

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 23, 2019**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
LeAnn Gruber, DVM, Vice President
Celeste Latham, Secretary
Rukisha Crawford
Derryl Block, RN, PhD
Heather Breuer, DMD
Erik Englehart, MD
Patricia Faivre
Jessica Harrill, JD
Mayuri Morker, MD

BOARD OF HEALTH MEMBERS ABSENT

Lizy Garcia

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Cindy Graves, Director of Community Health and Prevention & Health Promotion and Emergency Preparedness
Greg Maurice, Director, Health Protection Division
Annie Christensen, Administrative Support & Marketing Manager

GUESTS

Larry West

CALL TO ORDER

The DeKalb County Board of Health meeting of July 23, 2019, was called to order at 6:32 pm by Christina Jones, President.

AGENDA

On a motion by Jessica Harrill, seconded by Dr. Morker, the Board of Health Meeting Agenda was approved. Motion carried.

MINUTES

Full Board

On a motion by Jessica Harrill seconded by Rukisha Crawford, the Board of Health Minutes of the Meeting for May 21, 2019 were approved. Motion carried.

On a motion by Dr. Block, seconded by Patricia Faivre, the Board of Health Executive Session Minutes of the Meeting for May 21, 2019, were approved. Motion carried.

Personnel Committee

On a motion by Celeste Latham, seconded by Dr. Block, the Board of Health Personnel Committee Executive Minutes of the Meeting for May 21, 2019 were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez reported that on June 24, 2019 all Health Department staff participated in Trauma Training presented by Nick Brady with the Illinois Public Health Association. Pre and post assessments were completed and data is currently being analyzed. The data from the assessments will be used to tailor future trainings and support for our workforce. As a next step, we will establish an internal Trauma Informed Care Advisory Committee which will provide recommendations for follow-up training opportunities for staff and Trauma Informed Policies and Procedures.

Mrs. Gonzalez coordinated a meeting with the new DeKalb County Basics Coordinator and Rebecca Frieders with Northwestern Medicine's Community Wellness Division to discuss the incorporation of the Basics into the Hospital's Health Improvement Plan. DCHD 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 to draft the new Social Media Use Policy. The draft of the policy was reviewed by the Department's Labor Attorney and the Collective Bargaining Unit.

Mrs. Gonzalez stated that we continued to receive information from our State funders regarding SFY2020 grant funding and application requirements. During this reporting period, program applications and budgets have been submitted for all but one of our grant programs. Administration staff continued to work towards the close out of 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. A presentation of the 2018 Audited Financial Statement will be presented as part of the July Board meeting.

Mrs. Gonzalez worked with the County Administrator and County Finance to invest \$500,000 of DCHD fund balance dollars into the Nursing Home Expansion Fund. The investment will earn 3% interest and can be withdrawn at any time if needed with no penalty for early withdrawal. If the funds remain invested for 12 months, they will generate \$15,000 in interest revenue.

As reported at the May 2019 meeting, 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. On July 2, 2019, we participated in a phone conference with representatives from IDHS and IDHFS to discuss claim reporting for SFY2019. According to IDHS, claim reports for the four quarters of SFY19 will be released sometime in July 2019. At the time of the call, FCM Federal Match funding for SFY2020 was still not secured.

Billing- Brenda Courtney

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 provided an update to the 4 residences on Greenwood Acres Drive in DeKalb with illegal septic systems: staff is working with IDPH on one residence, who sent us a video of an Orangeburg tile with three perforations that he is referring to as the septic field. We are waiting on permit applications to be submitted for new septic systems from the other residences. One of the residences may be able to hook up to sewer based on the location and space limitations on the lot.

Mr. Maurice reported on Solid Waste and Recycling events: The May 4th Electronics Collection served over 300 cars served, filling 3 semi-trailers with almost 29 tons of electronic waste. The June 8th Household Hazardous Waste Collection was held in conjunction with the DeKalb County Farm Bureau and IEPA. Approximately 300 cars were served during the event. The September 7th electronic collection will be held at the DeKalb Airport.

Mr. Maurice attended the Planning and Zoning Committee meeting on June 26th to gather information on Waste Management’s potential to convert gas to energy at the Landfill. Waste Management requested and was granted an additional year to bring forth a plan to use the methane generated at the landfill. Waste Management was required to provide an update this year per the Host Benefit Agreement with the County.

Mr. Maurice provided an update to the dog that was being held by Animal Control staff for the City of DeKalb, who charged a resident with animal cruelty: the owner relinquished ownership to Animal Control and the dog was placed for adoption. Animal Control assisted the City of DeKalb Police/EMS to gain access to a home with three aggressive rottweilers due to a medical emergency involving the owner.

Mr. Maurice provided an update on Animal Control Action Items:

Action Items	Status
Strengthen the contractual agreement for Animal Control Services including contract for Animal Control Administrator and for boarding/veterinary care.	In progress of updating the contract and having the States Attorney office review. We plan to bring the contract for approval 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.
Reassess local shelter capacity for transfer of stray animals processed through Animal Control.	Completed
Explore the possibility of utilizing the new HealthSpace software for data collection.	In progress. Current gap analysis is being completed for Food, Well, Septic. Once that is implemented, we can discuss Animal Control.
Assess the local veterinarians and Board opinion on expanding the local Animal Control Ordinance to include cats and/or ferrets.	To be assessed yet.

Mr. Maurice stated renewal of food permits is ongoing, renewal letters were mailed with a due date of June 30, 2019. We have about 15 facilities to renew yet, and are contacting them for payment.

Community Health and Prevention & Health Promotion and Emergency Preparedness – Cindy Graves

Ms. Graves stated that we continue to plan to participate in the August 13-16 Crimson Contagion State EP Drill. Limited information has been coming from the State. Rockford and Chicago Regions will primarily focus on Information Sharing which includes opening the Emergency Operations Center, Public Information, continued internal communication, requesting supplies, etc. This drill is a precursor to the Full-Scale Exercise in October 2020 with a Pandemic Flu scenario.

Ms. Graves reported DCHD was notified that beginning in June, Northwestern Medicine is now giving immunizations to all children regardless of payment method. We will continue as always to be the safety net for those who fall through the cracks, but this is anticipated to have a significant effect on our VFC immunization program.

Ms. Graves reported that in 2018, District 428 Board of Education decided to utilize their own school nurses for vision and hearing services for the 2018-2019 school year. They have reversed their decision for the upcoming school year and DCHD will again be providing these services.

Mrs. Graves updated the Board of Health on Federal Title X Gag Rule including potential implications for the Health Department's Title X Family Planning Program. She shared that Governor Pritzker had recently announced his decision to forgo Title X funding from the federal government while the Gag Rule remains in effect and that instead the Illinois Department of Public Health would provide funding to the current 28 grantees, an estimated \$2.4 million in federal funding.

FINANCIAL DATA

Celeste Latham moved to approve the Financial Statements for the months of May and June 2019, seconded by Jessica Harrill. Motion carried.

Rukisha Crawford moved to approve the Claims for June and July 2019, seconded by Jessica Harrill. Motion carried.

NEW BUSINESS

1. 2019 Financial Statement (Unaudited)

Mrs. Gonzalez provided an overview of the 2018 Financial Statement first in relation to the Revised Budget, to see how the actual Revenue and Expenditures varied from our Budget, and second, in comparison to 2017.

Mrs. Gonzalez first summarized the 2018 Actual Revenue and Expenditures as compared to the 2018 Revised Budget. She stated that revenue was lower than expected due to lower property tax revenue, fewer septic permits and real estate well inspections and the delayed payment for FCM Match. Expenditures were more than budgeted due to Due increases in salaries (2% adjustment), increase in Health Insurance, vehicle purchase in 2018 and ITFC pass-through grant funds. Overall, 2017 ended with a shortfall of \$66,441. We anticipate the receipt of approximately \$60,000 of outstanding FCM Federal Match Claim revenue that was earned in 2018, but will be posted to 2019 to delay in receipt.

2. Electronic Timekeeping

DCHD leadership has been exploring the feasibility of moving to an electronic timekeeping system since late 2017. In April, a solution was found that would integrate with the county's payroll system. The new system would improve many efficiencies including eliminating all paper timesheets, spreadsheets and internal badging. It allows the ability to make time off requests and approvals electronically and automatically configures benefit time accruals, eliminating many steps in the current payroll process. The Health Department will serve as the pilot for the rollout of electronic timekeeping, with other County Departments to follow.

On a motion by Rukisha Crawford, seconded by Jessica Harrill, the expense related to the Time Clock Plus electronic timekeeping solution was approved. Motion carried.

3. Social Media Policy

A Social Media Policy was created to ensure that employees understand their obligations when using social media, such as Facebook, Twitter, etc., and are informed of the importance of managing the risks associated with such use that may impact on the reputation of the company and/or the safety of its employees and that may result in a breach of the company's policies, procedures or instructions.

On a motion by Dr. Block, seconded by Celeste Latham, the Health Department Social Media Policy was approved. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Celeste Latham, seconded by Dr. Breuer, the Board of Health adjourned at 7:57 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health