

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: September 24, 2019**

BOARD OF HEALTH MEMBERS PRESENT

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

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

CALL TO ORDER

The DeKalb County Board of Health meeting of September 24, 2019, was called to order at 6:30 pm by Christina Jones, President.

AGENDA

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

MINUTES

Full Board

On a motion by Jessica Harrill seconded by Dr. Breuer, the Board of Health Minutes of the Meeting for July 23, 2019 were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

COMMITTEE REPORTS

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

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 and reviewing and recommending trauma informed policies and procedures.

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.

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.

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.

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.

Mrs. Gonzalez 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.

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.

Mrs. Gonzalez and Mrs. Christensen 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 program.

On July 16, 2019, the Northern Illinois Public Health Consortium sent a joint letter on cannabis 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. 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.

Billing Updates – 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

Staff continues to work with 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 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.

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

Three staff members 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.

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.

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. 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.

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.

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.

FINANCIAL DATA

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

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

OLD BUSINESS

1. 2019 Financial Statement

Mrs. Gonzalez provided clarification from the July meeting in relation to the 2018 Donations Line Item. Donation revenue was recognized from three local mini-grants and from donations received through our Family Planning Program.

Mrs. Gonzalez updated the Board of Health on an audit adjustment to the 2018 Financial Statement, originally presented during the July Board meeting. The audit adjustment, in the amount of \$100,300, was related to annual food permit renewals. She shared that the intent of the adjustment was to post 50% of the annual restaurant permit revenue from 2018 to 2019 so that the revenue was posted into the year it was technically earned. Mrs. Gonzalez indicated that another adjustment will occur at the end of 2019 and in 2020 the Health Department 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). Mrs. Gonzalez also updated the Board on the fund balance implications of the adjustment.

NEW BUSINESS

1. 2019 Health Department Budget

In reviewing 2019 end of year projections versus the 2019 Budget, Mrs. Gonzalez anticipates an end of year shortfall in the amount of \$11,000 compared to the budgeted shortfall of \$200,600. Mrs. Gonzalez explained that since the original 2019 Budget was adopted, the Health Department has projected greater than budgeted revenues in the amount of \$223,000 and greater than budgeted expenses in the amount of \$33,400 for a revised projected shortfall of \$11,000.

This projected decrease in fund balance utilization in 2019 is primarily due to temporary increases in a few of the grant line items, and better than budgeted Medicaid, fees, interest, miscellaneous and County transfers line items. Increased grant funding was due to mid-year amendments for the Local Health Protection Grant and Family Planning Grant, increased per case reimbursement for Family Case Management (FCM) and the new Regional Illinois Tobacco Free Community (ITFC) Funding. The projections include the projected decrease in FCM Federal Match funding. Mrs. Gonzalez indicated that expenditures are expected to be up in the amount of \$33,400, primarily due to the purchase of a grant funded vaccine refrigerator, ITFC media and grant pass through dollars, TCP software implementation, and increased purchases of larvicide and vaccine.

Mrs. Gonzalez presented the proposed 2020 Health Department Budget. The Budget includes proposed fee increases, a 1.75 percent salary adjustment, benefits estimates, level rates for health insurance and the County Requests, as proposed.

In 2020, the Budgeted Revenue is expected to decrease by approximately 5 percent (\$190,300) from 2019 projected. This is primarily due to a projected decline in FCM Federal Match Revenue and slight reduction in projected Medicaid and Fee Revenue.

2020 Budgeted Expenditures are less than 1 percent (\$9,700) lower than 2019 projected. Budgeted Expenditures include the 1.75 percent salary adjustment and a vehicle purchase.

Mrs. Gonzalez reviewed the overall Budget Summary including projected utilization of \$191,600 of our Fund Balance reserves in 2020.

Dr. Bock moved to approve the 2020 Health Department Budget, seconded by Rukisha Crawford. Motion carried.

2. 2020 Solid Waste Budget

Mrs. Gonzalez explained the revenue and expenditures in the proposed 2020 Solid Waste Program Budget. Revenue in the budget primarily includes \$25,000 contributed from Waste Management for the Household Hazardous Waste Event and the Landfill Host Benefit Funding in the amount of \$134,000.

Under Expenditures, Mrs. Gonzalez highlighted the slight change in salaries/fringe line item. Mrs. Gonzalez also explained the variance in budgeted expenses from 2019 to 2020 under the educational supplies, commercial services and miscellaneous line items. These expenses include additional costs related to outreach materials to promote recycling in multi-unit housing, commercial expenses the Household Hazardous Waste Event and Electronic Recycling Events and a new exterior shed to house supplies for the Solid Waste Program under the miscellaneous category. The Solid Waste Fund Balance is estimated to be \$175,083 at the end of December 2019.

Lizy Garcia moved to approve the 2020 Solid Waste Budget, seconded by Jessica Harrill. Motion carried.

3. Maternal and Child Health (MCH) Staffing Needs.

Mrs. Gonzalez provided an overview of MCH staffing and program requirement changes since the beginning of 2019. After an initial evaluation of staffing needs, Mrs. Gonzalez recommended that the Board approve the addition of a bilingual part-time permanent Public Health Associate to assist with translation and clinical functions in Family Planning and assist with low-risk home visits for Family Case Management. The cost of this additional position will be offset by the reduction in the hours of a current part-time temporary Nurse.

Rukisha Crawford moved to approve the part-time Public Health Associate position, seconded by Jessica Harrill. Motion carried

4. Animal Control

Mrs. Gonzalez provided an overview of the new Animal Control Agreement for Contractual Services which was developed in an effort strengthen existing Animal Control Agreement and align the agreement more closely with the current IL Animal Control Act. Mrs. Gonzalez indicated that the agreement was drafted by the Director of Health Protection in consultation with the Administrator and then reviewed by the DeKalb

County States Attorneys Office. Following Board approval, the agreement will be sent out to all local Veterinarians to assess their interest in providing contractual services for the Animal Control Program.

Jessica Harrill moved to approve the Animal Control Agreement for Contractual Services, seconded by Dr. Gruber. Motion carried

Mrs. Gonzalez also provided an update to the Board of Health on recent legislation related to required rabies vaccination and registration tags for cats. Mrs. Gonzalez provided a summary of the proposed revisions to the existing DeKalb County Animal Control Ordinance which included adding cats to and minor clean-up of the ordinance language. She indicated that, as with any ordinance, the Board of Health serves to recommend changes to the appropriate County Board Committee for the Committee's recommendation to the full County Board for final approval.

Jessica Harrill moved to recommend the changes to the DeKalb County Animal Control Ordinance as noted to the DeKalb County Board for consideration and adoption, seconded by Jessica Harrill. Motion carried

5. Sick Leave Policy Reformat

Mrs. Gonzalez reported that administration staff reformatted the existing Sick Leave Policy to provide a clearer description of how sick time earned and accrued can be paid out per the maximum allowable and/or converted to IMRF service credit. The reformatted policy will be included as part of the Management Handbook and will be recommended for inclusion in the next Collective Bargaining Agreement.

Dr. Morker moved to approve the Sick Leave Policy Reformat, seconded by Dr. Gruber. Motion carried.

EXECUTIVE SESSION

At 7:44 pm, Rukisha Crawford moved, seconded by Lizy Garcia, to enter into Executive Session for the purpose of discussing the Bi-annual Review of Executive Session Minutes under Subsection Number 21, all of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Celeste Latham, Chris Jones, Patricia Faivre, Dr. Gruber, Dr. Englehart, Lizy Garcia, Rukisha Crawford, Dr. Morker, Jessica Harrill, Dr. Block and Dr. Breuer.

At 7:48 pm, Lizy Garcia moved to enter back into open session, seconded by Jessica Harrill. Motion carried.

Dr. Gruber moved, seconded by Dr. Englehart to release the Executive Session Minutes of the meetings held on May 22, 2018, July 24, 2018, March 26, 2019, and May 21, 2019 carried.

Celeste Latham moved, seconded by Jessica Harrill to accept Resolution 092419 to destroy verbatim recordings of the Executive Session meetings held on March 28, 2017. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Gruber, seconded by Rukisha Crawford, the Board of Health adjourned at 7:50 pm.
Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health
September 24, 2019

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