

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: November 25, 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
Celeste Latham
Mayuri Morker, MD

BOARD OF HEALTH MEMBERS ABSENT

Andria Mitchell

STAFF MEMBERS PRESENT

Jane Lux, Public Health 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 November 25, 2014, was called to order at 7:00 pm by Paul Stoddard, President.

MINUTES

FULL BOARD

On a motion by Celeste Latham, seconded by Dr. Duez, the Board of Health Minutes of the Meeting for September 23, 2014, were approved. Motion carried.

On a motion by Christina Jones, seconded by Dr. Feldmann, the Executive Session Minutes of the Meeting for September 23, 2014, were approved. Motion carried.

NOMINATING COMMITTEE

On motion by Celeste Latham, seconded by LeAnn Gruber, the Nominating Committee Minutes of October 28, 2014, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux reported on the health insurance billing pilot program which included the school health season surge followed by the flu season surge, both increasing utilization. Accounting and clinical staff adapted to many changes throughout the pilot. The learning curve has led to improved functioning. She commended staff in the Community Health and Prevention and Administration Divisions for their efforts.

Mrs. Lux reviewed the efforts of the Illinois Public Health Association in conjunction with Health Department Administrators regarding local health department partnerships with Accountable Care Entities (ACE's). Mrs. Lux noted that she and Cindy Graves met with KishHealth System administrators to discuss their participation as an ACE, including their new population health care model. In addition, we proposed specific partnership opportunities for clinical interventions including case management for pregnant women and infants, enrollment in Medicaid and health insurance, Vaccine for Children immunizations, Family Planning and STD services.

Mrs. Lux discussed the Regional Health Transformation Summit that was held in DeKalb County and sponsored by the Governor's Office of Health Innovation and Transformation. The Summit included presentations on a number of concurrent health policy initiatives at the state level. She explained the state received a planning grant from the Centers for Medicare and Medicaid Services (CMS) and also applied for an implementation grant. The grant would fund two to three projects in Illinois that integrate clinical care and public health to address the triple aim of improving the quality of care, improving outcomes and reducing costs.

Mrs. Lux was pleased to report that the Board of Health recommendation for a County Smoke and Tobacco-Free Worksite Policy received unanimous support by the Health and Human Services Committee and the Resolution passed the full County Board unanimously on November 19, 2014. The resolution includes creation of a voluntary employee committee to provide input into policy implementation. The committee will report to the Health and Human Services Committee by March 31, 2015 for approval of the implementation Plan. Cessation support and education will be key components of program implementation.

Mrs. Lux expressed our disappointment to learn that we did not receive the Partnership to Improve Community Health Grant (PICH) grant funded by the Centers for Disease Control and Prevention (CDC). While our application was recommended for approval, it "did not rank high enough in a pool of intensely competitive applications to receive funding." There were two PICH grants funded in Illinois: Cook County Department of Public Health and Trinity Medical Center (a regional integrated health care delivery system in the four Quad Cities).

Mrs. Lux reviewed the legal opinion sought by the Illinois Association of Public Health Administrators (IAPHA) regarding the Home Kitchen Operation Statute in order to have a consistent statewide response. The amendment omits or fails to address a number of questions that create enforcement issues for health departments.

Mrs. Lux reported on utilization of pediatric and adult immunizations services by clients with health insurance in the first four months of our pilot. Two percent of pediatric and 43 percent of adult

immunizations have been billed to insurance. The services represent a significant impact. Revenue information will be available with our year- end financial audit.

Health Promotion Programs – Jane Lux for Cindy Capek

Mrs. Lux reported for Ms. Capek (on vacation). She highlighted the Smoke Free Campus Training Program that staff attended. The training addressed many aspects of implementation of a smoke free campus, and was very helpful for our work to assist NIU and the County with their policy implementation.

Mrs. Lux noted that we received a \$4,000 grant from the Robert's Foundation to continue our work with school wellness after the loss of the "We Choose Health" grant. The grant is for staff implementation of Coordinated Approach To Child Health (CATCH).

Health Protection – Greg Maurice

Mr. Maurice highlighted the third annual Holiday Lights collection program which began November 24 and will run through January 9. There are multiple collection sites throughout the county.

Mr. Maurice reviewed the on-going efforts to resolve the wastewater issues at the Cortland Mobile Home Park (MHP). The Illinois Attorney General's Office is reviewing the plan submitted by Cortland MHP.

Mr. Maurice reported on an additional case we are working on with the State's Attorney's office and the Environmental Protection Agency (EPA) due to a septic system prohibited discharge.

Wardens had several calls to remove bats from homes. Two specimens submitted for rabies testing were positive.

Mr. Maurice highlighted the Rockford Region Flu Coalition effort that he and Director Graves recently completed.

Mr. Maurice explained that the Food Handling Act requires all business establishments to comply with safe food handling procedures, and gives health departments the regulatory authority over the handling of food for public consumption. Persons preparing and selling food to the public, therefore, must comply with the Food Handling Act unless they qualify for one of the exceptions. Cottage Food Operations is one exception that has been in effect for two years, and allows for oversight due to registration requirements, authority to investigate a health hazard, detailed labeling requirements and food service sanitation training. The Home Kitchen Operations statute, effective June 10, 2014, is inconsistent with the Cottage Food Operations section. It only creates an exception if a local government passes an ordinance. Upon legal review, it creates ambiguities and raises a number of issues with regard to how it should be interpreted and enforced. Mr. Maurice gave an example of the challenge. We received a complaint from the public regarding an individual that was selling a food product from the home. We were limited in our ability to investigate the potential health hazard since the individual was operating without any registration or notification. Thus, Mr. Maurice recommended we continue to operate under the Cottage Food Operations section.

Community Health and Prevention - Cindy Graves

Ms. Graves explained the additional flu and vaccination efforts that occurred this fall and highlighted the successful Regional Flu Coalition Clinic that was held at the Salvation Army Food Pantry with assistance from nursing students from Kishwaukee College and NIU. She complemented the students regarding their

skills and ability to work with the clients. Ms. Graves was also pleased to report that DeKalb County had the highest number of flu and Tetanus-diphtheria-pertussis (Tdap) vaccinations administered in the Region.

Mrs. Graves reported that the Health Department was successful in receiving a “Year Two” grant to fund one full-time In-Person Counselor (IPC) to assist with health insurance enrollment in the new marketplace. Our full-time IPC, Mr. Zelaya, is responsible for DeKalb and Ogle Counties with twenty percent of time committed to Ogle County. He was acknowledged for efforts in outreach and enrollment.

Ms. Graves highlighted a positive Illinois Department of Public Health (IDPH) program review for the Family Planning Program.

FINANCIAL DATA

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

Dr. Duez moved to approve the Claims for October and November 2014, seconded by Dr. Feldmann. Motion carried.

NEW BUSINESS

1. Nominating Committee Report

Ms. Lux reported for Andria Mitchell, Chair of the Committee, as she was unable to attend due to illness.

The County Board Representative position is being vacated by Paul Stoddard, as he has served the maximum six one-year terms. The new appointee resigned his County Board position due to a job change. Mrs. Lux will seek a new appointment from the County Board Chair in January.

Mrs. Lux reviewed the recommendations for the remaining Board of Health positions explaining that each candidate had received excellent recommendations.

On a motion by Dr. Duez, seconded by Dr. Gruber, the Board recommended the nomination of Ronald Feldmann, MD and Roger Faivre to the Board of Health for their respective second three-year terms January 1, 2015 through December 31, 2017. Motion carried.

On a motion by Regina Harris, seconded by Roger Faivre, the Board recommended the nomination of Shannon Barnaby, JD, to complete Ms. Harris’ term January 1, 2015 through December 31, 2015. Motion carried.

On a motion by Dr. Feldmann, seconded by Ms. Harris, the Board recommended the nomination of Maria Caudillo to the Board of Health for the term January 1, 2015 through December 31, 2017. Motion carried.

On a motion by Dr. Feldmann, seconded by Ms. Harris, the Board approved the election of the slate of officers for the one-year term from January 1, 2015 through December 31, 2015 as follows: Karen Hagen, President; Christina Jones, Vice President and Celeste Latham, Secretary. Motion carried.

2. Administration and Leadership Structure

Mrs. Lux reviewed the proposed changes in the Administrative and Leadership structure. With the retirement of a program coordinator in the Community Health and Prevention Division, management

responsibilities will be shifted to the three remaining coordinators and the Division Director. A full-time Public Health Nurse will be hired in the Division. In addition, Mrs. Lux explained her recommendation to return to the structure in place until the last quarter of 2013 with a Director of Health Promotion and Emergency Preparedness and a Director of Health Protection (Environmental Health, Solid Waste and Animal Control). The Assistant Administrator position will be left vacant. The rationale included a reduction in the scope of Health Promotion created by the loss of the We Choose Health Grant, as well as expansion in the scope of Environmental Health and Solid Waste due to local and state mandates. Overall, the changes will provide cost savings.

On a motion by Karen Hagen, seconded by Dr. Duez, the Board approved the 2015 Administration and Leadership Structure effective January 1, 2015. Motion carried.

3. Recognition of Retiring Board Members

Mrs. Lux expressed her gratitude to retiring Board Members: Andrea Mitchell, Regina Harris and Paul Stoddard, recognizing each of them for their dedication and contributions to the Board.

EXECUTIVE SESSION

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

On roll call vote, those voting yes were Paul Stoddard, Karen Hagen, Christina Jones, Dr. Duez, Roger Faivre, Dr. Feldmann, LeAnn Gruber, Regina Harris, Celeste Latham, and Dr. Morker.

At 8:15 pm, Mr. Faivre moved to return to open session, seconded by Ms. Harris. Motion carried.

Mr. Faivre moved, seconded by Ms. Harris, to approve the revisions to the Director of Health Promotion and Emergency Preparedness and Director of Health Protection Job Classifications, and the salary range for all Directors positions, effective January 1, 2015. Motion carried.

Ms. Jones moved, seconded by Dr. Feldmann, to approve the Licensed Environmental Health Practitioner Lead Job Classification and salary range. Motion carried.

Dr. Duez moved, seconded by Ms. Hagen, to approve the salary adjustments as proposed in the 2015 Administration and Leadership structure. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Duez, seconded by Dr. Feldmann, the Board of Health adjourned at 8:20 pm. Motion carried.

Christina Jones, Secretary
DeKalb County Board of Health

Employment Matters

Proposed 2015 Administration and Leadership Structure

Proposed Salary Adjustments

	Savings	Cost
2015 Director of Health Protection	\$4447	
2015 Director of Health Promotion and EP	\$7579	
2015 Communicable Disease Coordinator		\$2094
2015 Public Health Nurse	\$23,666 (est.)	
Net	\$33,598	