

Note: These minutes are not official until approved by the DeKalb County Board of Health at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: May 21, 2019**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
Derryl Block, RN, PhD
Heather Breuer, DMD
Rukisha Crawford
Patricia Faivre
Lizy Garcia
Mayuri Morker, MD

ABSENT

LeAnn Gruber, DVM, Vice President
Celeste Latham, Secretary
Erik Englehart, MD
Jessica Harrill, JD

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division
Annie Tripicchio, Administrative Support & Marketing Manager

CALL TO ORDER

The DeKalb County Board of Health meeting of May 21, 2019, was called to order at 6:30 pm by Chris Jones, President.

MINUTES

Full Board

On a motion by Rukisha Crawford, seconded by Dr. Block, the Board of Health Minutes of the Meeting for March 26, 2019, were approved. Motion carried.

Executive Session

On a motion by Dr Breuer seconded by Dr. Morker, the Board of Health Executive Session Minutes of the Meeting for March 26, 2019, were approved. Motion carried.

Personnel Committee

On a motion by Lizy Garcia, seconded by Dr. Block, the Board of Health Minutes of the Meeting for May 7, 2019, were approved. Motion carried.

COMMITTEE REPORTS

None

PERSONS TO BE HEARD FROM THE FLOOR

Several citizens provided public comment on on-going concerns over the Barn on Baseline Animal Shelter. The group is calling for DeKalb County Health Department to review Animal Control Program and procedures to ensure that animal welfare is the utmost priority.

Specific concerns were raised related to the current Animal Control Pick-Up Form. There were also concerns raised regarding other programmatic procedures related to decision making for animal placement, vaccination protocol, program evaluation, program visibility and strength of the contractual agreement.

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Graves and Mrs. Gonzalez have been working closely with Jennifer Junck, PNP, Doctoral Candidate at Rush University. The initial staff training on Trauma is set for June 24, 2019. Prior to that date, we will initiate two assessments to obtain baseline data from staff. The data from the assessments will also be used to tailor the training to meet the needs of our workforce. Following the all-staff training, we will establish a Trauma Informed Care Advisory Committee which will provide recommendations for follow-up training opportunities for staff and Trauma Informed Policies and Procedures.

Mrs. Gonzalez worked as part of an interdisciplinary recruitment team to interview and hire the Coordinator for the Basics DeKalb County Initiative. The Coordinator has spent her first month meeting with various community partners to begin discussions on how partners can educate the families they serve about the Basics. The Health Department will be working in the coming months to develop a plan to incorporate the Basic messaging into their interactions with young families.

Senior Leadership staff continued work on two new policies, a social media use policy and a recruitment policy. Once drafted, both policies will be reviewed by the Labor Attorney and Collective Bargaining Unit and then brought to the full Board of Health for approval.

We have begun to receive information from our State funders regarding SFY2020 grant funding and application requirements. All pre-grant requirements for SFY2020 have been completed. The program budget and Uniform Grant Agreement has been completed for the SFY2020 WIC grant.

Administration staff continued to work towards the close out the 2018 financial reports. This year, there have been several changes/delays in grant payments and the audit has experienced various delays at the County-level as well, therefore the presentation of the 2018 Audited Financial Statement will be moved to the July meeting agenda.

As reported at the March 2019 meeting, Illinois Department of Human Services (IDHS) has been working to determine the future sustainability of the Family Case Management Federal Match. The issue that exists is that the

claimable costs for providing services have been impacted by the introduction of case management provided by Medicaid Managed Care (MCO). Shortly after the beginning of SFY2019, it was discovered that the Claim Reports generated at the IDHS, were not consistent with the data that IDHFS had within their system. We have heard from IDHS that they have identified a temporary solution to the issue and will be releasing claims report for the four quarters in SFY2019. As soon as additional information is available, it will be shared at the BOH level.

Billing- Brenda Courtney

Mrs. Courtney and Accounting staff continue to work closely with CDP on a daily basis. Staff works as a team on the monthly CDP Statement Lists which indicates why claims were denied and which clients should be billed for balances due.

Health Protection – Greg Maurice

Mr. Maurice confirmed that 4 residences on Greenwood Acres Drive in DeKalb with illegal septic systems have disconnected from the tile. A contractor was able to verify that a 5th residence had an onsite system. Staff is now waiting on permit applications to be submitted for new septic systems.

The Solid Waste Program has several events scheduled for 2019 including, the electronic collection held on May 4th (over 300 cars served and 3 semi-trailers were filled), Household Hazardous Waste collection scheduled for June 8th and another electronics collection that will be held on September 7th.

Animal Control staff took possession of a dog at the end of March for the City of DeKalb, who charged a resident with animal cruelty. Animal Control was asked to review a video of the incident by the States Attorney, to provide support for additional charges. The dog is still being held by Animal Control pending the court case because the resident has been unwilling to relinquish ownership. The next court date is in June.

Community Health and Prevention – Lisa Gonzalez

DCHD emergency preparedness presented the Rockford Region Point of Dispensing (POD) training on April 9th. Focus was to give the participants tools to go back and train their staff on the POD principles.

All nurses will be trained in phlebotomy to perform venous draws for the Community Lab Draw pilot program. Training will take place on Wednesday and Thursday, May 29 & 30th and staff will attend one of four sessions (am or pm). Training will be completed by Jeanne Isabel (our lab director) and our representative from the UIC Health Lab who will be our reference lab. The clerical tasks will be kept with clerical staff—i.e. putting in the lab orders, payments and readying for courier. The CLD pilot program will service clients on Monday and Friday by appointment only. The program will be primarily based through the Family Planning Program, but all will need to support the program. We are anticipating a start date of July 1st.

FCM/Healthworks (DCFS), and High Risk Follow up Annual Audit completed. Received notification of the assigned caseloads for FY20. FCM assigned/projected caseload is 620 (an increase of 30 cases) at a reimbursement of \$468/case. High-risk infant/Healthworks (DCFS) caseload remained at 130 at a reimbursement of \$600/case. Concerns related to new home visit requirements for SFY2020. A home visit will be required for all pregnant women and all infants with no differentiation between Not-at-Risk vs At-Risk clients. Home visits to focus on Safe Sleep/SIDS Prevention. For the DCHD FCM and the High-Risk Infant Follow-Up Programs: 2018 = 75 Home Visits Required, 2020 = 1,260 Home Visits Required.

Received word that DeKalb Schools (District 428) would like to resume our arrangement of contracting for their schools' Vision & Hearing requirements beginning in the 2019/2020 school year. MOU has been signed and executed.

FINANCIAL DATA

Rukisha Crawford moved to approve the Financial Statements for the months of March and April 2019, seconded by Patricia Faivre. Motion carried.

Lizy Garcia moved to approve the Claims for April and May 2019, seconded by Patricia Faivre. Motion carried.

NEW BUSINESS

1. Animal Control Program – Scope of Practice

Mrs. Gonzalez provided a presentation on the scope of practice of the Animal Control Program. The presentation included a programmatic and fiscal overview, a summary of animal control authority and a presentation of future considerations that included:

- Strengthening the contractual agreement for Animal Control Services including contract for Animal Control Administrator and for boarding/veterinary care.
- Determining the feasibility of putting Animal Control contracts out to bid.
- Reassessing local shelter capacity for transfer of stray animals processed through Animal Control.
- Exploring the possibility of utilizing the new HealthSpace software for data collection.
- Assessing the local veterinarians and Board opinion on expanding the local Animal Control Ordinance to include cats and/or ferrets.

2. Release of Open Session Board of Health Meetings

Mrs. Gonzalez recommended verbatim recordings of open session BOH meetings would be released on our website at the same time the draft meeting minutes are posted. This follows the practice of the full County Board and would result in increased transparency. Verbatim recordings of executive sessions will continue to remain on file for 18 months and then require a vote to destroy.

Dr. Breuer moved to approve the release of future non-executive Board of Health meeting recordings for public listening, seconded by Dr Block. Motion carried.

EXECUTIVE SESSION

At 7:37 pm, Chris Jones moved, seconded by Dr. Block, to enter into Executive Session for the purpose of discussing Employment Matters, under Subsection Number 21, all of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Patricia Faivre, Dr. Block, Rukisha Crawford, Dr. Morker, Dr. Breuer, Lizy Garcia and Chris Jones.

At 8:25 pm, Dr. Block moved to enter back into open session, seconded by Rukisha Crawford. Motion carried.

On a motion by Dr. Breuer, seconded by Lizy Garcia, the proposed temporary salary adjustment for the Public Health Nurse, for providing interim Coordination of the Family Case Management and WIC programs for the period of April 9, 2019 through May 10, 2019, was approved. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Rukisha Crawford, seconded by Lizy Garcia, the Board of Health adjourned at 8:26 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health
May 21, 2019

Note: These minutes are not official until approved by the DeKalb County Board of Health at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DRAFT