

# **DEKALB COUNTY BOARD OF HEALTH MEETING**

## **MEETING MINUTES**

**DATE: January 24, 2023**

### **BOARD OF HEALTH MEMBERS PRESENT**

Derryl Block, RN, PhD, President  
Rukisha Crawford  
Lorraine Daly  
Karen Federici  
Mark Mattson  
Anita Zurbrugg

### **BOARD OF HEALTH MEMBERS ABSENT**

Carlos Dominguez, DVM  
Erik Englehart, MD, Vice President  
Kellen Bosma, DMD  
Patricia Faivre  
Jill Olson

### **STAFF MEMBERS PRESENT**

Lisa Gonzalez, MPH, *Public Health Administrator*  
Greg Maurice, LEHP, *Director of Health Protection*  
Adriana Milan, MPA, *Director of Administrative Services*  
Stacia Runge, MSW, *Director of Community Health & Prevention*  
Erin Frye, MPH, *Administrative Support and Marketing Manager*

### **CALL TO ORDER**

The DeKalb County Board of Health meeting of January 24<sup>th</sup>, 2023 was called to order at 6:07 pm by Dr. Block, President.

### **REVIEW OF VIRTUAL MEETING GUIDELINES**

Lisa Gonzalez provided a review of virtual meeting guidelines.

### **INTRODUCTION OF NEW BOARD OF HEALTH MEMBERS**

Mrs. Gonzalez introduced new Board of Health members; Dr. Karen Federici is serving as a physician and Mark Mattson is serving as a community member. Dr. Federici shared she is a family physician in Sycamore and has been practicing for 16 years. She explained her practice specializes in women and child health and she worked as Medical Director for the Kishwaukee-Northwestern Medicine breastfeeding center. Mark Mattson shared he has lived in the community for 35 years, co-owned Creative Therapeutics, and served on the Chamber of Commerce.

## **AGENDA**

On a motion by Ms. Crawford, seconded by Ms. Zurbrugg, the Board of Health Meeting Agenda of January 24, 2023 was approved. Motion carried.

## **APPROVAL OF MINUTES**

### **Full Board**

On a motion by Ms. Zurbrugg seconded by Ms. Crawford, the Board of Health Meeting Minutes for November 22, 2022 were approved. Motion carried.

## **COMMITTEE REPORTS**

### **PERSONS TO BE HEARD FROM THE FLOOR**

None

## **PRESENTATION**

### **1. COVID-19 After Action Report Summary**

Mrs. Gonzalez provided a summary of DeKalb County Health Department's COVID-19 After Action Report (AAR) for the reporting period of January 2020 through June 2022. Mrs. Gonzalez explained the data collection portion of the AAR included a multi-phased approach with interviews, internal staff and community partner surveys, and document review. Mrs. Gonzalez shared an executive summary of the AAR, explaining the report serves as documentation of the preparedness and response actions taken during the pandemic by DeKalb County Health Department. She explained the COVID-19 AAR was produced via consultation with the Mier Group.

Mrs. Gonzalez described the report structure of the Centers for Disease Control and Prevention's (CDC) established Domains of Preparedness. She shared the CDC's Public Health Emergency Preparedness (PHEP) program works to advance main areas of preparedness to better prepare for emergencies that impact the public's health. Mrs. Gonzalez explained there are fifteen capabilities under the CDC's Domains of Preparedness.

Mrs. Gonzalez provided an overview of strengths for DeKalb County Health Department's response efforts in incident management, information management and public information and warning, countermeasures, mitigation and bio-surveillance, and surge management.

Mrs. Gonzalez shared incident command strengths include the incident management team (IMT) met early in the pandemic and activated the existing incident command structure. She shared information management and public information and warning strengths include that the department communicated and provided support especially with interpretation of Illinois Department of Public Health (IDPH) and CDC guidance, established community relationships,

assembled a COVID-19 hotline and email to respond to inquiries in a timely manner, and staff remained professional.

Mrs. Gonzalez shared countermeasures, mitigation and bio-surveillance strengths included the department activated existing emergency plans with partners, worked closely with schools to ensure they had adequate testing supplies and N95 respirator fit testing for staff and served as a main collection and distribution sites for PPE supplies needed in the County. She shared surge management strengths included the department developed an alternative housing plan, translated related documents into Spanish in a timely manner, and secured partnerships with alternate housing sites.

Mrs. Gonzalez provided an overview of areas of improvement for DeKalb County Health Department's response efforts in incident management, information management and public information and warning, countermeasures, mitigation and bio-surveillance, and surge management.

She shared areas for improvement under incident management include continuing regular IMT meetings throughout pandemic, working with DeKalb County Government to ensure the formal County Emergency Operation Center is activated and consistent briefings are held, identifying more depth and training for incident command structure positions, and ensuring adequate in-depth training for staff positions. She shared areas for improvement for information management and public information and warning include strict adherence to CDC/IDPH guidelines.

She shared areas for improvement under countermeasures, mitigation, and bio-surveillance include continuing to partner with State's Attorney and local decision makers on ways to ensure state mandates can be enforced during a public health emergency event, continuing to collaborate with IDPH on plans for future pandemic response, and to collaborate with the State to advocate for a defined process for future pop-up testing sites during a public health emergency.

She shared areas for improvement under surge management include expanding volunteer management agreements and exploring feasibility of a DeKalb County Medical Reserve Corps to plan for long term staffing for future mass vaccination distribution efforts, and in collaboration and in partnership with DeKalb County Emergency Services Disaster Agency (ESDA), review and assess the number of those who used the alternative site for Isolation and Quarantine and determine best direction for future emergency responses in the DeKalb County Emergency Operations Plan.

Mrs. Gonzalez shared external partners' feedback from several community partners. She shared the AAR will continue to be used as a base for future grant deliverables as part of the Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) grants.

Ms. Zurbrugg asked to what extent is there a process in place to get the AAR's broader goals accomplished, such as the capacity for increased enforcement of public health measures. Mrs. Gonzalez replied she is hopeful that by reconvening meetings with the county-wide emergency preparedness group there can be discussions without the added pressure of being in the midst of a pandemic. She explained the scenario of needing but not having the capacity for increased enforcement was present not just in DeKalb County but throughout the State. She explained ideally

the group would come together and have discussions on what could have been done better and collaborate on how to better prepare for possible future events.

Mrs. Gonzalez explained the health department has PHEP and CRI grant funding to support those types of activities (i.e., improving capacity for increased enforcement). She shared building capacity and support for the DeKalb County ESDA will also aid the health department in achieving its goals for areas of improvement.

Dr. Federici shared in the first few months of the pandemic, small practices were caught between CDC/State guidance and what the local schools were saying to parents. She explained more collaboration and consistent communication would have assisted small practices during that time.

Dr. Block asked if the AAR will be posted on the Health Department's website. Mrs. Gonzalez replied a high-level overview of the AAR will be posted to the website but the format has not yet been determined because the original document is approximately forty to fifty pages long and ideally the information would be presented to the public in a more succinct way.

## **2. COVID-19 Situational Update**

Mrs. Gonzalez provided a COVID-19 situational update to the Board of Health. She shared DeKalb County is currently at a low CDC Community Level and a substantial CDC Community Transmission Level. Mrs. Gonzalez explained the Community Level is meant to help the public make decisions on actions they would like to take as it relates to COVID-19 prevention. She explained the Community Transmission Level is for healthcare settings to determine appropriate mitigation strategies. She explained during high transmission, staff continue to mask when in areas where they encounter a client and masks will be required for clients and visitors who enter the building.

Mrs. Gonzalez provided an overview of COVID-19 executive orders and guidance. She explained Illinois Executive Orders were reissued on January 6<sup>th</sup>, 2022 and are effective for 30 days which allows the Board of Health to meet remotely under the Open Meetings Act.

Mrs. Gonzalez shared COVID-19 outbreak activity in November and December 2022. She shared in November there were eight long-term care facilities and congregate care outbreaks totaling 98 cases. She shared in December there were nine long-term care facilities and congregate care outbreaks totaling 150 cases. Mrs. Gonzalez shared the Health Department has continued administering COVID-19 vaccinations on Mondays and Fridays and 318 vaccinations were administered in November and December combined.

Mrs. Gonzalez stated beginning November 2022 the Health Department transitioned to providing COVID-19 vaccinations by appointment only. She stated appointments for those 12 and older are available on Mondays, and appointments for children 6 months – 11 years are offered on Fridays.

Stacia Runge shared in January there was a decline in vaccine uptake and believes this trend will continue until there is additional pathway for vaccination. She shared that pathway may look like an annual vaccination comparable to flu vaccines.

Mrs. Gonzalez provided an update on COVID-19 funding sources. She explained the COVID-19 Mass Vaccination grant supported local health departments conducting mass vaccination efforts for the COVID-19 pandemic response including administering COVID-19 immunizations and other COVID-19 vaccine-related expenses. She stated the funding for this grant ended as of December 31, 2022.

Mrs. Gonzalez shared the COVID-19 Response grant supports the continuance of surveillance, epidemiologic investigation, infection control, mitigation, resource coordination, testing services and communications related to the COVID-19 Pandemic. She stated the Health Department received a no cost extension through June 2023 with approximately \$7,400 remaining.

Mrs. Gonzalez shared the COVID-19 Crisis grant funds are meant to establish, expand, train, and sustain the public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives. She explained this grant supports AAR development, strategic planning and Statewide/National training support for staff. She stated funding for the grant is expected through June 2023.

Mrs. Gonzalez explained there will be a new COVID-19/MPV/Influenza based grant expected to be released late January 2023 and the anticipated funding level is expected to be approximately \$200,000. She explained funds for this grant will likely be used for staffing and media outreach.

## **COMBINED REPORT**

Mrs. Gonzalez shared if there were any questions regarding the combined report to reach out.

## **FINANCIAL DATA**

On a motion by Ms. Zurbrugg, seconded by Ms. Daly, the Financial Statements for the months of November and December 2022 were approved. Motion carried.

On a motion by Ms. Daly, seconded by Ms. Crawford, the Claims for the months of December 2022 and January 2023 were approved. Motion carried.

## **OLD BUSINESS**

### **NEW BUSINESS**

1. Appointment of Standing Committees for 2023

Mrs. Gonzalez shared the 2023 standing committee appointment for Board of Health members for the executive, finance, nominating, and personnel committees.

2. Strategic Planning

Mrs. Gonzalez provided an overview of the strategic planning process thus far. She explained strategic planning began in late 2019 with the refresh of the DCHD mission statement and the

adoption of a new vision statement. She shared the strategic planning process was put on hold due to COVID-related priorities but that the COVID -19 Crisis grant allows for funding to support post-pandemic strategic planning for local health departments. She explained grant funding was approved to secure a consultant that would provide technical assistance and a framework for the development of a strategic plan. She stated the NIU Center for Governmental Studies were able to provide a proposal for the requested support.

Mrs. Gonzalez shared there are several components to the project proposed by the NIU Center for Governmental Studies. She shared component A is assessing strategic planning readiness to determine framework and conduct an assessment of strategic goals and trends. She shared once the framework is completed, a kick-off meeting will take place in late January.

Mrs. Gonzalez explained component B is an environmental scan where the NIU team will review DeKalb County Health Department data and documents, policies, operational perspectives, perceptions and preferences. She shared this component includes surveys, interviews and focus groups to gather feedback from Board of Health members, the leadership team and front-line staff. She explained a summary of themes and key issues will be utilized in the subsequent phases.

Mrs. Gonzalez shared component C is a leadership strategic planning workshop expected to take 4-6 hours to complete and will focus on visioning, an overview of stakeholder input, a SWOT analysis, and group goal development.

Mrs. Gonzalez explained component D is a post workshop follow-up based on goal prioritization where the Board of Health and health department staff will complete the process via an online ranking exercise.

Mrs. Gonzalez shared component E is the post workshop implementation review and action planning launch where goal review, establishment of structural assignments and goal coordination responsibilities, scheduling of start dates, milestones and status reports, and an initial discussion for action steps and work plans will take place.

Mrs. Gonzalez shared an overview of the strategic planning proposal whose costs are to be covered by the COVID-19 Crisis grant. She explained the proposal consists of five components at a base cost of \$12,500 - \$14,500; (A) pre-workshop – strategic planning readiness, (B) environmental scanning components, (C) strategic planning workshops, (D) post-workshop, goal prioritization, and (E) Post-workshop, action planning launch.

Ms. Zurbrugg expressed support for the NIU Center for Governmental Studies to assist with DeKalb County Health Department's strategic planning process.

Dr. Block asked if there was discussion with NIU about whether there should be opportunity for broader community input in the strategic plan at some point in the process. Mrs. Gonzalez replied it was part of the discussion and the feedback was because of the timeline it may not be feasible. Mrs. Gonzalez explained the Health Department plans to initiate the IPLAN process later in the year and incorporate results from the strategic planning into the IPLAN. Mrs. Gonzalez expressed

support for including an option for community feedback and shared she will speak with the NIU team to see if it can be incorporated.

Ms. Crawford asked if there would be a possibility of having the survey be ongoing for the community. Mrs. Gonzalez replied yes, engaging the community at a higher level is a possibility.

Ms. Zurbrugg suggested incorporating the AAR results into the strategic planning process. Mrs. Gonzalez replied the AAR has already been sent to them for incorporation into the strategic plan.

On a motion by Ms. Crawford, seconded by Ms. Zurbrugg, the agreement with NIU Center for Governmental Studies for Strategic Planning support with a projected expense not to exceed \$14,500 was approved. Motion carried.

## **EXECUTIVE SESSION**

## **CORRESPONDENCE AND NEWS**

## **ADJOURNMENT**

On a motion by Ms. Daly, seconded by Ms. Zurbrugg, the Board of Health adjourned at 7:05pm. Motion carried.

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Anita Zurbrugg, Secretary  
DeKalb County Board of Health