

DEKALB COUNTY BOARD OF HEALTH MEETING

MEETING MINUTES

DATE: July 26, 2022

BOARD OF HEALTH MEMBERS PRESENT

Derryl Block, RN, PhD, President
Rukisha Crawford
Lorraine Daly
Carlos Dominguez, DVM
Erik Englehart, MD, Vice President
Patricia Faivre
Jill Olson
Anita Zurbrugg

BOARD OF HEALTH MEMBERS ABSENT

Kellen Bosma, DMD
Lizy Garcia, Secretary
Paul Stromborg, MD

STAFF MEMBERS PRESENT

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

CALL TO ORDER

The DeKalb County Board of Health meeting of July 26, 2022 was called to order at 6:02 pm by Dr. Block, President.

AGENDA

On a motion by Ms. Zurbrugg, seconded by Mrs. Faivre, the Board of Health Meeting Agenda of July 26th, 2022 was approved. Motion carried.

APPROVAL OF MINUTES

Full Board

On a motion by Ms. Crawford, seconded by Dr. Dominguez, the Board of Health Meeting Minutes for May 24th, 2022 were approved. Motion carried.

Personnel Committee

On a motion by Ms. Faivre, seconded by Dr. Dominguez, the Personnel Committee Meeting Minutes for June 23rd, 2022 were approved. Motion carried.

On a motion by Ms. Daly, seconded by Dr. Dominguez, the Personnel Committee Meeting Minutes for July 12th, 2022 were approved. Motion carried.

On a motion by Dr. Dominguez, seconded by Ms. Zurbrugg, the Personnel Committee Meeting Minutes for July 14th, 2022 were approved. Motion carried.

COMMITTEE REPORTS

Mrs. Gonzalez shared the Personnel Committee will present their report during Executive Session.

PERSONS TO BE HEARD FROM THE FLOOR

None

PRESENTATION

1. Understanding DeKalb County Health Department Financial Reports

Mrs. Milan explained the presentation on financial reports focuses on reports present in the Board of Health packets to ensure Board of Health members understand them. Mrs. Milan shared the Revenue Status Report is taken directly from the county finance office. Mrs. Milan explained the codes 3610 and 3660 are the codes for the Health Department and the Solid Waste Program, respectively. She explained line items can be followed to determine the Health Departments' revenue status.

Mrs. Milan shared an Expenditure Status Report, highlighted various line items, and explained how the report compares the projected budgeted to expenditures thus far. Mrs. Milan shared the Balance Sheet highlights assets, liabilities, and total equity of the Health Department. She explained there is a restricted balance of 2.4 million dollars intended to cover 90 days of operating expenses.

Mrs. Milan explained the Revenue Status Report, Expenditure Status Report, and Balance Sheet are used to produce monthly Income Statements for the Health Department. She explained the operating expense account line item is where funds come through, including grant funding. She shared the revenue, expenses, year-to-date and budgeted amounts for June.

Mrs. Milan shared the revenue and expenses of the last five years noting the influx of funds in 2021 due to COVID-19 pandemic grant funding.

Mrs. Milan shared goals and priorities including changes to accounting such as implementing QuickBooks, increasing efficiency, increasing claims revenue, training for front end staff, and implementing new performance evaluations. She explained increasing claims revenue will require a decrease in denials due to billing and coding, retraining accounting secretaries, and working with CDP to review remittances.

Mrs. Faivre explained she was concerned hearing about the financial issues the DeKalb County Nursing Retirement Nursing Center (DCRNC) are facing. She asked if the Health Department's investment funds have been tapped to support funding of the DCRNC. Mrs. Gonzalez explained the Health Department has not been asked for funds for the purpose of supporting the DCRNC but the County Administrator shared that all County departments will be impacted if a solution for the nursing home is not determined. Mrs. Gonzalez explained the Health Department may be impacted by a decrease in property tax dollars and support for FICA and IMRF expenses moving forward.

Mrs. Gonzalez shared when a line item has moved significantly from what was budgeted, this is usually due to receiving unexpected grant dollars which are then allocated for line-item purchases.

2. COVID-19 Situational Update

Mrs. Gonzalez provided a COVID-19 Situational Update. She shared the Health Department ceased to provide a weekly COVID-19 dashboard update on the Health Department website in mid-June. She shared the "COVID-19 Statistics for DeKalb County" page on the Health Department website now has icons which link to the Illinois Department of Public Health (IDPH) for select statistics. She stated DeKalb County is currently at a high CDC community risk level. She explained several areas in Region one (1) have moved to the red risk level.

Mrs. Gonzalez provided an overview of COVID-19 executive orders and guidance. She explained the Illinois Executive Order is currently in effect through July and was amended to change vaccine requirements for higher education and testing requirements for certain subgroups. Mrs. Gonzalez shared on June 30, 2022 IDPH released updated school guidance for the 2022-2023 school year which included updated Test to Stay protocols to allow home testing and unobserved testing as well as a continued emphasis on saliva-based Shield testing for screening purposes, if available.

Mrs. Gonzalez shared as of June 30th, 2022 employment of COVID-19 staff ended. She explained the Health Department is still responsible for monitoring outbreaks in DeKalb County.

Mrs. Gonzalez shared COVID-19 outbreak activity in May and June 2022. She shared ten and 5 outbreaks occurred in the months of May and June, respectively.

Mrs. Gonzalez shared the Health Department has continued administering vaccinations. She noted the Health Department walk-in clinic model is at 3 days a week. She shared in May and June 432 individuals were vaccinated through the walk-in clinic.

Mrs. Gonzalez described the current CDC recommendations; COVID-19 vaccines are recommended for everyone ages 6 months and older, and boosters for everyone ages 5 years and older, if eligible.

Mrs. Gonzalez shared in July the Health Department began to offer pediatric COVID-19 vaccines for those 6 months through 4 years old on Fridays in the walk-in clinic. She explained approximately one-hundred vaccines were given to this age group over the three Fridays they were offered.

Mrs. Gonzalez shared the COVID-19 After Action Report (AAR) will be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) and align with Public Health Emergency Preparedness domains and capabilities to serve as a record of observations, gaps, strengths, and opportunities for improvements as it relates to the Health Department COVID-19 response.

Mrs. Gonzalez shared the AAR will include collaborating with an outside consultant agency to ensure a vigorous AAR process is completed with detail. She shared the consultant agency will conduct focus group interviews in order to best collect AAR information. Mrs. Gonzalez shared the AAR report is anticipated to be completed by end of August.

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 Mrs. Faivre, the Financial Statements for the months of May and June 2022 were approved. Motion carried.

On a motion by Dr. Dominguez, seconded by Ms. Daly, the Claims for the months of June and July 2022 were approved. Motion carried.

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

Dr. Block shared the Board will move into Executive Session for the purpose of discussing the Collective Bargaining Update and Employment Matters – Personnel, under Subsection number 21 of Section 2 (c) of the Open Meeting Act.

On a motion by Dr. Dominguez, seconded by Ms. Crawford, the move into Executive Session for the purpose of discussing the Collective Bargaining Update and Employment Matters – Personnel, 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 7:29PM.

On a motion by Dr. Dominguez, seconded by Ms. Daly, the Collective Bargaining Agreement with American Federation of State, County & Municipal Employees (AFSCME), Council 31, Local No. 3537, Covering the Employees of the DeKalb County Health Department, Effective 1/1/2022 to 12/31/2026, as presented, was approved. Motion Carried.

On a motion by Ms. Crawford, seconded by Ms. Daly, the salary increases for non-union employees as recommended: 2% increase in base effective 1/1/2022 (retroactive); 2.25% increase in base effective 1/1/2023; 2.5% increase in base effective 1/1/2024; 2.75% increase in base effective 1/1/2025; 3% increase in base effective 1/1/2026; and classification salary ranges will increase the same percent as the base salary increases, were approved. Motion carried.

On a motion by Ms. Daly, seconded by Ms. Zurbrugg, the continued temporary adjustment of hours for the identified exempt position from 37.5 hours to 40 hours through November 30, 2022, was approved. Motion carried.

On a motion by Ms. Zurbrugg seconded by Dr. Dominguez, the adjustment of the salary range for the Health Promotion Associate job classification to \$17.64 (Beginning of Range), \$19.40 (Maximum Hire) and \$26.84 (Top of Range) was approved.

On a motion by Ms. Daly, seconded by Mrs. Faivre, the salary adjustment for the current Health Promotion Associate from \$16.30 to \$18.40 per hour effective August 1, 2022, was approved. Motion carried.

On a motion by Dr. Dominguez, seconded by Ms. Zurbrugg, the organizational structure changes, as proposed, were approved. Motion carried.

CORRESPONDENCE AND NEWS

ADJOURNMENT

On a motion by Mrs. Faivre, seconded by Ms. Olson, the Board of Health adjourned at 7:38pm. Motion carried.

Lizy Garcia, Secretary
DeKalb County Board of Health