

DEKALB COUNTY BOARD OF HEALTH MEETING

MEETING MINUTES

DATE: September 28, 2021

BOARD OF HEALTH MEMBERS PRESENT

Derryl Block, RN, PhD, President
Heather Breuer, DMD, Vice President
Lorraine Daly
Patricia Faivre
Paul Stromborg, MD
Anita Zurbrugg
Rukisha Crawford
Erik Englehart, MD
Lizy Garcia, Secretary

BOARD OF HEALTH MEMBERS ABSENT

Carlos Dominguez, DVM
Jessica Harrill, JD

STAFF MEMBERS PRESENT

Lisa Gonzalez, MPH, *Public Health Administrator*
Cindy Graves, RN, MSHA, *Director of Community Health and Prevention & Health Promotion and Emergency Preparedness*
Greg Maurice, LEHP, *Director of Health Protection*
Dytania Washington, *Director of Administrative Services*

CALL TO ORDER

The DeKalb County Board of Health meeting of September 28, 2021 was called to order at 6:02 pm by Dr. Block, President.

Mrs. Gonzalez provided an overview of the virtual meeting guidelines.

AGENDA

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

MINUTES

Full Board

On a motion by Dr Stromborg seconded by Rukisha Crawford, the Board of Health Meeting Minutes for May 25, 2021 were approved. Motion carried.

On a motion by Anita Zurbrugg seconded by Patricia Faivre, the Board of Health Meeting Minutes for July 27, 2021 were approved. Motion carried.

Finance Committee

On a motion by Dr. Breuer seconded by Dr. Stromborg, the Finance Committee Minutes of the Meeting for September 3, 2021 were approved. Motion carried.

COMMITTEE REPORTS

Mrs. Gonzalez shared that the Finance Committee met in early September and the budgets will be presented under new business.

PERSONS TO BE HEARD FROM THE FLOOR (via Zoom) *

None

PRESENTATION

COVID-19 Situational Update

Ms. Gonzalez provided a COVID-19 Situational Update that included updated case and outbreak data for DeKalb County. Mrs. Gonzalez highlighted vaccine data available on the IDPH website including vaccine data rates by age group. She shared that for both the 12-17 and the 56+ age groups, DeKalb County has higher vaccination rates when compared to other counties in Region 1. She also shared that, according to the CDC vaccination data by county, 67.4% of eligible DeKalb County residents have received at least one dose of the COVID-19 vaccine.

Mrs. Gonzalez shared that the FDA approved the COMIRNATY vaccine for individuals aged 16 and older. She also provided information to the Board on the differences between the recommended third dose of Moderna and Pfizer for those moderately or severely immunocompromised and the newer recommendations around booster doses for those who initially completed the two-dose series of the Pfizer vaccine.

Mrs. Gonzalez shared that, to date, the Health Department has administrated 48,956 vaccines at mass vaccination clinic opportunities and over 2,300 vaccines at walk-in clinic opportunities held at the Health Department location. In addition, DCHD has held over 90 neighborhood and community clinics. Mrs. Gonzalez indicated that the Health Department has offered school-based clinics in most county middle and high schools. Ms. Graves indicated that the school-based opportunities are not as much about vaccinating large numbers but reaching harder to reach students who may have barriers otherwise. Ms. Crawford expressed concern regarding the mobile unit not being at the DeKalb Cornfest. Mrs. Gonzalez shared that the Health Department is invited to many community events and needs to use a very targeted approach when deciding where to offer vaccine opportunities. She shared that although we were not able to participate in the Cornfest event, we have been at several other DeKalb community events promoting and administering vaccine.

Mrs. Gonzalez shared information on two additional executive orders that have been released since the July Board meeting. Executive Order 2021-22, COVID-19 Executive Order No. 87, addresses masking mandates and vaccine requirements for specific groups. Executive Order 2021-24, COVID-19 Executive Order No. 90, addresses school exclusion of cases and close contacts and remote learning accessibility.

Mrs. Gonzalez provided an overview of testing in DeKalb County schools. She shared that all DeKalb County districts are using the BinaxNOW rapid tests for the testing of symptomatic students and staff. The BinaxNOW tests are made available through IDPH and distributed to schools through a formal partnership with DCHD. She also shared that the majority of districts are working to get onboarded to use the SHIELD saliva-based PCR testing for screening of unvaccinated students and staff.

Mrs. Gonzalez also provided a review of the quarantine and isolation process in the K-12 school environment. She shared that schools are expected to exclude identified positive cases and close contacts and DCHD then issues the isolation or quarantine orders/instructions.

Mrs. Faivre asked Mrs. Gonzalez what it would take to hire additional resources to offer vaccination opportunities at every community event in the County. Mrs. Gonzalez reiterated that the ability to attend an event is not always about staffing and sometimes more related to our targeted approach in outreach. She then asked for additional time to consider staffing needs and related resources that would be required. Mrs. Faivre shared that she has received positive feedback from NIU on the working relationship between NIU and DCHD.

COMBINED REPORT

Mrs. Gonzalez shared that the CFY2022 Budget was submitted to the County in mid-August and indicated that during July and August Health Department staff worked to submit all required grant applications for SFY2022 and completed the end of SFY2021 reporting.

Mr. Maurice provided an update to the Board on recent parvovirus activity. He shared that Animal control dealt with a high number of cases of Canine Parvovirus in dogs with the majority of cases in the City of DeKalb in the area North of Lucinda and West of First St. He also shared that in September we have seen a rapid decline in cases.

Mr. Maurice also shared that Animal control removed a high number of bats in August and that several were tested for rabies due to potential exposure with a person or pet. He indicated that while we did not have a positive bat in July/August we did have a positive bat on September 21st in Hinckley. In addition, mosquitos also tested positive for West Nile Virus in DeKalb and Sycamore on August 27th, in addition to a positive result for Genoa on September 20th.

Ms. Graves highlighted the Health Department's Healthcare Enrollment Assistance Program (HEAP) by providing the Board with a history of the program in DeKalb County. She provided an update to the Board on the new 3-year Federal Navigator grant that will provide enhanced Healthcare Navigator accessibility to the community and also provide support for costs associated with administrative overhead and supervision.

FINANCIAL DATA

On a motion by Anita Zurbrugg seconded by Patricia Faivre, the Financial Statements for the months of July and August 2021 were approved. Motion carried.

On a motion by Dr. Breuer seconded by Dr Stromborg, the claims for the months of August and September 2021 were approved. Motion carried.

OLD BUSINESS

1. Board of Health Roles and Responsibilities

The Board discussed the new member orientation and Mrs. Faivre suggested that the orientation agenda include a tour of the Health Department. She also requested that we determine a legal way to open up the orientation sessions to any member regardless of tenure on the Board. Mrs. Gonzalez offered to reach out to the DeKalb County States Attorney to request additional guidance.

Dr. Block asked for input from the Board on possible training topics of interest. Members expressed continued interest in Open Meeting Act (OMA) and Freedom of Information Act (FOIA) training as well as training on understanding financial statements. Mrs. Gonzalez suggested that program/service highlight presentations could be incorporated into regular scheduled meetings and the Board was interested in exploring this further. Dr Block recommended that Board members can contact the Board President or the Public Health Administrator to suggest additional training topics. Mrs. Gonzalez shared that some web-based trainings opportunities could be shared with Board members and completed independently.

Dr. Block revisited the topic of the DCHD Annual Report and reminded the Board of the past process and timeline. Mrs. Gonzalez suggested that when the current Bylaws are updated that the timeline for review be extended. This would allow for the Board to meet to review and draft and provide feedback before a final version is complete. Dr Block suggested that the draft report could be presented at the March or May Board meeting and that the report not be finalized without Board input.

Mrs. Gonzalez reviewed the current Bylaws Committee members and suggested that the numbers be expanded to work on the Bylaws review and revisions. Ms. Zurbrugg suggested that the group look at example model bylaws as a starting point. Mrs. Gonzalez indicated that she can gather some samples for the Committee to review. Mrs. Gonzalez offered to reach out to Ms. Harrill to assess her interest in serving on a committee and get her input into the review process. Mrs. Faivre asked a question regarding the rules in expanding the current Bylaws Committee. Dr Block indicated that the Board has the option of amending the current Bylaws or has the ability to create an Ad Hoc Committee to accomplish the work. Mrs. Gonzalez recommended that the Board President appoint an Ad Hoc Committee in accordance with the current Bylaws. Dr Block asked for volunteers to serve as part of the Ad Hoc Committee for Bylaw review and revision.

On a motion by Dr. Stromborg, seconded by Anita Zurbrugg, the Board approved the appointment of an Ad Hoc Committee with the purpose of reviewing and revising the existing Board of Health Bylaws.

The Ad Hoc Committee shall include the following members: Jessica Harrill, Anita Zurbrugg, Patricia Faivre and Dr Block. Mrs. Gonzalez offered to assess Ms. Harrill's interest in serving as Chair of the new Ad Hoc Committee.

NEW BUSINESS

1. 2022 Health Department Budget

In reviewing 2021 end of year projections versus the 2021 Budget, Mrs. Gonzalez anticipates an end of year shortfall in the amount of \$20,800 compared to the budgeted shortfall of \$81,400. Ms. Gonzalez explained that since the original 2021 Budget was adopted, the Health Department has projected greater than budgeted revenues in the amount of \$826,900 and greater than budgeted expenses in the amount of \$766,300 for a revised projected shortfall of \$20,800.

This projected decrease in fund balance utilization in 2021 is primarily due to increase in grant funding related to COVID-19 and greater than budgeted revenue in the Animal Control Program. Ms. Gonzalez indicated that expenditures are also expected to be up in the amount of \$766,300, primarily due to expenses tied to COVID-19 Contact Tracing funding.

Ms. Gonzalez presented the proposed 2022 Health Department Budget. The Budget includes level fees, a projected two percent salary adjustment, benefits estimate, level rates for health insurance and the County Requests, as proposed. In 2022, the Budgeted Revenue is expected to decrease by \$1,441,900 from 2021 projected revenue. This is primarily due to the projected end of new COVID-19 funding at the end calendar year 2021.

2022 Budgeted Expenditures are expected to be \$1,109,500 lower than 2021 projected. Budgeted Expenditures include the two percent salary adjustment and a reduction in the percent of employer contribution to IMRF from 9.12% to 7.49%.

Mrs. Gonzalez reviewed the overall Budget Summary including a budgeted utilization of \$353,200 of our Fund Balance reserves in 2022. Mrs. Gonzalez reviewed the formula for the Restricted portion of the Fund Balance and indicated that due to projected recovery phase of the COVID-19 Pandemic, the emergency portions of the Restricted Fund Balance may need to be utilized.

Mrs. Gonzalez shared that since the budget was submitted to the County in early August, the Department has received the award notification for the Federal Navigator funding which should help offset some of the projected and budgeted shortfall. She also shared that she has been notified of an allocation of County level American Rescue Plan Act (ARPA) funding which should be available by the end of the current fiscal year. She shared that the ARPA dollars distributed are to address loss of revenue that occurred between FY2019 and FY2020.

On a motion by Dr. Stromborg, seconded by Anita Zurbrugg, the 2022 Health Department was approved.

2. Solid Waste Program Budget

Ms. Gonzalez explained the revenue and expenditures in the proposed 2022 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 \$142,000.

Under Expenditures, Ms. Gonzalez provided an overview of personnel costs associated with the Solid Waste Program. She also provided an overview of costs budgeted in the Public Notices, Educational Supplies and Commercial Services line items. These expenses include costs related to promotion of recycling events, outreach materials to promote recycling in multi-unit housing and commercial expenses associated with the Household Hazardous Waste Event and Electronic Recycling Events. The Solid Waste Fund Balance is estimated to be \$247,145 at the end of December 2022.

On a motion by Dr. Breuer, seconded by Dr Stromborg, the 2022 Solid Waste Program Budget was approved.

EXECUTIVE SESSION

CORRESPONDENCE AND NEWS

Mrs. Gonzalez shared that Flu Vaccine is available at the Health Department on a walk-in basis Monday through Friday. In addition, she reminded the Board that the Board of Health Nominating Committee would need to meet prior to the next full Board meeting to discuss candidates for open Board positions in 2022.

ADJOURNMENT

On a motion by Dr Breuer seconded by Dr Stromborg, the Board of Health adjourned at 8:24 pm. Motion carried.

Lizy Garcia, Secretary
DeKalb County Board of Health

DRAFT