

DeKalb County Board of Health Meeting

SEPTEMBER 24, 2019

I. Approval of Agenda

II. Approval of Minutes

APPROVAL OF THE BOARD OF HEALTH MEETING MINUTES OF 07-23-2019

III. Committee Reports

IV. Persons To Be Heard From The Floor*

* Any member of the public may address the Board of Health or Committee for up to 3 minutes on any topic of their choosing, limited to thirty minutes in total.

V. Presentation

VI. Division Reports

July to August 2019

Administration Update

LISA GONZALEZ

IPLAN Update

Priority Highlight: Behavioral Health

- Initiative – Trauma Informed System of Care
 - The DCHD Trauma Action Team was initiated and had two meetings during this reporting period. Moving forward, the Trauma Action Team is charged with:
 - Gaining a working understanding and knowledge of the Substance Abuse and Mental Health Services Administration’s trauma components and principles.
 - Assisting Health Department programs with the implementation of trauma-informed practices.
 - Providing overall direction for Basics DeKalb County implementation (trauma prevention).
 - Evaluating effectiveness of trauma-informed initiatives.
 - Reviewing and recommending trauma informed policies and procedures.

IPLAN Update (ctd.)



Priority Highlight: Maternal and Child Health

- At the end of August, the Health Department applied for and was awarded funding from the Northwestern Medicine Community Benefit Grant to directly support activities under the Maternal and Child Health Priority area of the Community Health Improvement Plan.
- The funding will support an interactive lobby wall that promotes Basics DeKalb County, car seats and Pack-N-Plays for clients in need and two medical grade breast pumps for use in our breast pump loan program.

IPLAN Update (ctd.)



Priority Highlight: Maternal and Child Health Initiative – Basics DeKalb County

- Community Health and Prevention staff participated in a meeting to discuss the upcoming implementation of the Basics DeKalb County within our MCH programs. As a follow-up to the meeting, the Regional Office of Education Basics Coordinator scheduled several opportunities for clinic observations in order to provide insight into how to incorporate the Basics messaging into existing client visits.
- Mrs. Christensen has continued to work with the Basics Coordinator to assist with the marketing of the Basics through social media, website and through the development of new marketing materials.
- The Health Department will continue to work over the coming months to develop a plan to incorporate the Basic messaging into their interactions with families.

Fiscal Updates

- The CFY2020 Budget was submitted to the County prior to the August deadline. The budgets for Public Health and Solid Waste will be presented as part of the September Board of Health meeting.
- During this reporting period, Health Department staff have worked to complete all but one required grant applications and completed the end of SFY2019 reporting.

Fiscal Updates

- **Family Case Management Federal Match Funding**
 - After several meetings, over many months, a solution was identified by IDHS and HFS and in July 2019, they released the claim reports for SFY2019 to all Health Departments. Shortly after receipt, the Health Department completed the reports and submitted them to HFS for processing. Although revenue is expected to be significantly lower than in previous fiscal years, we are anticipating reimbursement for SFY2019 by end of calendar year 2019.
 - At the time of this report, FCM Federal Match funding for SFY2020 is still not secured. As soon as additional information is available for SFY2020, it will be shared at the BOH level.

Quality Improvement

- Continued to review evidence-based frameworks for conducting Strategic Planning for the Health Department. An initial meeting was held with Alicia Shatteman, Associate Professor of Nonprofit Management in the School of Public and Global Affairs to discuss assistance with facilitation of the process.
- It is anticipated that during the month of November, we will initiate the first phase of strategic planning which will include a review and update of our current mission statement and the development of vision and value statements. Board of Health members will be asked to provide insight and feedback at the November Board meeting.

Quality Improvement

- During this reporting period, a contract was signed with Timeclock Plus (TCP) for electronic timekeeping solution. Furthermore, we have begun to work with our assigned TCP representative to gather employee information that will be used to build our system. The Health Department will be the first County Department to go live with the system, with County Administration, Finance and Court Services to follow.
- Continue to work with the DeKalb County Wellness Committee to plan for and promote the annual Employee Wellness Screening and Flu Vaccination Events to be held in October 2019. Over the next several months, the Committee will work to initiate a county-wide wellness.

Legislative Updates

HB1438: CANNABIS REGULATION & TAX ACT

- **Status:** Signed by Governor on 6/25/19, **Effective Date:** June 25, 2019
- On July 16, 2019, the Northern Illinois Public Health Consortium sent a joint letter to the Director of the Illinois Department of Public Health in an effort to share specific public health concerns, along with proposed resolutions related to the rulemaking process at the state level. A copy of the letter is included under News and Correspondence of the September BOH packet.
- On July 24, 2019, Mrs. Gonzalez attended the Cannabis Regulation and Tax Act Meeting hosted by Mayor Lang of Sycamore and Representative Jeff Keicher's office. The purpose of the meeting was to provide an overview of the act and to begin the dialogue related to local implications of the legalization of recreational marijuana. The fact sheet provided at the meeting letter is included under News and Correspondence of the September BOH packet.

Billing Update

BRENDA COURTNEY

Billing

- 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.

Billing Claims Processed	July/August 2019
Private Insurance and Medicaid	1,337
County and State Employee Flu	0
Total	1,337

Health Protection Update

GREG MAURICE

Septic Complaints

Update to the 4 residences on Greenwood Acres Drive in DeKalb with illegal septic systems:

- We are working with the States Attorney office on the one residence, who sent us a video of an Orangeburg tile with three perforations that he is referring to as the septic field.
- IDPH, DCHD and septic installers all agreed that the video provided is not sufficient.
- Sewer will not be an option for the home that has space limitations on the lot, so we are working with the septic contractor on alternatives.

Animal Control

- Animal wardens assisted at three fires in DeKalb/Sycamore with locating, organizing temporary housing, and reuniting the animals with owners.
- We also removed the remains of deceased animals and had them cremated per owner's discretion.



Animal Control

UPDATES FROM MAY BOARD OF HEALTH MEETING

Action Items	Status
Strengthen the contractual agreement for Animal Control Services including contract for Animal Control Administrator and for boarding/veterinary care.	Updated contract for review and approval is in new business to BOH in September.
Determine feasibility of putting Animal Control contracts out to bid.	We plan on sending the contract to local veterinarians for bid in September or October.
Explore the possibility of utilizing the new HealthSpace software for data collection.	On hold until other EH programs are finalized.
Assess the local veterinarians and Board opinion on expanding the local Animal Control Ordinance to include cats and/or ferrets.	Attached in new business is an ordinance amendment to require rabies vaccination requirement for cats, due to State of IL Public Act 101-0299.

Community Health & Prevention, Health Promotion & Emergency Preparedness Update

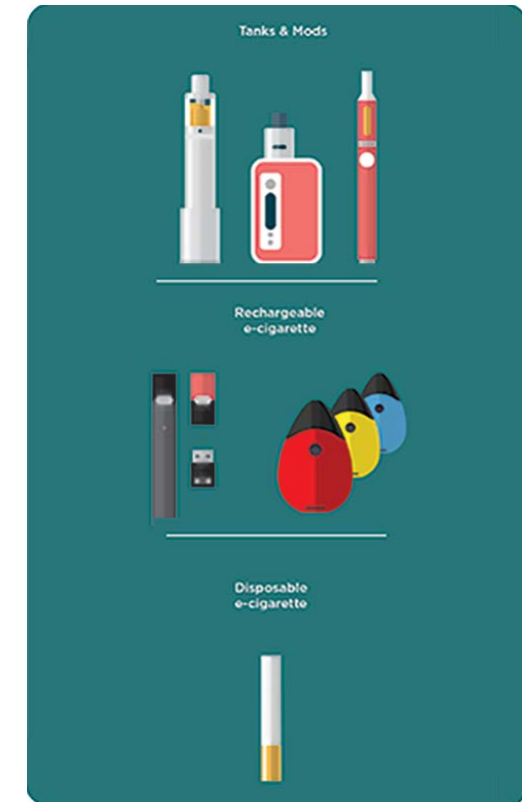
CINDY GRAVES

Illinois Tobacco-Free Communities (ITFC)

- In light of the severe respiratory illnesses seen in many teens across the nation, staff have been promoting the adoption of the MD Anderson ASPIRE program to educate youth and targeted populations about vaping.
- Three staff attended the National Tobacco Conference in Minnesota August 26-29th. Vaping was discussed noting that part of the hesitation is that tobacco has been studied long enough to show that there is a “causal relationship” between tobacco and poor health—unable to claim that just yet with vaping.

Severe Respiratory Illness Related to Vaping

- A DeKalb County resident was reported with Severe Respiratory Illness related to vaping. Investigation processes have included weekly calls with IDPH/CDC, reporting via online RedCap, retrieving and submitting the juice for testing, and preliminary reporting forms/education provided to local health system.



Illinois Tobacco-Free Communities (ITFC)

- As of September 19, 2019, there have been 69 cases reported in Illinois with 1 death; that is an increase of 17 cases in one week.
- State has issued a survey to try to get additional information from those who have NOT become ill while vaping:
 - Do you have a few minutes to share with us some information on your vaping habits? Public health departments across the U.S. are trying to understand why people are becoming seriously ill after vaping. We are trying to understand if vaping habits are different between people who have become ill after vaping, and those who have not. Any information you provide on the survey will be anonymous. Thank you for helping the Illinois Department of Public Health.

Open Door Health Center

- 2 staff attended the open house for Open Door Health Center. Open Door is a long-standing organization in Aurora and Elgin providing STI (especially HIV) testing and medical care services.
- Will be exploring how our services fit together to provide more comprehensive HIV care locally.
- Open Door does not provide the HIV Case Management that DCHD provides.

Family Planning

- Illinois is one of 11 states that has declined the Title X Federal Funds for Family Planning due to the restrictions being placed on Title X recipients and how they can serve their clients.
- New Title X rules are seen as too restrictive of women's rights. This also has thrown the 340B Pharmaceutical accessibility into question.

VII. Financial Data

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS FOR THE MONTHS OF JULY AND AUGUST 2019

REVIEW AND APPROVAL OF CLAIMS FOR THE MONTHS OF AUGUST AND SEPTEMBER 2019

VIII. Old Business

1. 2018 Financial Statement

2018 Donations Line Item Detail

- **Line Item Total = \$3,010**
 - Grant from Altrusa DeKalb for books for clients (\$1,250)
 - Grant from Westminster Presbyterian for MCH Programs (\$500)
 - Grant from Sandwich Townships for services for Sandwich residents (\$1,000)
 - Donations received from clients through our Family Planning Program (\$260)

Summary - Actual 2018 from “Revised” Budget (as presented in July 2019)

- **Deficit Budgeted and Projected**
 - 2018 Budget (July 2017): **(\$205,000)**
 - 2018 Projected Mid-Year: **(\$42,000)**
- **Actual 2018 end of year shortfall: (\$66,441)**

Summary - Actual 2018 from “Revised” Budget (with audit adjustment)

- **Deficit Budgeted and Projected**

- 2018 Budget (July 2017): **(\$205,000)**
- 2018 Projected Mid-Year: **(\$42,000)**

- **Actual 2018 end of year shortfall: (\$166,741)**

- Change is due to an audit adjustment of \$100,300 related to our annual food permit renewals. The intent of the adjustment is to post 50% of the annual restaurant permit revenue from 2018 to 2019 so that the revenue is posted into the year it was technically earned.
- Another adjustment will occur at the end of 2019 and in 2020 we will initiate a one-time 6 month renewal in an effort move restaurants to a “true” annual food permit (January 1, 2021-December 31, 2021).

Status of Fund Balance



Original – Prior to Audit Adjustment related to annual food permit renewal revenue.

New – Includes \$100,300 Audit Adjustment related to annual food permit renewal revenue.



Fund Balance – 5 Year History

Fiscal Year	Budgeted Fund Balance Change	Actual Fund Balance Change
2018 (Year 5)	(\$205,000)	(\$66,441)
2017 (Year 4)	(\$288,700)	68,718
2016 (Year 3)	(\$147,400)	(\$48,343)
2015 (Year 2)	(\$251,000)	(\$133,728)
2014 (Year 1)	(\$168,200)	\$17,759

Original (July '19): (\$66,441)
 Audit Adjustment: +\$100,300
 Actual Utilization for 2018 = (\$166,741)

IX. New Business

1. 2020 Health Department Budget

2020 Budget: Columns Defined

- Actual Revenue and Expenditures for 2017 and 2018
- Board adopted for 2019 (in July 2018)
- 12 Month Projected for 2019
- 2020 Proposed Budget (last column)

Analysis 1

2019 BUDGET COMPARED VS 2019 PROJECTED

2019 Approved Budget vs. 2019 Projected

2019 BUDGETED REVENUE

EH Fees \$635,600

Grants \$1,474,300

Medicaid \$303,000

Fees \$364,200

Interest \$35,000

Misc. \$7,000

County Transfers \$376,900

2019 PROJECTED REVENUE

\$612,300 (AC Fees)

\$1,687,900 (LHPG, ITFC, FP, FCM)

\$313,000 (Imms, ASQ)

\$373,200 (MCPP)

\$41,000 (Rate Improvements)

\$9,300 (Variable)

\$382,300 (Nursing Home)

2019 Approved Budget vs. 2019 Projected

2019 BUDGETED EXPENDITURES

Salaries/Benefits \$3,156,400

Capital \$9,200

Commodities and Services
\$616,000

2019 PROJECTED EXPENDITURES

\$2,942,000 (Salaries, PHO
Contingency, FICA, HI)

\$11,700 (Vaccine Refrigerator)

\$861,300 (ITFC Media and
Grant Pass Through, TCP,
Larvicide, Vaccine)

2019 Approved Budget vs. 2019 Projected

2019 BUDGETED

Revenue = \$3,581,000

Expenditures = \$3,781,600

Budgeted Deficit
(\$200,600)

2019 PROJECTED

 in Revenue \$223,000

 in Expenditures \$33,400

Revised Projected Deficit
(\$11,000)

Analysis 2

2019 PROJECTED VS BUDGETED 2020

2019 Projected vs 2020 Budget

2019 PROJECTED REVENUE

Property Tax: \$385,000

EH Fees: \$612,300

Grants: \$1,687,900

Medicaid: \$313,000

2020 BUDGETED REVENUE

\$394,000 (as directed)

\$612,500 (Annual Food Permits)

\$1,503,300 (FCM Match, LHPG, FP, ITFC)

\$305,000 (FP, Imms)

2019 Projected vs 2020 Budget

2019 PROJECTED EXPENDITURES

Salaries/Benefits

\$2,942,000

Capital \$11,700

Commodities and Services

\$861,300

2020 BUDGETED EXPENDITURES

\$3,016,800 (1.75% COLA, HI Election Changes and PHO Contingency)

\$27,200 (Vehicle)

\$761,300

2019 Projected vs 2020 Budget

SUMMARY Revenue:

- 2020 Revenue (\$3,613,700) **down approximately 5% - \$190,300** - from 2019 projected (\$3,804,000).
- Primarily due to projected decline in FCM Federal Match Revenue and slight reduction in projected Medicaid and Fee Revenue.

2019 Projected vs 2020 Budget

SUMMARY Expenditures:

- 2020 Budgeted Expenditures (\$3,805,300) **down by less than 1% - \$9,700** compared to 2019 projected (\$3,815,000)
 - Includes:
 - 1.75% salary adjustment
 - 2020 Vehicle Purchase

2020 Budget - Health

2020 Revenue Source Summary

2020 Budgeted Revenue Sources (without public building):

- Property Taxes – 11%
- Grants – 41.5%
- Fees – 35.5%
- Other County Transfers – 11%
- Miscellaneous (<1%)
- Interest (1%)

Between the **Property Tax** and **Contributions from General Fund (FICA/IMRF)** line items, the County is expected to provide **20%** of our budgeted revenue.

2020 Expenditures Summary

2020 Budgeted Expenditures:

- Salaries and Benefits – 79.3%
- Capital – <1%
- Commodities and Services – 20%

2020 Budget Summary

2020 Budget Includes:

- Proposed Environmental fee increases (minimal)
- 1.75% salary adjustment (as outlined in CBA)
- Level rates for Health Insurance
- County Requests, as proposed

2020 Budget Summary

2020 Budget Does Not Include:

- Revenue/Expenses related to cat registration
- Costs related to Strategic Planning
- Expenses related to MCH staffing needs (discussed under new business)

2020 Proposed Fee Changes - Summary

Class E -Temporary Food Establishment	1 day	55.00	
<ul style="list-style-type: none"> ▪ Not-for-profit, Non-PHF, Sampling Only - 50% for Class E 	2-4 days	115.00	
<ul style="list-style-type: none"> ▪ <i>If alcohol ONLY: 1 vendor (\$25), 2-4 vendors (\$50), 5-10 vendors (\$100), 10+ vendors (\$150) for Class E</i> 	5+ days	160.00	
<ul style="list-style-type: none"> ▪ <i>Establishment Late Fee (+50% of permit fee)</i> 			

2020 Proposed Fee Changes - Summary

- New - Variance Request Review Fee
 - Food, Potable Water, Sewage
- Slight increase proposed for Water Well Permit w/ Inspection/Sample, Water Well Sealing Permit, Septic Permit (Contractor/Homeowner Installed)
- New Fees for Septic Tank Only Replacement

2020 Budget Summary

PROPOSED 2020	
ACCOUNTS REVENUE:	\$3,613,700
UTILIZATION OF FUND BALANCE:	\$191,600
TOTAL ACCOUNTS and FUND BALANCE REVENUE:	\$3,805,300
TOTAL EXPENSES:	\$3,805,300

Summary of County Support 2018-2020

COUNTY REQUEST	2018 ACTUAL	2019 PROJECTED	2020 BUDGET
Public Health Levy	\$373,133	\$385,000	\$394,000
IMRF/SS	\$374,000	\$330,700	\$338,700
* Public Health Building	\$146,817	\$166,000	\$166,000
TOTAL	\$893,950	\$881,700	\$898,700
Animal Control Contributions			
* \$9,000 contribution to Vehicle Asset Replacement Fund annually			
* \$25,500 for vehicle in 2018			
* Public Health Building			
2018 Projected (est.)			
2019 Budget (est.)			

Status of Fund Balance – End of 2020

Restricted Fund Balance (Updated 2018)

- Cash Flow = \$900,753 (3 months operating estimate)
- Accrued Time Off ($\$303,357 * 20\%$) = \$60,671
- Extreme Event = \$200,000
- Stabilize from Lost Revenue = \$100,000

Total = \$1,261,424

Status of Fund Balance – End of 2020

1/1/2020
\$2,095,792

12/31/2020 (Proj)
\$1,904,192

Minus
Restricted
Funds of
\$1,261,424

Remaining
“available”
fund balance =
\$642,768

Status of Fund Balance

FUND BALANCE JANUARY 1	\$2,273,533	\$2,106,792	\$2,095,792
Effect of Net Change	(\$166,741)	(\$11,000)	(\$191,600)
FUND BALANCE DECEMBER 31	\$2,106,792	\$2,095,792	\$1,904,192

2. 2020 Solid Waste Budget

2020 Revenue – Solid Waste

Revenue: \$162,500

- **Household Hazardous Waste:** Waste Management (WM) provides \$25,000 funding for our Household Hazardous Waste Event
- **Interest:** \$3,400
- **Landfill Host Benefit:** Includes decrease instituted in FY18
- **Other:** Proceeds from Recycling Program (Lights) and Interest

2020 Expenditures – Solid Waste

Expenditures: \$157,800

- **Salaries/Fringe:** Salary/Fringe line items slightly higher than 2019 year end projections. Includes .75 FTE Solid Waste Specialist and .10 FTE Program Director
- **Educational Supplies:** Budgeted expense for 2020 related to the purchase of outreach materials to promote recycling within Multi-unit Housing
- **Commercial Services:** Budgeted expense allocated for the E-Waste and Household Hazardous Waste events.
- **Miscellaneous:** Increased amount related to the purchase of a new exterior shed to house supplies for Solid Waste Program.

Status of Fund Balance

	FY2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROPOSED
FUND BALANCE JANUARY 1	\$160,815	\$166,783	\$175,083
Effect of Net Change	\$5,968	\$8,300	\$4,700
FUND BALANCE DECEMBER 31	\$166,783	\$175,083	\$179,783

3. Maternal & Child Health Staffing Needs

MCH Staffing Needs

- **History –**
 - **March 2019** – WIC/FCM Lead (exempt) resigned, position not filled due to pending FCM Federal Match reduction.
 - **May 2019** – Announcement on changes in the FCM Program to include:
 - 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:
 - 2019 = 75 Home Visits Required
 - 2020 = 1,260 Home Visits Required
 - **June – August 2019:** COHP Director and Coordinator conduct evaluation of staffing needs based on programmatic needs/staffing gaps.

MCH Staffing Needs

- **Plan for BOH Consideration –**
 - Hire (1) Bilingual PTP Public Health Associate to assist with translation and clinical functions in Family Planning and assist with low-risk home visits for Family Case Management.
 - Reduce hours of current PTT RN, to offset expense of additional staffing.
 - Overall budget savings in FY2020 anticipated to be approximately \$4,000.

4. Animal Control

- A. Agreement for Contractual Services
- B. Animal Control Ordinance (Revision)

Animal Control Agreement for Contractual Services

Animal Control – Agreement for Contractual Services

- **Purpose:**
 - Strengthen existing Animal Control Agreement and align the agreement more closely with the current IL Animal Control Act.
- **Process:**
 - Director of Health Protection and Administrator draft the new agreement.
 - Draft agreement forwarded to the DeKalb County SAO for review/opinion.
 - Agreement presented at September BOH meeting for Board review and approval.
 - Once approved, the draft agreement will be sent to all local vets to assess interest in providing contractual services.

Animal Control – Agreement for Contractual Services (Existing)

AGREEMENT

Paul Augustine, DVM, shall assume the responsibility of Administrator of the Animal Control Program of the DeKalb County Health Department. Reimbursement for this service shall be at the rate of twelve thousand one hundred and sixty-six dollars (\$12,166).

Malta Veterinary Clinic shall provide board, minor treatment of injuries and infections, euthanasia and cremation for strays delivered to the clinic by the DeKalb County Health Department Animal Control Wardens. Reimbursement for this service shall be \$18,500 per year.

This agreement shall be effective January 1, 2019 and remain in effect until December 31, 2019, unless one of the parties gives sixty (60) days notice in writing to the other party of its intention to terminate the Agreement.

Animal Control – Agreement for Contractual Services (proposed)

- Contractual services more clearly defined by Veterinarian/AC Administrator function.
 - Animal Control Administrator Responsibility
 - Provision of Veterinary Care
 - Boarding of Stray Animals
- Terms of Payment and means for Termination of Agreement both clearly outlined.
- Additional Terms of Agreement added to clarify liability, client confidentiality, licensure requirements, FOIA responsibility, etc.

Animal Control County Ordinance - Revisions

Animal Control Ordinance – Proposed Revisions

Legislative Updates

- SB131: FERAL CATS-RABIES VACCINATION
 - **Status:** Signed by Governor on 8/9/2019, **Effective Date:** January 1, 2020
 - Amends the Animal Control Act. Provides that every owner of a cat that is a companion animal and is 4 months or more of age shall have each cat inoculated against rabies by a licensed veterinarian. Provides that every cat that is a companion animal shall have a second rabies vaccination within one year of the first. Provides that the provision does not apply to feral cats; however, if a feral cat is presented to a licensed veterinarian for sterilization, the feral cat shall be inoculated against rabies, unless the person presenting the feral cat for care provides an inoculation certificate showing that the feral cat has been inoculated against rabies, and the cost of the inoculation shall be paid by the person presenting the feral cat to a licensed veterinarian for care. Provides that a veterinarian who inoculates a feral cat shall issue an inoculation certificate to the person who presented the feral cat for veterinary care. Makes other technical changes.

Animal Control Ordinance – Proposed Revisions

Process:

- Director of Health Protection drafts revised ordinance.
- Draft of revisions presented at September BOH meeting for Board review and recommendation.
- Once reviewed by BOH, the amended ordinance is reviewed and recommended by the HHS Committee of the DeKalb County Board.
- Ordinance is then forward to full County Board for approval and adoption prior to January 1, 2020.

Proposed Changes:

- Items highlighted in yellow are incorporating cats into current ordinance
- Items with a line through are minor clean up to current ordinance.

5. Sick Leave Accrual Reformat

Sick Leave Policy - Reformat

Purpose:

- Reformat existing Sick Leave Policy to provide clearer description of how sick time earned and accrued can be paid out per the maximum allowable and/or converted to IMRF service credit.

Sick Leave Policy - Reformat

Process:

- Director of Administrative Services drafted reformat of existing policy.
- Reviewed by Health Department Sr. Leadership.
- Draft of reformatted policy to be presented at September BOH meeting for Board review and approval.
- Once approved by BOH, the reformatted policy will be included in the Management Handbook and the reformatted version will likely be recommended for inclusion in the new CBA beginning 2021.

X. Executive Session

1. Biannual Review of Executive Session Minutes

XI. News & Correspondence

XII. Adjournment
