann, MD  
LeAnn Gruber, DVM  
Celeste Latham  
Andria Mitchell

**BOARD OF HEALTH MEMBERS ABSENT**

Tim Duez, DDS  
Roger Faivre  
Regina Harris, JD  
Mayuri Morker, MD

**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 May 27, 2014, was called to order at 7:04 pm by Paul Stoddard, President.

**MINUTES**

**FULL BOARD**

On a motion by Andria Mitchell seconded by Celeste Latham, the Board of Health Minutes of the Meeting for March 25, 2014, were approved. Motion carried.

On a motion by Christina Jones seconded by Andrea Mitchell, the Board of Health Executive Session Minutes of the Meeting for March 25, 2014, were approved. Motion carried.

On a motion by Paul Stoddard seconded by Celeste Latham, the Bylaws Committee Minutes of the Meeting for April 24, 2014, were approved. Motion carried.

On a motion by Dr. Feldmann seconded by Karen Hagen, the Personnel Committee Executive Session Minutes of the meeting for April 30, 2014, were approved. Motion carried.

## **PERSONS TO BE HEARD FROM THE FLOOR**

None

## **DIVISION REPORTS**

### Public Health Administrator - Jane Lux

Mrs. Lux noted that grant applications for State Fiscal Year 2015 had begun as well as agency budget preparation. Given the fact that the State of Illinois had not passed a budget despite a deadline of May 31, the funding for the Health Department's grants remained uncertain.

Mrs. Lux had four meetings in March and April and three in May to discuss the lease of office suite space in the Community Outreach Building (COB). This topic will be discussed further under New Business.

Mrs. Lux explained that she had informed the Board of Health about the discontinuation of "We Choose Health" Grant effective September 30 of this year. She stated that the CDC announced several new Requests for Application (RFA) at the end of May. One of these, "Partnerships to Improve Community Health (PICH)," is a three-year initiative to reduce chronic illness. There is a very aggressive turn-around for the extensive application. They are nationally competitive grants and 15-18 grants within our population category will be awarded. The Health Department will consider submitting a grant application.

Mrs. Lux explained that we have been working on expanding our current health insurance billing capacity to include billing for immunizations. This has been a state and nationwide initiative for local health departments to reduce the burden due to constricting grant and other public funds, which have remained flat or decreased, while costs increase. Thus far, Mrs. Lux has completed a cost analysis, and we have updated our policies and procedures. These will be discussed further in New Business.

### Health Promotion Programs – Cindy Capek

Ms. Capek commented that the School Health Education Programs were winding down and staff are working on evaluations and reporting.

Ms. Capek commented on the significant marketing efforts over the last two months which focused on Tobacco Use. These included extensive newspaper advertising, web advertising, coasters, flyers, delivery stuffers, bus advertising, press releases and community outreach.

Ms. Capek explained that she had 100 completed risk assessments for the "Ticket for the Cure" breast cancer risk reduction grant within one and one-half months of introducing the program to the community. A wide variety of outreach methods were utilized. The goal is to have 200 completed risk assessments by early fall in order to start the coaching program to reduce risks.

### Health Protection – Greg Maurice

Mr. Maurice highlighted the upcoming Household Hazardous Waste Collection Day on June 21 to be held at NIU. The last collection was held over seven years ago.

Staff conducted a larvacide in-service on April 15 for twenty-eight municipal workers. Mr. Maurice explained that this is a required annual training.

Mr. Maurice noted that we have been handling a large number of dog bite incidents over the past two months.

Mr. Maurice reported on Emergency Preparedness planning meetings with NIU to offer a closed Point of Dispensing (POD) for their students, faculty, and staff which would significantly reduce our numbers at a public POD. We plan to continue meetings with NIU.

#### Community Health and Prevention – Cindy Graves

Ms. Graves explained that the Illinois Public Health Association has indicated there will likely be a one month extension of the In-Person Counselor (IPC) program after the end of this fiscal year (June 30). However, there has been no information regarding grant continuation next fiscal year. The staff handled a surge of client assistance in the final months of the open enrollment period for the Marketplace.

Ms. Graves was very pleased to report that we have hired two new Nurse Practitioners for the Family Planning Program, allowing us to increase our clinics. We had sixteen clinics in May.

Ms. Graves has been working with Mrs. Hall to increase our capacity to provide male and Sexually Transmitted Disease (STD) services as part of the Family Planning Program. The State of Illinois approved the policies, procedures and consent forms that were developed for the services.

#### **FINANCIAL DATA**

Dr. Feldmann moved to approve the Financial Statements for March and April 2014, seconded by Karen Hagen. Motion carried.

Karen Hagen moved to approve the Claims for April and May, 2014, seconded by Christina Jones. Motion carried.

#### **NEW BUSINESS**

##### 1. Proposed Food Ordinance Update

Mrs. Lux explained that Mr. Maurice has been working on revisions to the County Food Ordinance which was last updated in 1979. She explained the definitions were being updated to reflect the current knowledge base regarding food safety and risk, as well as changes to the State Code. The recommendations have been submitted, reviewed and approved by the Illinois Department of Public Health (IDPH) and the State's Attorney.

Mr. Maurice provided a summary of the changes. He explained that food establishments would be classified by potential risk of foodborne illness, with higher risk establishments having higher permitting fees. Exemptions that were in conflict with the State Code were removed. In addition, we incorporated new legislation that changed manager and food worker requirements. The revised Food Ordinance and recommended changes are in Board packets for review. Due to the timing of annual permits, we are requesting the proposed changes take effect January 1, 2015.

Christina Jones moved to recommend that the County Board adopt the proposed updates to the DeKalb County Food Ordinances effective January 1, 2015, seconded by Celeste Latham. Motion carried.

## 2. Bylaws Amendment

Mr. Stoddard indicated that the amendments recommended by the Bylaws Committee were aligned with those adopted by the County Board allowing participation in meetings remotely, by phone or video. Remote participation is permitted under the Open Meetings Act which provides specific rules and regulations for its use.

Andria Mitchell moved to add 6.2.0, "Attendance at Meetings by Other Means," and additional revisions to 6.1.0 to the DeKalb County Board of Health Bylaws, seconded by Dr. Feldmann. Motion carried.

## 3. Immunization Fees

Mrs. Lux reviewed the 2013 immunization utilization data detailing type of immunizations and method of payment. She explained that the current federal Vaccine for Children (VFC) Program serves children on Medicaid, uninsured or under-insured, however excludes those with private insurance. Purchase of childhood vaccine on the private market is an addition to our program to allow us to serve children with health insurance. We currently serve adults with health insurance, but we have not billed health insurance directly other than Medicare B and Medicaid.

Administration staff attended billing training provided to local health departments by the Illinois Public Health Association. Mrs. Lux explained the rationale for recommended fees is based on a cost analysis and methodology recommended at training. The Vaccine for Children (VFC) program will not change for eligible children. Policies and procedures for discounted rates based on hardship are included in the Financial Management Policy. The goal is to increase our immunization services to those who choose, regardless of payer.

Mrs. Lux indicated this will be considered a pilot project, as the impact on utilization, workload and revenue is uncertain. She added we may need to make changes during the pilot. The proposed fees would be effective July 1, 2014.

Christina Jones moved to adopt the proposed Immunization Fees, effective July 1, 2014, seconded by Andria Mitchell. Motion carried.

## 4. Financial Management Policy

Mrs. Lux noted that the revisions to the policy incorporate language for grant requirements, the hardship policy and billing private insurance for services. The Illinois Vaccine for Children (VFC) Provider Enrollment Terms, referenced in the policies, is included for Board review. In addition, Mrs. Lux included an algorithm chart provided by the Illinois Department of Public Health (IDPH) that is used to determine eligibility for VFC vaccine.

Karen Hagen moved to approve the proposed revisions to the Client Fees and Billing Policy effective July 1, 2014, seconded by Celeste Latham. Motion carried.

## 5. Lease Agreement-Community Outreach Building

Mrs. Lux provided an overview of the meetings she had with the Community Mental Health Board (CMHB) regarding rental of office space in the Community Outreach Building. She explained that negotiations were progressing. However the Mental Health Board is unable to proceed by the target date as planned. They will continue internal discussions regarding the plan. Mrs. Lux provided a copy of the

Lease Agreement template prepared by the State's Attorney's office that is ready for execution with the CMHB.

Mrs. Lux recommended that we engage the services of a Realtor to list the office suite space to pursue all options for a tenant, if there has been no further progress by July 1, 2014, and she will notify the Mental Health Board of same.

Andria Mitchell moved to authorize Mrs. Lux to negotiate final details and sign a Lease Agreement that follows the template presented, seconded by LeAnn Gruber. Motion carried.

Dr. Feldmann moved to authorize Mrs. Lux to engage a Realtor to list the Community Outreach Building, Suite F, on the market as office space for rent beginning July 1, 2014, with a contingency for waiver of commission, if possible, if we sign a Lease Agreement with the entity with whom we have been engaged in negotiations. Motion seconded by Christina Jones. Motion carried.

6. Comment by Mrs. Mitchell

Andria Mitchell requested to share feedback with the Board of Health regarding the kind, thoughtful and compassionate care given to her Aunt and family while her Aunt was a resident at the DeKalb County Rehab and Nursing Center (DCRNC). Mrs. Lux stated she would share the feedback with Cathy Anderson, Administrator, and the DCRNC Board.

## **EXECUTIVE SESSION**

At 8:15 pm, Christina Jones moved, seconded by Andria Mitchell, to enter into Executive Session for the purpose of discussing Employment Matters-Annual Performance Evaluation of Public Health Administrator, under Subsection Number 1, Section 2(c) of the Open Meetings Act. Motion carried.

On a roll call vote, those voting yes were Paul Stoddard, Karen Hagen, Christina Jones, Ronald Feldmann, LeAnn Gruber, Celeste Latham and Andria Mitchell.

Christina Jones moved, seconded by Andria Mitchell to return to Open Session. Motion carried.

At 8:34 pm, Paul Stoddard stated that the Board of Health is now in Open Session.

## **CORRESPONDENCE AND NEWS**

As noted.

## **ADJOURNMENT**

On a motion by Andria Mitchell, seconded by Ronald Feldmann, the Board of Health adjourned at 8:37 pm. Motion carried.

---

Christina Jones, Secretary  
DeKalb County Board of Health