

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 26, 2016**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
Ruth Anne Tobias, Vice President
Celeste Latham – Secretary
Derryl Block, RN, PhD
Maria Caudillo
Heather Breuer, DMD
Roger Faivre
Ronald Feldmann, MD
Mayuri Morker, MD

ABSENT

Keith Foster, JD
LeAnn Gruber, DVM

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Annie Tripicchio, Administrative Assistant
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division

CALL TO ORDER

The DeKalb County Board of Health meeting of July 26, 2016, was called to order at 7:03 pm by Ruth Anne Tobias, Vice President.

MINUTES

Full Board

On a motion by Celeste Latham, seconded by Dr. Breuer, the Board of Health Minutes of the Meeting for May 24, 2016, were approved. Motion carried.

On a motion by Dr. Morker, seconded by Maria Caudillo, the Board of Health Executive Session Minutes of the Meeting for May 24, 2016, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez reported that she and Jane Lux participated on a conference call with Kevin Poorten from Kishwaukee Health Systems to continue the discussion regarding the possible expansion of a hospital-health department collaboration model.

Mrs. Gonzalez also stated that she, Jane Lux and Cindy Graves met with Tammy Pressley, Director of Community and Government Affairs at Northwestern to continue discussion on a potential collaborative partnership. Following the meeting, DCHD received notification that a decision was made to postpone the discussion of an expansion of the Engage DuPage model to additional hospital markets until FY18. The leaders within the revenue cycle division felt there was not sufficient time to adequately tackle all the elements of the program that would need to be worked through to accommodate the beginning of FY17 on September 1. DCHD will continue to pursue this opportunity as we feel that it would be a valuable partnership and would enhance the Department's role in the community.

Lisa Gonzalez and Jane Lux met with Representative Bob Pritchard to share the Public Health Tax Levy Referendum Presentation (previously presented at the County Board Meeting in May). Mr. Pritchard was very receptive to the information and was in support of moving the referendum forward on the November ballot.

Lisa Gonzalez and Jane Lux attended the June 6, 2016 Health and Human Services (HHS) Committee Meeting. At the meeting there was discussion, some support, and some arguments against (especially against the November ballot, as it was too soon and may not be successful in the general election). The Chair was not supportive of putting it on the November ballot, but agreed with another member that this should be placed on the June County Board Agenda for a vote of the full County Board.

Lisa Gonzalez and Jane Lux attended the June 15, 2016 County Board Meeting. Jane was allowed to comment prior to the agenda item being discussed. The first vote was on a motion to amend the Resolution to refer the issue back to the HHS Committee for further study with the possibility of placing the referendum on the April ballot. The vote on the amendment passed. Paul Stoddard, our former County Board rep, put forward another amendment to place it on the November ballot (the original Resolution), and that failed. Ruth Anne Tobias, was a very strong advocate for our position. Even though this was not the outcome we had hoped for, we were encouraged by the fact as there were many members that expressed support for sustaining the Health Department and placing the issue on the ballot to let the voters decide.

Lisa Gonzalez and Jane Lux participated in a phone conference with the Chair of the HHS Committee, Misty Haji-Sheikh. The purpose of the phone call was to address questions posed from constituents regarding the proposed Public Health Tax Levy Referendum.

Mrs. Gonzalez stated that follow-up meetings will be scheduled beginning in August in order to identify what information is needed to gain additional support for including the referendum on the April 2017 ballot.

Health Protection – Greg Maurice

Mr. Maurice reported that staff has prepared, mailed and processed food permit renewals for all establishments. One to two establishments have not renewed yet at this point.

Mr. Maurice stated that staff conducted five plan reviews for new or change of owner establishments.

Mr. Maurice stated that staff also met with the Mayor of Sandwich to discuss temporary food events.

The Solid Waste Program held the Household Hazardous Waste collection event on May 21 at the Farm Bureau. The event had approximately 140 County residents utilize the service and was a great success.

The Solid Waste Program held the second tube TV collection event on May 26, 27 and 28 at DC Trash's location in Cortland. The event utilizing a reservation system was a great success.

Mr. Maurice stated that the Solid Waste Program is continuing to work on planning a *Green Living Festival* for low income families at the *Healthy Start to School Event* in August. The Program is partnering with the City of DeKalb Citizen's Environmental Commission and will be providing shoes from our Shoe Share Collection

Mr. Maurice reported that four mosquito traps have been placed in the County. These traps are collected weekly and the mosquitos will be tested to see how much West Nile Virus is present in the mosquito pool. To date, there have been no positive West Nile Virus mosquitos in the County.

Community Health and Prevention – Lisa Gonzalez

Mrs. Gonzalez stated that during the months of May and June, the health promotion division made final preparations for the Full Scale Exercise. The Full Scale Exercise final planning meeting was held in June along with other trainings to help prepare staff, participating agencies and community members in the exercise.

DeKalb County Health Department staff participated in the Statewide Full Scale Exercise the week of June 13-15 to exercise medical countermeasure dispensing. Thirty-seven volunteers participated from Kish College, NIU School of Nursing and Public Health and Boy Scout members, thirteen police officers, forty DCHD staff members and various other community members joined in the exercise. Formal evaluation documents will be available in late August.

A case of Hepatitis A was reported in a person employed as a food handler. An intensive disease investigation was coordinated with the assistance of DCHD Environmental Health and IDPH CD Division. Prevention and control measures included a facility inspection, active surveillance and screening, and immunizations to contacts. No further cases were reported.

A case of E. coli 0157 was reported in a DeKalb County resident in June. In collaboration with DCHD Environmental Health, this ongoing investigation involves facility inspection and education, and collection of stool specimens from contacts employed in sensitive occupations. Local health providers and infection control at Kishwaukee Hospital were alerted to the case with surveillance measures initiated.

A confirmed case of measles was identified in an international traveler visiting DeKalb County in May. Significant exposure occurred in a large venue in DeKalb as well as at a local business and restaurant. Prevention and control measures included: notification of venues where exposure occurred to obtain information on employee vaccination status, initiation of illness surveillance and providing disease education. Local health care providers were alerted to the case, with clinical screening and guidance provided. Collaboration, with three other counties where exposure occurred and the IDPH CD Division, allowed for effective disease control and surveillance. There were no cases in DeKalb County resulting from this exposure.

FINANCIAL DATA

Roger Faivre moved to approve the Financial Statements for the months of May and June 2016, seconded by Dr. Morker. Motion carried.

Dr. Breuer moved to approve the Claims for June and July 2016, seconded by Celeste Latham. Motion carried.

NEW BUSINESS

1. NIU Agreement for University Food Safety Consultation Services

Mrs. Gonzalez stated that earlier this year, Jane Lux and Greg Maurice participated in a phone conference with the Division of Food, Drugs and Dairies at IDPH to discuss how local health departments are working with state universities to ensure that food is safe. Local health departments are responsible for investigating food borne illnesses should it occur at a state university. The recommendation from this conversation was that the DeKalb County Health Department enter into an advisory agreement with NIU. Upon approval, routine inspections would begin as soon as August 1st, 2016.

On a motion by Dr. Feldmann, seconded by Celeste Latham, the NIU Agreement for University Food Safety Consultation Services, was approved. Motion carried.

2. 2017 Health Department Budget

Mrs. Gonzalez reviewed actual revenue and expenses from the 2015 Financial Statement and 2016 projected revenue and expenditures after six months of actual data. She presented the proposed 2017 Health Department Budget. The budget includes the proposed fee increases; a 2.25 percent salary adjustment; benefits estimates, including a ten percent increase in Health Insurance, as directed by the Finance Director; and the County Request, as proposed.

Mrs. Gonzalez gave an overview of our finances for the past five years. Fiscal year 2017 is year four 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 2017 will actually be year three of our plan. Revenues have not kept up with expenses, especially since the recession of 2008. Mrs. Gonzalez 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 2017 is expected to be down less than one (1) percent (\$22,880) from 2016 projected. This is primarily due to reduction in grant funding and property tax revenue. The loss in Revenue is expected to be partially offset by revenue increases in fees and interest.

2017 Expenditures are less than one (1) percent (\$16,700) higher than 2016 projected. Although budgeted expenditures include the 2.25 percent salary adjustment, it is offset by savings due to employee turnover. Expenditures also include budgeted expenses related to the 2017 IPLAN Assessment.

Mrs. Gonzalez reviewed the overall Budget Summary including projected utilization of \$288,668 of our Fund Balance reserves. The anticipated Fund Balance at the end of 2017 allows for planned spend down of reserves. Mrs. Gonzalez 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.

On a motion by Dr. Feldmann, seconded by Roger Faivre, the 2017 Health Department Budget, was approved. Motion carried.

3. 2017 Solid Waste Program Budget

The 2017 Solid Waste Program Budget is year three of funding under the Host Community Agreement for the landfill expansion. 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. Gonzalez explained the Revenue and Expenditures in the proposed 2017 Solid Waste Program Budget. Expenditures in the Budget include additional funding under the Travel line item due to increased training and travel requirements for the program. The Commercial Services line item, in addition to expenses for the rural recycling sites, includes funding to supplement the Household Hazardous Waste event (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.

On a motion by Celeste Latham, seconded by Dr. Breuer, the 2017 Solid Waste Program Budget, was approved. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Feldmann seconded by Dr. Breuer, the Board of Health adjourned at 8:00 pm. Motion carried.



Celeste Latham, Secretary
DeKalb County Board of Health