

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 28, 2015**

BOARD OF HEALTH MEMBERS PRESENT

Karen Hagen, RN, MS – President
Celeste Latham -- Secretary
Maria Caudillo
Tim Duez, DDS
Roger Faivre
LeAnn Gruber, DVM
Mayuri Morker, MD
Ruth Anne Tobias

BOARD OF HEALTH MEMBERS ABSENT

Ronald Feldmann, MD
Christina Joes, RN, MS – Vice President

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 Protection Division
Greg Maurice, Director, Health Protection Division

CALL TO ORDER

The DeKalb County Board of Health meeting of July 28, 2015, was called to order at 7:02 pm by Karen Hagen, President.

MINUTES

Full Board

On a motion by Roger Faivre, seconded by Ruth Anne Tobias, the Board of Health Minutes of the Meeting for May 26, 2015, were approved. Motion carried.

On a motion by Celeste Latham, seconded by Dr. Duez, the Executive Session Minutes of the Meeting for May 26, 2015, were approved. Motion carried.

Personnel Committee

On a motion by Celeste Latham, seconded by LeAnn Gruber, the Personnel Committee Minutes of the Meeting for May 19, 2015, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux has been completing grant applications and budgets for the new state fiscal year that started July 1, 2015. The norm is that new state fiscal year grant funding information is used to develop the Health Department Budget, but we do not have complete grant funding information due to the state Budget crisis. For grant Agreements received thus far, they were accompanied by caveats stating there could be changes to award amounts and there may be payment delays.

Mrs. Lux reviewed previous discussions on the Illinois Partnerships for Health, Inc., the Accountable Care Entity (ACE) comprised of nine partner organizations throughout the state, including KishHealth System (KHS). The ACE was one of several managed care models promoted by the previous administration to work toward moving individuals covered by Medicaid into managed care. In the last year, we had several meetings with KHS to promote the role of the Health Department and how we could partner. However, we recently learned that the new administration's Budget does not fund this model, and ACEs have been instructed to enter into affiliate agreements with existing full-risk Managed Care Organizations. Health Departments throughout the state have been trying to clarify the reimbursement model for services for individuals on Medicaid. The Illinois Public Health Association has been successful in sharing these concerns with the new Director of the Illinois Healthcare and Family Services Department (HFS). HFS has directed managed care entities to contract with local health departments.

Mrs. Lux commented on the new billing coding requirements (ICD-10). In addition, the Illinois HFS Department has a new system of enrollment for providers on a web portal called IMPACT. Both new processes require intensive staff training and resources in order to continue success with Medicaid and health insurance billing and reimbursement.

Mrs. Lux said that the annual Countywide Emergency Partner meeting was very successful and demonstrated how planning relates to real incidents from our experience with the Ebola outbreak.

Mrs. Lux highlighted the direction of the Long-Term Recovery Corporation (LTRC) and their pursuit and planning for the installation of a community septic system for the Fairdale community. She noted the participation of County Board members on the LTRC, and collaboration with Health Department staff on this project.

Mrs. Lux reviewed the meetings she and Ms. Graves had with KishHealth Physician's Group (KPG) to discuss the Vaccine for Children (VFC) program and possible collaboration. Unfortunately, due to new requirements mandated by the CDC regarding vaccine storage and handling practices, the Illinois Department of Public Health (IDPH) denied the request to provide off-site services at this site. Thus, we are working together to assure that KPG patients receive their VFC immunizations at the Health Department.

Health Promotion and Emergency Preparedness - Cindy Capek

Ms. Capek stated she would not be at the September Board of Health meeting due to vacation, so she announced to the Board that she has decided to retire October 16, 2015. She said she is passionate about

health promotion and work with community partners, and she plans to continue volunteer work in her many areas of interest.

Mrs. Lux thanked Mrs. Capek for her many important contributions to the Health Department during her tenure. These included her group participation and facilitation of the Active Transportation Group, Zero Waste Task Force and County Smoke and Tobacco-Free Worksite committee; oversight of Health Promotion grant applications and programming, including work with partners; administration projects, including health insurance contracting; public information and communication, including implementation of social media; worksite wellness initiative and transition to Emergency Preparedness Director role.

Ms. Capek commented on the Countywide Emergency Preparedness meeting held in June. She explained that end of year reporting for the Tobacco, Breast Cancer and Emergency Planning grants was completed as well as submission of the new grants for the next fiscal year through the IDPH online Electronic Grants and Administration management System (EGRAMS). Ms. Capek noted that she developed both the Strategic and Annual work plans for the Emergency Planning Grant as well as the new Ebola grant.

Ms. Capek also highlighted the work of Mickey Parikh, who recently completed her summer internship, noting that Mickey assisted with outreach activities for the Tobacco Quitline as well as developed a successful employee walking program.

Health Protection - Greg Maurice

Mr. Maurice reported that approximately 500 food permit renewals were issued with only nine establishments that have not paid.

Mr. Maurice explained that the Shoe Share Drive collection period ended and that the shoes will be distributed in conjunction with the Healthy Start to School Event.

Mr. Maurice commented on the waste and recycling audits of all County building performed by Michelle Gibson, Solid Waste Specialist. Michelle was pleased to report a 90% participation rate and that the recycling process from the office to the trash was being followed.

Well and septic evaluations in Fairdale and surrounding communities continue to be a priority for staff as well as assisting with design of a community septic system.

Mr. Maurice explained that with warm and dry weather conditions he expects to see more positive West Nile cases. Of the four collection traps in the County, two have reported positive and both were at the Health Department campus. Several dead birds were collected as well, however they were all negative. Mr. Maurice noted that his intern, Josh Kosco, conducted testing for the Vector Control program and assisted with food inspections.

Community Health and Prevention - Cindy Graves

Ms. Graves provided an overview of the first annual "Healthy Start to School Event" scheduled for August 6, 2015. The event will focus on school and sports physical as well as immunizations, all required for school. Partners are the Kishwaukee YMCA and KishHealth System providing children's activities, Barb Food Mart, the University of Illinois Extension and the DeKalb County Community Garden program, providing tours of the campus garden and healthy eating tips. The Health Department will also be distributing shoes from the Shoe Share program.

Ms. Graves reviewed the statistics for The WIC program noting that caseloads statewide have been adjusted to reflect the current environment. When applying the new caseload allocations, we are very close to serving ninety percent of our assigned caseload, which is the target goal.

FINANCIAL DATA

Roger Faivre moved to approve the Financial Statements for May and June 2015, seconded by Ruth Anne Tobias. Motion carried.

Dr. Duez moved to approve the Claims for June and July 2015, seconded by Dr. Morker. Motion carried.

NEW BUSINESS

1. Nomination for Board of Health Vacancy

Mrs. Lux reported on her meeting with Keith Foster, Managing Partner at Foster & Buick Law Group, regarding his consideration to fill the current Board of Health vacancy. Mr. Foster expressed his interest in Board membership.

Celeste Latham moved, seconded by Ruth Anne Tobias to approve and recommend to the County Board for appointment, the nomination of Keith Foster, JD, to the Board of Health to complete the Attorney member term, effective upon appointment and through December 31, 2015. Motion carried.

2. Proposed Home Kitchen Operations Authorization Ordinance

Mrs. Lux reviewed the Home Kitchen Operations Ordinance prepared by the State's Attorney's office, with our suggested additions. They included include a requirement for food handling and protection training and registration with the Health Department. In addition, the labeling requirement was added in the amendment by the Legislature, and is included in our Ordinance as well. The revisions incorporated in the Home Kitchen Operations Ordinance are consistent with the Cottage Food Act which allows for the sale of food at Farmer's Markets. Thus, Mrs. Lux recommended that the Board of Health recommend its adoption to the County Board.

Dr. Duez moved, seconded by Celeste Latham to recommend the County Board adopt the Home Kitchen Operations Authorization Ordinance as proposed. Motion carried.

Ruth Anne Tobias moved, seconded by Roger Faivre, to set the fee for the Home Kitchen inspections conducted pursuant to Section 38-59, *Inspections*, of the proposed Ordinance, as the Food Sanitation "Non-Compliance Fee" as set annually by the Board of Health.

3. Ancel Glink Engagement

Mrs. Lux reported that Ancel Glink, a law firm that specializes in election law and representation of governments, was recommended by the Illinois Public Health Association to provide information regarding factual legal questions associated with a potential referendum. Mrs. Lux and County Administrator Hanson had a conference call with Ancel Glink to present our questions and the attorney developed a Letter of Engagement outlining the proposed areas of work. In addition, in accordance with protocol, we received approval from the States Attorney to work with an outside attorney. Mrs. Lux requested Board of Health approval to engage with the firm for information on remaining factual legal questions.

Maria Caudillo moved, seconded by Ruth Anne Tobias, to authorize Mrs. Lux to sign a letter (or letters) of engagement with Ancel Glink for legal consultation regarding a potential tax levy referendum. Motion carried.

4. Director Transition Compensation

Mrs. Lux recommended to the board that Greg Maurice be compensated for his assistance during the restructure of the Emergency Preparedness program for the period January 1 through June 30, 2015, in the amount of \$1,342. Mrs. Lux commented that during that period, the emergency preparedness health educator position was vacated and not filled.

Celeste Latham moved, seconded by Dr. Gruber to approve compensation for the period January 1 through June 30, 2015, for Mr. Maurice at the 2014 rate for Directing Environmental Health and Emergency Preparedness, for his additional work during the Director transition. Motion carried.

5. 2016 Health Department Budget

Mrs. Lux reviewed actual revenue and expenses from the 2014 Financial Statement and 2015 projected revenue and expenditures after six months of actual data. She presented the proposed 2016 Health Department Budget. The budget includes the proposed fee increases; level salaries, as our Collective Bargaining Agreement (CBA) ends in 2015, and we will be negotiating a new CBA; benefits estimates, including a ten percent increase in Health Insurance, as directed by the Finance Director; and the County Request, as proposed.

Mrs. Lux anticipates savings in 2015 compared to the 2015 Budget due to anticipated revenue from fees; significant salary savings due to administration restructure and continued savings with attrition; significant savings in health insurance due to cost increase was less than anticipated; and savings in commodities.

Mrs. Lux gave an overview of our finances for the past five years. Fiscal year 2016 is year three of a planned drawdown of our Fund Balance. However, we have extended the plan since we did not use Fund Balance reserves in 2014, therefore 2016 will actually be year two of our plan. Revenues have not kept up with expenses, especially since the recession of 2008. Mrs. Lux reviewed the steps we have taken over the last five years to sustain the Health Department and keep the deficit to a minimum, including reduction of the workforce by 46 percent from 2010 to 2015.

Revenue in fiscal year 2016 is expected to be down three (3) percent from 2015 projected, primarily due to reduction in grant funding. The loss in Revenue is expected to be partially offset by revenue increases in property tax (after decreasing every year since 2011) and fees. The net loss is \$89,700.

Expenditures in fiscal year 2016 are two (2) percent lower than 2015 projected, due to savings in personnel costs and commodities and services.

Mrs. Lux reviewed the overall Budget Summary including projected utilization of \$147,400 of our Fund Balance reserves. The anticipated Fund Balance at the end of 2015 allows for planned spend down of reserves. Mrs. Lux concluded that due to continued revenue contraction, especially from grant revenue (our largest revenue source), and the fact that our ability to generate additional clinical fees is limited, it is important to continue to pursue a longer term plan for sustainability, as the trend with current funding is not sustainable in the long term.

6. 2016 Solid Waste Program Budget

The 2016 Solid Waste Program Budget is year two of funding under the Host Community Agreement for the landfill expansion. With the first full year of funding under the landfill expansion (started in August 2014) and a new Solid Waste Specialist coming on board March 23, 2015, fiscal year 2015 is a year of transition. The Budget takes into account the recommendations of the Zero Waste Task Force and the 20-Year Update to the Solid Waste Management Plan that incorporated the Task Force recommendations.

Mrs. Lux explained the Revenue and Expenditures in the proposed 2016 Solid Waste Program Budget. Expenditures in the Budget include a line item for educational supplies to expand community education and awareness. The Commodities and Services line item, in addition to expenses for the two rural recycling sites, includes funding to supplement the Household Hazardous Waste event in September (Waste management contributes \$25,000 annually for this purpose); funding to address additional electronic waste needs, and funding for an organic waste pilot project. The Budget also includes continuation of the elementary education program provided by the University of Illinois Extension.

Ruth Anne Tobias moved, seconded by Roger Faivre, to approve the 2016 Health Department Budget as presented and recommended by the Finance committee. Motion carried.

Dr. Duez moved, seconded by Dr. Morker, to approve the 2016 Solid Waste Program Budget as presented and recommended by the Finance committee. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Ruth Anne Tobias, seconded by Celeste Latham, the Board of Health adjourned at 8:38 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health