

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: November 24, 2015**

BOARD OF HEALTH MEMBERS PRESENT

Karen Hagen, RN, MS – President
Christina Jones, RN, MS – Vice President
Celeste Latham – Secretary
Maria Caudillo
Tim Duez, DDS
Roger Faivre
Ronald Feldmann, MD
Keith Foster, JD
LeAnn Gruber, DVM
Mayuri Morker, MD

BOARD OF HEALTH MEMBERS ABSENT

Ruth Anne Tobias

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Cindy Graves, Director, Community Health and Prevention Division
Health Promotion and Emergency Preparedness Division
Greg Maurice, Director, Health Protection Division

CALL TO ORDER

The DeKalb County Board of Health meeting of November 24, 2015, was called to order at 7:00 pm by Karen Hagen, President.

MINUTES

Full Board

On a motion by Chris Jones, seconded by Celeste Latham, the Board of Health Minutes of the Meeting for September 22, 2015, were approved. Motion carried.

On a motion by Keith Foster, seconded by Dr. Feldmann, the Executive Session Minutes of the Meeting for September 22, 2015, were approved. Motion carried.

Finance Committee

On a motion by Dr. Duez, seconded by Roger Faivre, the Finance Committee Minutes of the Meeting for July 24, 2015, were approved. Motion carried.

Nominating Committee

On a motion by Karen Hagen, seconded by Dr. Feldmann, the Nominating Committee Minutes of the Meeting for October 29, 2015, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux reported that it has been a very eventful two months with the school health immunization requirement surge overlapping with the Flu Prevention season kick-off, a mumps outbreak and staffing transition in the Health Promotion and Emergency Preparedness Division.

There has been no progress on the state Budget. Mrs. Lux said Administrators are hearing it could be January or March of next year before there is a Budget. Mrs. Lux participated in a Legislative Breakfast for Administrators and legislators in our Region to provide education regarding the services of local health departments. In addition, we advocated for passage of Senate Bill 2178/House Bill 4311 to appropriate funds for the Local Health Protection Grant. The grant, comprised of general revenue funds, partially funds communicable disease control and prevention, food safety, safe drinking water and sewage disposal. These services are mandated by state statute.

The Illinois Public Health Association organized press conferences and a Senate Public Health Committee Hearing to advocate for local health departments. Mrs. Lux testified before the committee with public health colleagues to describe the erosion of the public health system in Illinois.

We were very disappointed to learn that the Illinois Public Health Association application to the Illinois Department of Public Health for an In-Person counselor grant (Year 3), that we were part of, was not funded. Federal funding was reduced and no additional state funds were allocated in Illinois. There were fewer grants funded, and those funded were in the highest density areas. Like the *We Choose Health* grant that ended after two years, we invested a tremendous amount in the *In-Person Counselor* grant and our role to assist persons to enroll for health care coverage. Mrs. Lux will continue to pursue alternative sources of funding.

Mrs. Lux reported on the mumps outbreak that started with a report of a confirmed case in a Northern Illinois University (NIU) student on September 30, 2015. She noted that communicable disease outbreak investigation is a unique responsibility of local health departments that would not otherwise be done. She described how we worked with NIU and what has been involved in this investigation, including a mass vaccination clinic for over 650 individuals in the target population. While cases are increasing (36 cases as of November 18), Mrs. Lux stated she thought our prevention and control efforts helped prevent additional cases, especially when compared to some of the other mumps outbreaks in the state.

Health Protection - Greg Maurice

Mr. Maurice reported on the food safety in-service we held on September 28 for high risk food establishments. The City of DeKalb Fire Department did a presentation on fire safety. We had good attendance with 125 participants from 51 establishments.

We held a successful Household Hazardous Waste Collection on September 26 co-sponsored by (and located at) the Farm Bureau. We will be sponsoring these events annually. We are conducting our fourth annual Holiday Lights Collection for items that contain a wire. We are once again partnering with DeKalb Iron and Metal Company (DIMCO) for this project.

Mr. Maurice reported on the progress of the community septic system in Fairdale. The entire field and most of the collection system has been installed. They are waiting on two pumping chambers, at which point the system will be ready to go live.

Mr. Maurice reported on the West Nile Virus surveillance and testing program, and he highlighted the GIS surveillance map developed by the public health intern.

Mr. Foster noted that the DeKalb Sanitary District is conducting a pilot program to take food scraps and turn them into methane, which can then be converted to electricity. Mr. Maurice said that we are familiar with the program, and we are partnering with the Sanitary District and discussing our Solid Waste Program goal to reduce food waste going into the landfill. We are also working on an organic composting pilot project with the City of DeKalb. Mrs. Lux added that recycling organics is one of the focus areas that resulted from the Zero Waste Task Force, and is also included in the Twenty Year update of our Solid Waste Plan.

Community Health and Prevention - Cindy Graves

Ms. Graves has led the staffing and leadership transition for the Health Promotion and Emergency Preparedness Division. She noted they are building a great team.

Ms. Graves highlighted the success of the Food Security Summit sponsored by the Live Healthy DeKalb County Food Security Network. Ms. Graves represents the Health Department as a member of the Network, and she helped plan the Summit. Goals were to raise public awareness of food insecurity and food deserts in the County, and to improve understanding of poverty. The poverty simulation, facilitated by the Northern Illinois Food Bank, was a powerful learning tool. Due to interest and positive feedback, the Summit will be an annual event.

Ms. Graves has been working with the Northern Illinois University (NIU) and Kishwaukee College Schools of Nursing to incorporate nursing students into our programs such as flu clinics and the Food Security Summit. Establishing these relationships has led to discussions regarding the potential to utilize the students as a volunteer corps for Emergency Preparedness plans that would benefit both parties.

As noted in Mrs. Lux's report, Ms. Graves stated the Division has exceeded goals for immunizations. Ms. Graves highlighted this outcome is due to hard work by the staff to change the culture, resulting in increased access to the service and improved client satisfaction.

FINANCIAL DATA

Dr. Duez moved to approve the Financial Statements for September and October 2015, seconded by Dr. Feldmann. Motion carried.

Chris Jones moved to approve the Claims for October and November 2015, seconded by Roger Faivre. Motion carried.

NEW BUSINESS

1. Client Fees and Billing Policy and Procedure Update

Mrs. Lux stated she reviews and updates our Financial Management Policies and Procedures at least annually at the time of our audit, and these are shared with the auditors. With regard to the Client Fees and Billing Chapter, she explained updates that are largely a result of what we have learned from practices over the last year, as we have been doing more clinical services and billing more health insurance.

Maria Caudillo moved to approve the revision to the Client Fees and Billing Policy and Procedure as presented, seconded by Dr. Feldmann. Motion carried.

2. Nominating Committee Report

Karen Hagen, Nominating Committee Chair, reported on recommendations of the Committee.

On a motion by Dr. Duez, seconded by Roger Faivre, the Board recommended the nominations of Keith Foster, JD, Marilyn Stromborg, RN, EdD, JD and Heather Breuer, DMD, to the Board of Health for their first three-year terms, January 1, 2016 through December 31, 2018; and of Ruth Anne Tobias, County Board Representative, for her second one-year term, January through December 2016. Motion carried.

On a motion by Mr. Faivre, seconded by Dr. Gruber, the Board approved the election of the slate of officers for the one-year term from January 1, through December 31, 2016, as follows: Christina Jones, RN, MS, President; Ruth Anne Tobias, Vice President; and Celeste Latham, Secretary. Motion carried.

3. Recognition of Retiring Board Members

Mrs. Lux expressed her gratitude to retiring Board members, Karen Hagen and Tim Duez, recognizing them for their dedication and contributions to the Board over the past six years.

EXECUTIVE SESSION

At 7:46 pm, Celeste Latham moved, seconded by Dr. Duez, 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.

On roll call vote, those voting yes were Karen Hagen, Christina Jones, Celeste Latham, Maria Caudillo, Dr. Duez, Roger Faivre, Dr. Feldmann, Keith Foster, Dr. Gruber and Dr. Morker.

At 8:10 pm, Chris Jones moved to return to open session, seconded by Dr. Duez. Motion carried.

Dr. Feldmann moved, seconded by Roger Faivre, to authorize the hiring of the Administrative Assistant position, with Job Classification and salary range as presented. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Duez, seconded by Christina Jones, the Board of Health adjourned at 8:15 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health