

# **DEKALB COUNTY BOARD OF HEALTH MEETING**

## **MEETING MINUTES**

**DATE: May 23, 2023**

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

Derryl Block, RN, PhD, President  
Rukisha Crawford  
Lorraine Daly  
Karen Federici  
Mark Mattson  
Anita Zurbrugg  
Erik Englehart, MD, Vice President  
Kellen Bosma, DMD  
Patricia Faivre  
Jill Olson

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

Carlos Dominguez, DVM

### **STAFF MEMBERS PRESENT**

Lisa Gonzalez, MPH, *Public Health Administrator*  
Melissa Edwards, MPH, *Director of Health Promotion & Emergency Preparedness*  
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 May 23<sup>rd</sup>, 2023 was called to order at 6:00 pm by Dr. Block, President.

### **INTRODUCTION**

Board of Health and staff members briefly introduced themselves.

### **AGENDA**

On a motion by Ms. Zurbrugg, seconded by Mrs. Faivre, the Board of Health Meeting Agenda of May 23, 2023 was approved. Motion carried.

## **APPROVAL OF MINUTES**

### **Full Board**

On a motion by Ms. Zurbrugg seconded by Ms. Daly, the Board of Health Meeting Minutes for March 28, 2023 were approved. Motion carried.

On a motion by Dr. Englehart seconded by Dr. Bosma, the Board of Health Executive Session Minutes for March 22, 2022 were approved. Motion carried.

On a motion by Ms. Zurbrugg seconded by Ms. Daly, the Board of Health Executive Session Minutes for May 24, 2022 were approved. Motion carried.

On a motion by Dr. Englehart seconded by Ms. Zurbrugg, the Board of Health Executive Session Minutes for July 26, 2022 were approved. Motion carried.

### **Committee**

On a motion by Ms. Crawford seconded by Mr. Mattson, the Personnel Committee Executive Session Minutes for June 23, 2022 were approved. Motion carried.

On a motion by Dr. Bosma seconded by Dr. Englehart, the Personnel Committee Executive Session Minutes for July 12, 2022 were approved. Motion carried.

On a motion by Ms. Crawford seconded by Ms. Daly, the Personnel Committee Executive Session Minutes for July 14, 2022 were approved. Motion carried.

## **COMMITTEE REPORTS**

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

None.

## **PRESENTATION**

### **1. Women, Infants and Children (WIC) Program**

Mrs. Runge introduced the services provided by the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). She explained the program was established as a permanent program in 1974 and is administered at the federal level by the Food and Nutrition Service of the USDA. She shared the program is available in all 50 States, 33 Indian Tribal Organizations, and all U.S. territories. She stated the Illinois program is administered by the Illinois Department of Human Services.

Mrs. Runge shared the mission of WIC is to safeguard the health of low-income woman, infants and children up to age five who are at nutrition risk by providing nutritious foods to supplement

diets, information on healthy eating, breastfeeding promotion and support, and referrals to health and other social services.

Mrs. Runge explained in 2022 over 6.3 million individuals were served nationally. She shared WIC served approximately 43% of all infants born in the U.S. and 20% of all children ages 1-4 years old. She stated each month in DeKalb County, an average of 1,577 individuals were enrolled in WIC.

Mrs. Runge shared to qualify for WIC in Illinois, individuals must meet categorical requirements. She explained in order to qualify you must be an infant or child up to five years old, a pregnant woman, a postpartum woman who is not breastfeeding up to six months after the end of a pregnancy, or a postpartum woman that is breastfeeding up to the baby's first birthday. She added, to qualify for WIC, you must maintain Illinois residency and meet income guidelines (at or below 185% of the Federal Poverty Guidelines).

Mrs. Runge explained there are also a variety of medical and dietary conditions that will qualify as a nutritional risk and these conditions include, but are not limited to, anemia, a history of poor pregnancy outcomes, low birth weight, poor diet, and underweight or overweight.

Mrs. Runge provided an overview of what the WIC program does. She shared WIC provides access to healthy foods, nutrition screenings and education, breastfeeding support, health screenings, and referrals.

Mrs. Runge explained WIC provides a monthly benefit to purchase nutritious foods that supplement the diets of WIC mothers and young children to ensure good health and development. She shared WIC offers several core food packages based on life stage and breastfeeding status and that benefits are redeemed utilizing an electronic benefit transfer (EBT) or e-WIC card. She stated as of February 2023, the average monthly benefit per person in Illinois was \$55.67. She shared in 2021 the total amount of benefits redeemed was \$774,598 and in 2022 the total amount of benefits redeemed was \$979,872 for the whole of DeKalb County.

Mrs. Runge stated WIC's nutrition screening and education includes participant centered nutrition counseling that supports participants and their families in making healthy choices to build healthier eating patterns at a critical time for infant nutrition and lifelong taste preference development.

Mrs. Runge shared WIC is the nation's leading breastfeeding support program and provides individualized counseling by WIC staff and certified lactation consultants, prenatal education, and access to breast pumps.

Mrs. Runge explained how WIC played a critical role in the 2022 infant formula shortages. She stated in the first seven months of the recall, WIC recorded a 14.6% increase in the total number of breastfed infants, including a 23% increase in fully breastfed infants. She shared in September of 2022 WIC recorded an all-time program high in the proportion of infants who were breastfed at 40.7%. She clarified while the WIC program promotes breastfeeding, it also ensures access to scientifically-recommended amounts of safe infant formula so that every baby will have the nutrition needed to grow and thrive.

Mrs. Runge communicated WIC's nutrition counseling is based on health screenings including routine height, length and weight checks that measure growth and hemoglobin/anemia screening. She shared WIC screens for a variety of health factors and makes appropriate referrals to immunizations, tobacco cessation, substance use/abuse, prenatal and pediatric care, postpartum depression, mental healthcare, dental care, and social services resources.

Mrs. Runge disclosed WIC's targeted nutrition intervention yields significantly improved health outcomes, resulting in healthier futures and reduced healthcare costs, in both the short and long term. She narrated in 2018, the Government Accountability Office (GAO) estimated that Medicaid and Medicare spent more than \$207 billion to treat chronic diet-related diseases like diabetes & cardiovascular disease which accounts for approximately 15% of all Medicaid & Medicare spending. She explained every dollar spent on WIC is estimated to save \$2.48 in healthcare spending. She clarified from 2010 to 2018, WIC enrolled toddlers recorded a 9% decrease in childhood obesity.

Mrs. Runge shared prenatal WIC participation has a well-documented record of improving birth outcomes such as reduced risk of preterm birth and low birthweights, decreased health disparities among Black and Hispanic infants, a 16% reduced risk of infant mortality, and reduced prevalence of risk factors that contribute to adverse maternal health outcomes such as risk of preeclampsia and gestational diabetes.

Mrs. Runge stated WIC referral policies and rapport between a WIC counselor and family help connect families with a continuum of healthcare to improve utilization of routine medical care and dental visits. She shared participating children demonstrate improved cognitive development, reduced prevalence of attention deficit disorders, and lower behavioral problems at school entry. She explained the WIC program at DeKalb County Health Department (DCHD) also works to enhance school readiness and ensure that children are ready to learn through partnership with Basics DeKalb County.

Ms. Zurbrugg asked whether WIC benefits are redeemable at farmer's markets. Ms. Runge replied that benefits were able to be redeemed at farmers markets but the program was discontinued due to the COVID-19 pandemic. Mrs. Gonzalez added there used to be specific farmer's market vouchers given in addition to paper vouchers but it is not known whether they will be resurrected.

Dr. Block asked whether the number of people who receive services is what would be expected for the area or if there are a lot of individuals who could be on WIC but are not. Ms. Runge replied, in her opinion, the numbers are on target for what she expects. She added that WIC participants do not need to reside in the County in which they receive benefits from. Mrs. Gonzalez added she expects to see a decrease in the number of individuals receiving WIC if and when remote visits are discontinued and face-to-face visits are required again.

Ms. Zurbrugg asked for more details on how WIC and the DeKalb County Basics collaborate together. Ms. Runge explained WIC staff promote DeKalb County Basics and encourage clients to use their resources. Mrs. Gonzalez briefly explained the Basics program encourages parents to hold, read to, and interact with their babies to promote education and development.

## **COMBINED REPORT**

Mrs. Gonzalez offered to answer or clarify any questions regarding the combined report included in the Board of Health packets.

## **FINANCIAL DATA**

On a motion by Ms. Crawford, seconded by Ms. Daly, the Financial Statements for the months of March and April 2023 were approved. Motion carried.

On a motion by Ms. Zurbrugg, seconded by Ms. Daly, the Claims for the months of April and May 2023 were approved. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **1. 2022 Financial Statement (unaudited)**

Mrs. Gonzalez explained the analysis of the 2022 financial statement compares the 2022 budget as adopted to 2022 budget actuals.

Mrs. Gonzalez explained the Budget column was originally budgeted in the summer of 2021. She shared the 12 Month Projected Budget column is the 2022 projected budget estimated in July 2022 with 6 months of actual data. She shared the Year-to-Date Actual column are the unaudited totals for 2022. She shared the PCNT column depicts the year-to-date amount divided by the budget.

Mrs. Gonzalez stated the property tax revenue was close to expected with a 100% PCNT. She explained that the property tax revenue was slightly lower than budgeted as it was down by approximately \$1,400.

Mrs. Gonzalez explained the Licenses and Permits category had higher than budgeted revenue in the amount of \$10,944. She shared this was primarily due to revenue from animal control licenses being higher than expected.

Mrs. Gonzalez explained the grant revenue was higher than budgeted due to uncertainty in funding regarding COVID-19 response efforts. She noted during the budgeting period it was unknown if there would be additional funding from COVID-19 grants. She stated the grant revenue was higher than budgeted in the amount of \$1,117,611. She explained that Medicaid revenue received was lower than budgeted by approximately \$9,500.

Mrs. Gonzalez shared the Fees revenue was lower than budgeted to the amount of \$13,385. She shared the Non-operating Revenue was higher than budgeted in the amount of 424,303.

Mrs. Gonzalez stated the total revenues for 2022 was higher than budgeted in the amount of \$1,123,396. She iterated this is primarily due to higher Environmental, Vital Records and Interest Fee revenue, and greater than anticipated COVID-19 related grant revenue.

Mrs. Gonzalez shared the expenditures from Salaries corresponded to additional COVID-19 funding. She explained COVID-19 dollars allowed the health department to keep COVID-19 employees longer than originally anticipated which led to additional salary related expenses. She stated the salary expenses were higher than expected in the amount of approximately \$4,900. Mrs. Gonzalez shared there has been a shift in recent years in employees' insurance selections with a higher percentage of employees choosing the \$3,000 buyout option if they can prove they are otherwise insured.

Mrs. Gonzalez explained the Capital Outlay expenses were higher than budgeted in the amount of \$99,243. She clarified the expenses were higher than expected due to the purchase of approximately \$21,000 in new office phones, \$23,400 in fit testing equipment, and \$40,900 for a new Animal Control (AC) vehicle.

Mrs. Gonzalez shared Commodities and Services were higher than projected at \$431,902. She shared for Public Notices, Professional Services, and Educational Supplies the health department spent more than projected by approximate amounts of \$220,400, \$149,100, and \$22,300, respectively. She noted these were grant-covered expenses. She clarified professional services included an NIU Contract Tracing Contract for \$79,00, Meir Consulting for a COVID-19 After Action Report for \$24,000 and updated shelving provided by Corporate Concepts for \$9,000.

Mrs. Gonzalez shared the total expenditures for 2022 were \$536,052 greater than budgeted. She reiterated this is primarily due to greater than budgeted expenses in capital outlay, grant related media, service contracts and educational supplies tied to COVID-19 funding.

Mrs. Gonzalez summarized the actual 2022 unaudited budget had higher than expected revenues in the amount of \$1,123,396 due to higher Environmental and Vital Records Fee revenue, interest revenue and higher COVID-19 related grant revenue. She shared the actual 2022 unaudited budget had higher than expected expenses in the amount of \$536,052 due to greater than budgeted expense in the Capital Outlay and Commodities and Services categories tied to COVID-19 funding and the purchase of the AC vehicle.

Mrs. Gonzalez shared when the budget was created in August of 2021, a shortfall of \$344,180 was budgeted. She shared the actual 2022 unaudited budget ended with a surplus of \$243,164.

Mrs. Gonzalez provided a fund balance update. She shared the Health Department began 2022 with \$2,634,363 and ended the year with \$2,877,527. She shared Restricted Funds, which are a portion of three months cash flow, accrued time-off, \$200,000 for an extreme event, and \$100,000 to stabilize from lost revenue, are subtracted from the year-end balance to calculate the remaining available funds. She shared the restricted funds totaled \$1,294,237 which resulted in an available balance of \$1,583,290.

Mrs. Gonzalez shared a 9-year history depicting a mid-term plan to drawdown the health department's Fund Balance. She explained the plan was established primarily because revenues have not kept up with expenses, especially since the recession of 2008. She shared this is largely due to decrease in property tax levy (2010 – 2018) and grant revenue that has remained level or decreased over the last many years as well as an increase in Expenditures, primarily due to health insurance. She also shared 10-year history of property tax levy.

Ms. Faivre asked what the fund balance would be had it not been for the unexpected influx of COVID-19 funds. Mrs. Gonzalez replied that would need to be calculated. Mrs. Gonzalez explained when the Health Department budget is proposed to the Board of Health in September, it will likely be a budget in the red as she does not anticipate further incoming COVID-19 dollars.

Ms. Zurbrugg noted the most recent property tax revenue is below what it was ten years ago. Dr. Bosma asked who determines the amount of property tax received. Mrs. Gonzalez shared that decision is made at the county level. Mrs. Gonzalez explained in the past the fund balance appeared healthy but if the \$800,000 in COVID-19 funding were removed, hard decisions would have needed to be made by this point.

Mrs. Gonzalez shared she expects a public health infrastructure grant from federal funding distributed by the state in the amount of approximately \$60,000 per year over 5 years.

Ms. Faivre asked for clarification on Mental Health Board funding received in the past. Mrs. Gonzalez shared the Mental Health Board funded a part-time employee to assist individuals with enrolling in federal marketplace or Medicaid health insurance. She explained once the federal Navigator grant funding was received, the Health Department no longer needed the Mental Health Board funding to continue that work. She stated once the 3-year Navigator grant ends, she will likely explore the possibility of reapplying for funding from the Mental Health Board to continue that work.

Dr. Block asked if there was an expected timeframe for when the shrinkage amount in the Health Department's available fund balance would prompt the County Board to consider increasing the property tax allocation to the Health Department. Ms. Crawford shared a brief rationale for the County board's decision-making process for allocation of property tax funds.

Ms. Faivre asked if the Health Department as a government organization asks for philanthropic assistance or alternative grant funding. Mrs. Gonzalez replied a good portion of funds is allocated to those who have non-profit status, which the Health Department does not have. She shared local funding is always being sought out and any known applicable community grant opportunities are being explored. Mrs. Gonzalez reiterated that the Health Department will be advocating for increased funding at the county level.

## **EXECUTIVE SESSION**

1. Bi-annual Review of Executive Session Minutes

Dr. Block shared the Board will move into Executive Session for the purpose of discussing the Biannual Review of Executive Session Minutes, under Subsection number 21 of Section 2 (c) of the Open Meeting Act.

On a motion by Mrs. Faivre, seconded by Ms. Crawford, the move into Executive Session for the purpose of discussing the Biannual Review of Executive Session Minutes, under Subsection number 21 of Section 2 (c) of the Open Meeting Act was approved. Motion carried.

Dr. Block stated the Board of Health entered Open Session at 7:19pm.

On a motion by Dr. Bosma, seconded by Ms. Crawford, the motion to release the Executive Session Minutes of the meetings held March 22, 2022, May 24, 2022, June 23, 2022, July 12, 2022, July 14, 2022 and July 26, 2022, were approved. Motion carried.

On a motion by Ms. Daly, seconded by Mr. Mattson, the motion to accept Resolution 05232023 to destroy verbatim recordings of the Executive Session meetings held on November 24, 2020, March 23, 2021, July 6, 2021, July 8 2021, and July 27, 2021, were approved. Motion carried.

## **CORRESPONDENCE AND NEWS**

### **ADJOURNMENT**

On a motion by Dr. Englehart, seconded by Ms. Crawford, the Board of Health adjourned at 7:22pm. Motion carried.

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Anita Zurbrugg, Secretary  
DeKalb County Board of Health