

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: September 23, 2014**

BOARD OF HEALTH MEMBERS PRESENT

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

BOARD OF HEALTH MEMBERS ABSENT

Roger Faivre
Regina Harris, JD

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

CALL TO ORDER

The DeKalb County Board of Health meeting of September 23, 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. Duez, the Board of Health Minutes of the Meeting for July 29, 2014, were approved. Motion carried.

On a motion by Dr. Duez, seconded by Christina Jones, the Finance Committee Minutes of the Meeting for July 24, 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 several partners for their collaboration on the Shoe Share Program. Mrs. Lux introduced Christel Springmire, Solid Waste

Coordinator for the DeKalb County Health Department, noting that Christel would be retiring next month after twenty years of service to the department.

Christel explained that the Live Healthy DeKalb County Coalition recognized that many children and youth do not participate in physical education programs due to the lack of gym shoes. The DeKalb County Health Department was asked to partner with Live Healthy DeKalb County to assist in the collection and re-distribution of gently used gym shoes. Mrs. Springmire approached the Kiwanis Clubs of DeKalb to assist with sorting and distribution, DeKalb Iron and Metal Company (DIMCO) for use of collection bins and Laundry Lounge to wash all of the shoes. Bill Cummings, Lt. Governor of Kiwanis, Mark Hein, Vice President of DIMCO and Dave Melms, Owner of Laundry Lounge, were presented with a Certificate of Appreciation for their contributions to the project. Mrs. Springmire noted that the Shoe Share Program had very little cost but impacted many children with an estimated 1,000 pairs of gym shoes distributed through a number of food pantries. The Board of Health thanked all of the partners for their contributions.

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux gave the Board of Health a presentation on the newly launched Facebook page noting that social media presence had been a request by staff for a number of years, and she was pleased to report that we now had a presence on Facebook and Twitter. The Board of Health was encouraged to “Like” the Health Department on Facebook as well as to follow the Health Department on Twitter. Social media will assist with real time messaging, as well as provide useful links to health related information from agencies like the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), as well as other health departments.

Mrs. Lux explained the reductions to the 2015 Health Department budget request to the County.

Mrs. Lux reported on the health insurance billing pilot and challenges. Upp Technology, Inc. provided on-site consultation for staff involved with billing. Upp has a contractual agreement with the Illinois Public Health Association to provide training and consultation to local health departments. Currently, we submit Claims electronically, but we complete many other billing functions manually. It is too soon to evaluate the cost benefit analysis of making significant investments in billing software modules.

Mrs. Lux informed the Board of Health about her follow up meeting with KishHealth System administrators regarding their participation in the Illinois Partnership for Health (IPH) Accountable Care Entity (ACE). The roll-out schedule for patient enrollment has been pushed back by the state, and it is still unknown when DeKalb County will begin enrollment. Payment will continue on a fee-for-service basis for the initial 18 months before capitation is implemented. The discussion of partnership opportunities was productive and a second meeting will be scheduled.

Mrs. Lux announced that “Regional Health Transformation Summits” are being planned throughout the state. The purposes are to hear firsthand from the Governor’s Office about the agenda for health improvement, to provide feedback to the state entities about how they can support local health improvement, and to discuss how local partners can align their efforts to better take advantage of new statewide initiatives. Our Regional summit is October 20 at Kishwaukee Community College, and Board of health members are invited to attend.

Mrs. Lux reported on a meeting with representatives of Waste Management that she, Mr. Maurice, Mr. Hanson and Mr. Stefan attended to clarify our role and financial considerations under the Host

Community Agreement and landfill expansion. The Health Department does not have additional responsibilities as a “designated authority” in the Agreement.

Mrs. Lux explained that the Illinois Association of Public Health Administrators has sought a legal opinion regarding the Home Kitchen Act in order to have a consistent statewide response. Mrs. Lux also discussed the proposed regulations for the Grade ‘A’ Pasteurized Milk and Milk Products Act.

Mrs. Lux reviewed adult and childhood immunization utilization data for June through August, and the percentage of clients for whom we billed health insurance. Revenue projections indicate gains from health insurance. She reviewed the fee determination process that has undergone changes as we learn more about how to bill insurance. Lastly, as projected, Vaccine for Children (VFC) immunizations have decreased since the department is no longer providing them as part of the Center for Family Health Well Child visits.

The Health Department has collaborated with the Northern Illinois University (NIU) Health Service regarding their international student population. They do not have students that returned to NIU from Ebola affected countries in West Africa. We have also collaborated regarding a private program for international students hosted by NIU.

Mrs. Lux recognized Cindy Graves and her Division for promoting August as National Breastfeeding month and the attractive poster that was displayed in the lobby.

The In-Person Counselor staff responsible for education and enrollment under the Affordable Care Act has been reduced to one full-time counselor for the period September 1, 2014 through April 15, 2015, due to grant requirements.

Health Promotion Programs - Cindy Capek

Ms. Capek explained that the funding for the We Choose Health Grant would end September 30, 2014. She informed the Board of Health that she was able to secure a \$4,000 grant from the Roberts Foundation to help support staff expenses to continue the program through the end of the year. Grant opportunities will continue to be explored.

Ms. Capek noted that she attended the DeKalb City Council Meeting in August to support the proposed amendments to Smoking Regulations to restrict smoking on outdoor patios where food was served, and to include E-cigarettes and medical marijuana in the definition of smoking. Ms. Capek said that after three proposed amendments, the revisions were approved.

Ms. Capek highlighted our participation in the collaborative program sponsored by Live Healthy DeKalb County and funded by a \$4,000 grant from the American Heart Association which focuses on Seven Steps to a Healthy Heart to begin at Barb Food Mart in October.

Health Protection – Jane Lux for Greg Maurice

Mrs. Lux reported that the Zero Waste Task Force recommendations were shared with the Planning and Zoning Committee, and forwarded to the County Board for consideration. At the September 17, 2014 meeting, the County Board adopted Zero Waste as a guiding principle, with the goal of achieving a 50 percent reduction in the landfill rate by 2035.

Mrs. Lux explained that while options are being explored, there has been no resolution on the Cortland Mobile Home Park septic field failure. They are currently pumping to remove the wastewater. The Health Department is working with the States Attorney's Office on this matter.

Mrs. Lux commented that the first positive case of West Niles Virus was found in a mosquito collection trap and that Animal Control was experiencing a significant number of calls to remove bats.

Community Health and Prevention - Cindy Graves

Ms. Graves discussed the challenges in obtaining flu vaccine on the dates promised, and the efforts she and staff are making to expand immunization clinics in schools and other community settings. The VFC influenza vaccine for children was originally to be ordered in August but we were unable to order until September.

Ms. Graves explained the change in In- Person Counselors from three part-time staff to one full-time staff noting that Cameron will continue working on this project and that his role may be expanded to include portions of Ogle County.

Ms. Graves highlighted staff member Lorna Schmidt's presentation at the Illinois Council on Tuberculosis Conference in Springfield focusing on treatment for a client with latent TB, and the role of public health.

Ms. Graves shared various strategies that are being implemented to increase immunization rates to include direct calls to clients.

FINANCIAL DATA

Dr. Feldmann moved to approve the Financial Statements for July and August 2014, seconded by Andria Mitchell. Motion carried.

Dr. Duez moved to approve the Claims for August and September 2014, seconded by Celeste Latham. Motion carried.

NEW BUSINESS

1. 2015 County Budget Update

Mrs. Lux reviewed excerpts from the Administrative Recommendations for the DeKalb County FY2015 Budget Recommendations highlighting the decline in the EAV, the recommendation to reduce the General Fund target fund balance from 38% to 25%, recommendations for health insurance and an explanation of the financial management of a reserve fund for IMRF. In 2015, the internal rate subsidy can be eliminated, as the actuarially required rate is 11.08 percent, an increase of .08 percent from the 2014 rate of 11 percent charged to departments. Mrs. Lux provided information on the increased funding to the Health Department for the Solid Waste Program as detailed in the Host Community Agreement with Waste Management, allocations for IMRF and FICA and building maintenance costs, and the retirement of the debt service payment by the County for the Health Facility Building at the end of 2016.

2. Proposed Food Ordinance

Mrs. Lux presented the 2015 proposed food establishment fees and rationale that relate to the Food Ordinance. In addition, we made a revision to the proposed Food Ordinance to improve clarity.

Fees reflect the resources used (cost), the relative risk of causing food-borne illness and consistent application of criteria across all food establishments and entities.

Permit Fees are based on the risk category. Class definitions are also based on risk, and include the scope of the operation. Staff completed an extensive review of over 500 establishments to determine risk category and Class, as defined in the Food Ordinance.

Mrs. Lux discussed the fee schedule noting new additions to include Vending Machines and the Cottage Food Registration Fee which are a result of new legislation.

Dr. Duez moved to recommend that the County Board adopt the revisions as proposed to the DeKalb County Food and Food Establishments Ordinance, with the addition of the definition for Class 'E,' effective January 1, 2015, seconded by Christina Jones. Motion carried.

3. Health Department Budget Revisions

Mrs. Lux highlighted the budget revisions due to the updated food establishment permit fees and other new information. Other revenue adjustments were addition of revenue from the Year Two In-Person Counselor (IPC) grant, and decreased revenue in the IMRF, FICA and building maintenance fund, as previously discussed. Expenditure adjustments were addition to salary for IPC staff and reductions to IMRF, FICA and building maintenance fund. The net change was a positive \$24,000, thus a reduction by that amount to the use of the fund balance.

Dr. Feldmann moved to approve the 2015 Health Department Budget revision, including proposed food establishment permit fees, as presented, seconded by Andria Mitchell. Motion carried.

4. Financial Management Policy

Mrs. Lux presented the revisions to the Grants Cost Allocation Policy to reflect more detail on indirect and direct cost allocation which is now being required by many of the grants.

Karen Hagen moved to adopt the proposed revision to the Grants Cost Allocation Policy effective September 24, 2014, seconded by Celeste Latham. Motion carried.

5. Smoke Free Policy

Mrs. Lux explained that Tobacco Use and Exposure has been a major focus area of our health promotion work, and that DeKalb County has a higher proportion of adults that smoke than the State of Illinois. There is evidence that tobacco and smoke-free policies reduce tobacco use, which also improves health and reduces health care and health insurance costs. Staff has been involved in promoting policies for smoke free housing and parks, and will be assisting colleges with smoke free campus policies this year. KishHealth System, the YMCA and Schools all have Smoke Free Campus Policies. Mrs. Lux recommended we consider being a model regarding smoke free campus policies, similar to many other health departments in the state. In discussions with the County Administrator and Health and Human Services Committee, there is support for this type of policy countywide. Health Department employees have provided positive feedback, and a survey of Health Department employees showed 88 percent support a smoke-free campus (62 percent response rate). Finally, research shows that the majority of smokers want to quit, but few succeed without help. Smoke-free worksites and cessation offerings are designed to assist and support smokers who want to quit.

Discussion of a policy included getting employee input on implementation through a voluntary employee committee as part of the countywide health insurance committee.

Dr. Feldmann moved to strongly recommend to the County Board to adopt a County smoke and tobacco-free worksite policy, whereby the worksite is to include any property controlled by the county, including campuses and County vehicles, seconded by Andria Mitchell. Motion carried.

6. Nominating Committee

Mrs. Lux noted that the nominating committee will meet in October to discuss Board vacancies and officer positions for next year. She asked the Board to submit recommendations for a community member representative to fill the position being vacated by Andria Mitchell. Mrs. Lux has spoken with Jeff Metzger, County Board Chair, regarding filling the County Board member representative position due to the retirement after six years of Paul Stoddard.

The Nominating Committee will also be considering a slate of officers, and Mrs. Lux asked Board members to let her or the committee know of their interest.

EXECUTIVE SESSION

At 8:53 pm, Andria Mitchell moved to enter into Executive Session for the purpose of the Biannual Review of Executive Session Minutes under Subsection Number (21) of Section 2 (c) of the Open Meetings Act, seconded by Dr. Duez. Motion carried.

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

At 8:56 pm, Dr. Feldmann moved to return to open session, seconded by Andria Mitchell. Motion carried.

Christina Jones moved to release the Executive Session Minutes of January 28, 2014, April 30, 2014, and May 27, 2014, seconded by Celeste Latham. Motion carried.

Christina Jones moved to accept Resolution 92314 to destroy the verbatim tape/recording of the Executive Session meetings held on September 27, 2012, November 9, 2012, November 27, 2012 and January 22, 2013, seconded by Celeste Latham. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Andria Mitchell, seconded by Dr. Feldmann, the Board of Health adjourned at 9:00 pm. Motion carried.

Christina Jones, Secretary
DeKalb County Board of Health