

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF THE MEETING  
DATE: January 27, 2015**

**BOARD OF HEALTH MEMBERS PRESENT**

Karen Hagen, RN, MS – President  
Christina Jones, RN, MS – Vice President  
Celeste Latham, Secretary  
Shannon Barnaby, JD  
Maria Caudillo  
Roger Faivre  
Ronald Feldmann, MD  
Mayuri Morker, MD  
Ruth Anne Tobias

**BOARD OF HEALTH MEMBERS ABSENT**

Tim Duez, DDS  
LeAnn Gruber, DVM

**STAFF MEMBERS PRESENT**

Jane Lux, Public Health Administrator  
Cindy Capek, Director, Health Promotion and Emergency Preparedness Division  
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 January 27, 2015, was called to order at 7:02 pm by Karen Hagen, President.

**INTRODUCTION OF NEW BOARD MEMBERS**

Mrs. Lux introduced new Board members Shannon Barnaby, JD, Maria Caudillo and Ruth Anne Tobias. Each of them provided a general overview of their background and interests which were followed by introductions by the remaining Board of Health and staff.

**MINUTES**

**FULL BOARD**

On a motion by Celeste Latham, seconded by Dr. Feldmann, the Board of Health Minutes of the Meeting for November 25, 2014, were approved. Motion carried.

On a motion by Roger Faivre, seconded by Dr. Feldmann, the Executive Session Minutes of the Meeting for November 25, 2014, were approved. Motion carried.

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

None

## **RECOGNITION OF STAFF RETIREMENT**

Mrs. Lux introduced Peggy Newby, RN, BSN, and Coordinator of Pediatric Services. She explained that Mrs. Newby was retiring from the Health Department having served over twenty years. She began her career in 1993 and over the years expanded her roles and responsibilities. Mrs. Newby has worked in nearly every program within the Community Health and Prevention Division and has been a tremendous asset to the Health Department and the community. She was presented a Certificate of Appreciation for her service. Mrs. Newby noted that it was a joy to work as a public health nurse and that she was grateful for the experience. She thanked the Board of Health for the opportunity as well as their service.

## **DIVISION REPORTS**

### Public Health Administrator - Jane Lux

Mrs. Lux reviewed the employee salary and benefits for 2015. There is a two percent (2%) salary increase in year three of our three-year Collective Bargaining Agreement. The employer contribution to the Illinois Municipal Retirement Fund increased from 11.0 percent to 11.08 percent and the total cost of health insurance premiums rose 3.6 percent, significantly less than the 10 percent estimated increase. The County transitioned to a four-tier premium system in 2015. Tiers for “Employee & Child(ren)” and “Employee & Spouse” were added. The four-tier system lowers the premium for the two new tiers while simultaneously increasing the premium for the full “Family.” The County contribution to the premium savings sharing for Health Savings Accounts is 90 percent in 2015.

Mrs. Lux and Mrs. Courtney listened to a webinar by the Illinois Department of Human Services on Year End Financial Reporting and the Consolidated Financial Report (CFR). There have been changes as a result of legislation with the intent of removing redundancy and consolidating and streamlining reporting to strengthen oversight and reduce waste, fraud and abuse.

Mrs. Lux has met with new County Board members. Six of the twenty-four county board members are new to office, including the Chair, Vice Chair and Chair, and several members of the Health and Human Services Committee.

Mrs. Lux highlighted emergency planning in response to the Ebola Virus Disease Outbreak in West Africa. Our internal Emergency Planning team had several planning meetings, webinars and conference calls during this period. We updated local plans, in conjunction with emergency response partners, to prepare for the prevention of the spread of contagious diseases. Although this required a major time commitment, the dialog and interaction was an opportunity to improve preparedness and evaluate communication plans, roles and responsibilities.

Mrs. Lux provided a utilization comparison of adult and childhood immunization services 2011 to 2014, as this is a core public health function and a focus of our efforts in the Community Health and Prevention Division. While there was a decrease in Childhood Immunizations 2013 to 2014, it was not as much as anticipated. We anticipated a decline in 2014 due to the new model being utilized by the Center for Family Health, whereby they provide immunizations to all of their patients, unlike our collaboration model with KishHealth System in 2013. At the same time, and through increased billing and clinical efforts, adult immunizations have increased. In addition, we added childhood immunization clients for whom we billed health insurance.

### Health Promotion and Emergency Preparedness - Cindy Capek

Ms. Capek reviewed the Tobacco initiatives that staff has been working on over the past few months. These include assisting NIU with the implementation of the Smoke Free Campus Act, providing leadership for the implementation of the DeKalb County Smoke and Tobacco Free Worksite Policy, as well as working with DeKalb High School Students on "Reality," a program that engages youth in the development of smoke free policies.

Ms. Capek discussed staff work on several grants, including The Future Is Ours, Coordinated Approach to Child Health (CATCH) initiatives at multiple school sites and providing leadership for school wellness initiatives. She noted that additional funding was secured from a grant from KishHealth System in the amount of \$2,500 allowing the Health Department to sustain school programs through June of 2015.

Ms. Capek reported on the Ticket for the Cure Breast Cancer Grant program. A total of 1,500 women were given educational information on Breast Cancer at over 35 venues from July-August of 2014. These women were asked to complete a Breast Cancer Risk Assessment Tool which was used to identify candidates to participate in the coaching program. Twenty-two women will begin a ten week free coaching program to decrease risks associated with Breast Cancer beginning this February. Coaching is being provided by KishHealth System Wellness staff and is funded by the Ticket for the Cure Grant.

### Health Protection – Greg Maurice

Mr. Maurice said that the municipalities were pleased with the contractor that was currently providing E-waste collections throughout the county and agreed to re-new the contract for another year under the same schedule.

Mr. Maurice explained that the Division was moving forward with the implementation of data base programs for animal control and food inspections with assistance from the County Information Management office. While Animal Control has used their program in the field, the goal of the food data base is to enable on-site documentation resulting in a more efficient program for the health department as well as the public.

Mr. Maurice reviewed a variety of emergency preparedness training programs that were offered and attended by staff. These included the Rockford Region meeting regarding responding to Ebola and the lockdown training for staff in the event of a community alert or internal building threat. The Rockford Region prepared a draft response plan that was shared with all health departments in the region and will be further evaluated at a table top exercise scheduled for the end of March.

Mr. Maurice noted that staff members have continued verifying lots for new building permits to make sure septic systems and wells will not be affected by the new structure and also to verify that the septic system is not a prohibited discharge. In addition, they are conducting real estate inspections to assure proper functioning of well and septic systems prior to property sales transactions. Mr. Maurice reviewed the on-going case of the failing septic system at the Cortland Mobile Home Park. They have submitted their third compliance plan to the Illinois Attorney General. In the meantime, they are pumping the sewage and exploring other options. He continues work with the States Attorney on one other property that has a prohibited discharge of sewage wastewater.

Mr. Maurice discussed opportunities to inform the community about prohibited discharge, and he has contacted the Farm Bureau to inquire about the possibility of including an article in their publications.

## Community Health and Prevention - Cindy Graves

Ms. Graves reported that the restructure in the Division, transitioning Childhood Immunizations to the Communicable Disease Program, is going well and provides increased opportunities for both programs.

Ms. Graves gave a progress report on the In- Person Counselor Program. Mr. Zelaya, our In-Person Counselor, has been recognized by the Illinois Department of Public Health (IDPH) for doing an outstanding job in his outreach and enrollment efforts. Open enrollment will end February 15.

Ms. Graves mentioned that in addition to the utilization data on Immunizations presented by Mrs. Lux, the Family Planning Program has successfully increased the number of visits by 6.3 percent.

Ms. Graves highlighted the *We Choose Health* article that featured the successful partnership of the DeKalb County Health Department and KishHealth System to improve breastfeeding rates throughout the county.

## **FINANCIAL DATA**

Roger Faivre moved to approve the Financial Statements for November and December 2014, seconded by Ruth Anne Tobias. Motion carried.

Dr. Feldmann moved to approve the Claims for December 2014 and January 2015, seconded by Chris Jones. Motion carried.

## **NEW BUSINESS**

### 1. Appointment of Standing Committees for 2015

Mrs. Lux explained that the Executive Committee represents the officers of the Board of Health and includes Karen Hagen, President, Christina Jones, Vice President and Celeste Latham, Secretary. Appointments to the other standing committees were as follows: Finance Committee: Dr. Tim Duez, Chair, Christina Jones and Roger Faivre; Bylaws Committee: Shannon Barnaby, Chair and Maria Caudillo; Personnel Committee: Celeste Latham, Chair, LeAnn Gruber and Dr. Morker; Nominating Committee: Karen Hagen, Chair, Dr. Feldmann and Ruth Anne Tobias. Mrs. Lux provided an overview of the committee responsibilities and timeline for annual meetings.

### 2. Long Term Funding Options

Mrs. Lux introduced the topic of long term funding options for the Health Department. She reviewed the financial challenges the Health Department has been facing due to the economic downturn and revenue contraction. Since 2010, it has been a challenge to meet expenses with declining revenue. Last year, the Board of Health established a mid-term, three to five year plan, to use our fund balance reserves for operations. While we are fortunate to have a healthy fund balance due to prudent financial management, we do not anticipate being able to continue to add to our reserves. Due to serious cost containment efforts, including workforce and service reductions, over the last five years, the drawdown plan should be effective for a few more years. However, it is not a long-term funding plan, as unreserved fund balance reserves will not last for the long-term. While there are still many uncertainties, the public health funding outlook is unfavorable at best and could result in severe funding reductions.

Mrs. Lux stated there is an option to consider due to the building bond payment debt being retired at the end of 2016. The Public Building Commission purchased bonds to pay the remaining debt on the health facility buildings. There was a property tax levy for this purpose. The County could hold a public health tax levy referendum in 2016 whereby the building levy would be replaced by an operations levy with no additional impact on property taxes. This could be a plan for long-term sustainability of the Health Department and current services.

Should the Board of Health (BOH) decide to pursue this option, Mrs. Lux explained that the BOH would need to vote to make a recommendation to the County Board to place a referendum on the ballot in one of the 2016 elections. The County Board would then need to vote to place the referendum on the ballot.

After discussion, members requested that Mrs. Lux bring financial and historical data to the Board in order to further evaluate this option.

### 3. Meeting Dates

Mrs. Lux reviewed the calendar in Board packets with Board of Health meeting dates for 2015.

### **EXECUTIVE SESSION**

At 8:15 pm, Ruth Anne Tobias 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 Celeste Latham. Motion carried.

On roll call vote, those voting yes were Karen Hagen, Christina Jones, Shannon Barnaby, Maria Caudillo, Roger Faivre, Dr. Feldmann, Celeste Latham, Dr. Morker and Ruth Anne Tobias.

At 8:27 pm, Christina Jones moved to return to open session, seconded by Celeste Latham. Motion carried.

Shannon Barnaby moved, seconded by Maria Caudillo, to approve the Health Promotion and Emergency Preparedness Specialist Job Classification and salary adjustment, effective February 8, 2015, as proposed. Motion carried.

### **CORRESPONDENCE AND NEWS**

As noted.

### **ADJOURNMENT**

On a motion by Chris Jones, seconded by Dr. Feldmann, the Board of Health adjourned at 8:29 pm. Motion carried.

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Celeste Latham, Secretary  
DeKalb County Board of Health