

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: September 22, 2015**

BOARD OF HEALTH MEMBERS PRESENT

Karen Hagen, RN, MS – President
Christina Jones, RN, MS – Vice President
Celeste Latham – Secretary
Ronald Feldmann, MD
Keith Foster, JD
LeAnn Gruber, DVM
Mayuri Morker, MD
Ruth Anne Tobias

BOARD OF HEALTH MEMBERS ABSENT

Maria Caudillo
Tim Duez, DDS
Roger Faivre

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator
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 Sept. 22, 2015, was called to order at 7:01 pm by Karen Hagen, President. Mrs. Hagen introduced new Board Member, Keith Foster.

MINUTES

Full Board

On a motion by Ruth Anne Tobias, seconded by Celeste Latham, the Board of Health Minutes of the Meeting for July 28, 2015, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator - Jane Lux

Mrs. Lux discussed the impact of the State Budget Impasse. The grant application process is delayed, pushing back execution and reimbursement. Approximately ninety (90) percent of state spending is proceeding without appropriation due to consent decrees, court orders, statutory requirements and other

agreements, including federal pass through grant funds and Medicaid payments. Six of our eleven grants, comprising sixty-three (63) percent of our total grant funding, are federal funds. The remaining five grants are state funds that will not be reimbursed until the State budget has been finalized. The five grants account for approximately fifteen (15) percent of our total revenue.

Mrs. Lux explained that the Breast Cancer Prevention Grant, "Ticket for the Cure," is lottery funded and she did not anticipate any decision for funding this grant without an approved state Budget. She noted that the Illinois Public Health Association (IPHA) application for federal Navigator funding, of which the Health Department was a sub-grantee, was not funded. IPHA is applying for an In-Person Counselor (IPC) grant funded by the Illinois Department of Public Health for the period October 1, 2015 through February 30, 2016. We will be part of that application as well.

The Health Department received notice of funding for our Family Planning Grant at 81% of the state fiscal year 2015 funding level. This was a result of a reduction of federal funds allocated to the state. With incomplete grant information, projections for total grant funds expected in 2015 represents a fifteen (15) percent reduction from 2014, and an additional six (6) percent reduction in 2016.

Mrs. Lux reported that the Illinois Public Health Association has testified before the legislature regarding the lack of a state budget and the general erosion of capacity of local health departments in the state. The current situation further exacerbates more than five years of local health department funding reductions, hampering health department resiliency to withstand further financial challenges. Reliance on local funds has increased over time and is becoming unsustainable for Health Departments.

Mrs. Lux reviewed state fiscal year 2016 Emergency Preparedness grants and staffing recruitment that has begun for the leadership and staffing transition after Ms. Capek's retirement. We submitted a proposal for emergency preparedness carryover funding to contract with an individual to provide leadership and coordination to facilitate Exercises and help us prepare for the June 16, 2016 full scale exercise requirement.

Mrs. Lux highlighted the on-going meetings she and Mr. Maurice have held with various officials regarding site verifications for septic systems to clarify and align information and discuss a disagreement regarding a septic system recommendation. Mr. Faivre's attendance at the last meeting as a Board of Health and Farm Bureau representative was helpful.

Mrs. Lux shared utilization data for childhood immunizations for June, July and August, 2010 through 2015. She commended the Community Health and Prevention and Administration Division staffs for their efforts. We have been successful in increasing children and immunizations this year over thirty (30) percent compared to 2014 for the three-month time period. In addition, we have had success in our revenue expansion from billing third parties.

Health Promotion and Emergency Preparedness – Jane Lux for Cindy Capek

Mrs. Lux highlighted the summer Health Promotion events with representation by Health Department staff.

We received notification of the Public Health and Emergency Preparedness (PHEP) Grant Agreement awaiting signature, and we are awaiting all other EP grant Agreements for fiscal year 2016.

Health Protection - Greg Maurice

Mr. Maurice announced that the Household Hazardous Waste Collection will be held on Saturday, September 26, 2015, 9am to noon, at the Farm Bureau. The collection is partially funded by Waste Management as part of the Host Fee Agreement. For options other than this annual collection, there are two alternate disposal sites located in Naperville and Rockford that are funded by the Illinois Environmental Protection Agency (IEPA).

Animal Control has experienced an increase in calls for bats, two of which tested positive for rabies.

Mr. Maurice reported that our West Nile Virus mosquito traps have yielded 17 positive samples and 103 negative samples to date from the four different locations throughout the county.

Staff has been providing input to assist with the design of a community septic system for homeowners in Fairdale that have no other option on their lots. In addition, they are conducting well and septic evaluations to determine rebuild options for the homes that were destroyed.

Community Health and Prevention - Cindy Graves

Ms. Graves stated the Healthy Start to School Event served 105 clients with immunizations, school and sports physicals. The event was well received by the clients and staff and included Shoe Share, Barb Food Mart, the Kishwaukee YMCA and DeKalb County Community Gardens. The event will be held next year on August 4, 2016.

Ms. Graves highlighted the success of the childhood immunization program and the new nurse case management model to meet needs of our clientele. We offer either appointments or walk-in services for increased accessibility. She complimented staff on their efforts to expand the program.

With the goal of increasing County employee flu shots, Ms. Graves introduced the "Flu Hot Dog Challenge" to incentivize participation. We have received some Flu vaccine and we are awaiting our complete vaccine supply.

FINANCIAL DATA

Christina Jones moved to approve the Financial Statements for July and August 2015, seconded by Ruth Anne Tobias. Motion carried.

Dr. Feldmann moved to approve the Claims for August and September 2015, seconded by Keith Foster. Motion carried.

NEW BUSINESS

1. 2016 County Budget Update

Mrs. Lux reviewed excerpts of the DeKalb County Administrative Recommendations for the fiscal year 2016 County Budget. The downturn in the economy has continued to place a strain on local revenue. On a positive note, the County is expected to see an increase in the assessed value of about two (2) percent for the 2016 Budget. It is the first year the assessed value has increased since the 2009 levy year and follows five consecutive years of declining assessed value. The 2016 General Fund Budget utilizes \$400,000 of fund balance, with plans to eliminate any budget deficit for the 2017 Budget, and to begin in

2018 the multi-year process to replenish the fund balance. Departments, including the Health Department, could be impacted in 2017 by a reduction in the General Fund contribution.

Mrs. Lux reviewed the history of the County Health Insurance Program, including efforts to reduce the cost. Health insurance is budgeted at a six (6) percent increase over 2015. This is less than the ten (10) percent increase estimated in July when our Budget was developed. Employees will continue to pay 25% of total health insurance premium costs and the County 75% of the cost. Recent changes in IMRF legislation resulted in a 0.12 percent surcharge charged to departments in 2016 to cover the increases associated with retiring employee's final rate of earnings.

2. Administrative Restructure

Mrs. Lux reviewed the proposed Administrative Restructure and Organizational Chart. The four Divisions remain unchanged. With Ms. Capek's retirement, one Director, Ms. Graves, will oversee the Division of Health Promotion and Emergency Preparedness and the Division of Community Health and Prevention, reducing the number of Division Directors from four to three. The Health Promotion and Emergency Preparedness Specialist, Melissa McAvoy, will be promoted to Program Coordinator, and a Health Promotion Associate will work part time in the Division. This position combines Health Promotion work with Secretary and Vision and Hearing Technician positions. The new structure will result in net savings.

Dr. Feldmann moved, seconded by Dr. Morker, to approve the Administrative Restructure as presented, effective October 19, 2015. Motion carried.

3. New Job Classifications

Mrs. Lux presented the two new proposed Job Classifications, Health Promotion and Emergency Preparedness Program Coordinator (added into the Public Health Program Coordinator Job Classification) and Health Promotion Associate, as included in the Administrative Restructure.

Christina Jones moved, seconded by Ruth Anne Tobias, to approve the revised Public Health Program Coordinator Job Classification, to include the Health Promotion and Emergency Preparedness Program Coordinator, with salary range as presented. Motion carried.

Dr. Gruber moved, seconded by Dr. Morker, to approve the new Health Promotion Associate Job Classification and salary range as presented. Motion carried.

4. Environmental Health Practitioner

Mrs. Lux requested authorization to add a part-time Environmental Health Practitioner, up to .60 FTEs. As previously mentioned, we have increased food establishment inspections in accordance with the state food code. We were directed by the Illinois Department of Public Health, at our site review, that follow up inspections are warranted when there are findings. Self-assessment as follow up is considered ineffective. The additional cost is projected to be covered by program revenue.

Dr. Feldmann moved, seconded by Celeste Latham, to authorize the addition of a .60 FTE Licensed Environmental Health Practitioner In-Training position. Motion carried.

5. Nominating Committee

Mrs. Lux stated the Nominating Committee will meet in October to recommend nominations to the full Board in November for 2016. Dr. Duez and Karen Hagen will be completing their second three-year

terms on the Board of Health. If Board members have recommendations for a Nurse or Dentist member, please contact Mrs. Lux or Karen Hagen, Committee Chair. In addition, the Nominating Committee will be recommending a Slate of Officers for 2016, and recommendations and volunteers are welcome.

EXECUTIVE SESSION

At 8:13 pm, Keith Foster moved, seconded by Ruth Anne Tobias, to enter into Executive Session for the purpose of discussing the Bi-annual Review of Executive Session Minutes under Subsection Number (21) and Employment Matters under Subsection Number (1) both of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Karen Hagen, Christina Jones, Celeste Latham, Dr. Feldmann, Keith Foster, Dr. Gruber, Dr. Morker and Ruth Anne Tobias.

At 8:24 pm, Ruth Anne Tobias moved to return to open session, seconded by Keith Foster. Motion carried.

Christina Jones moved, seconded by Dr. Gruber, to release the Executive Session Minutes of the meetings held March 24, 2015 and May 26, 2015. Motion carried.

Ruth Anne Tobias moved, seconded by Dr. Feldmann, to accept Resolution 092215 to destroy the verbatim recording of the Executive Session meetings held on December 3, 2013 and January 28, 2014. Motion carried.

Keith Foster moved, seconded by Celeste Latham, to approve the salary adjustment for Cindy Graves, to add the Director of the Division of Health Promotion and Emergency Preparedness to her current Director of the Division of Community Health and Prevention position effective October 19, 2015, in accordance with the Administrative Restructure as proposed. Motion carried.

Ruth Anne Tobias moved, seconded by Christina Jones, to approve the promotion, with salary adjustment, of Melissa McAvoy to Health Promotion and Emergency Preparedness Program Coordinator, effective October 19, 2015, in accordance with the Administrative Restructure as proposed. Motion carried.

Dr. Feldmann moved, seconded by Dr. Morker, to approve the change in Job Classification, with salary adjustment, of Rocio Marungo, effective September 21, 2015, in accordance with the Administrative Restructure as proposed. Motion Carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Ruth Anne Tobias, seconded by Christina Jones, the Board of Health adjourned at 8:29 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health