

DEKALB COUNTY BOARD OF HEALTH MEETING

MEETING MINUTES

DATE: July 25, 2023

BOARD OF HEALTH MEMBERS PRESENT

Derryl Block, RN, PhD, President
Rukisha Crawford
Lorraine Daly
Karen Federici
Patricia Faivre
Jill Olson

BOARD OF HEALTH MEMBERS ABSENT

Kellen Bosma, DMD
Carlos Dominguez, DVM
Erik Englehart, MD, Vice President
Mark Mattson
Anita Zurbrugg

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 July 25th, 2023 was called to order at 6:02 pm by Dr. Block, President.

AGENDA

On a motion by Mrs. Faivre, seconded by Dr. Federici, the Board of Health Meeting Agenda of July 25, 2023 was approved. Motion carried.

APPROVAL OF MINUTES

Full Board

On a motion by Mrs. Faivre seconded by Ms. Daly, the Board of Health Meeting Minutes for May 23, 2023 were approved. Motion carried.

Committee

On a motion by Ms. Olson seconded by Ms. Crawford, the Personnel Committee Minutes for June 14, 2023 were approved. Motion carried.

On a motion by Ms. Daly seconded by Mrs. Faivre, the Personnel Committee Minutes for July 13, 2023 were approved. Motion carried.

COMMITTEE REPORTS

Dr Block shared the Personnel Committee met in June and July to conduct the annual performance review of the Public Health Administrator. She explained a summary of the review will take place in Executive Session.

PERSONS TO BE HEARD FROM THE FLOOR

None.

PRESENTATION

1. Solid Waste & Recycling Program

Mr. Maurice shared the history of the solid waste and recycling program. He shared in 1998 the Illinois Environmental Protection Agency passed the Solid Waste Planning and Recycling Act. He explained the purpose of this Act was to provide incentives for decreasing generation of municipal waste, to require counties to develop comprehensive waste management plans that would place emphasis on recycling and other alternatives to landfills, to encourage municipal recycling and source reduction, and to promote composting of yard wastes. He stated the Act required that by March 1, 1995, the County officially adopt a plan for the management of municipal waste generated within its boundaries and set target goals for recycling.

Mr. Maurice stated in March of 1995, the DeKalb County Board adopted the DeKalb County Solid Waste Plan. He shared the Board appointed the DeKalb County Health Department to be the administrative agency to manage the Solid Waste Management Program for the county and implementation of the Plan by the Health Department began in January 1996. He explained in 2000, 2005, 2010 and 2015, the DeKalb County Board of Health and DeKalb County Board completed reviews, updates and approval of the plan. He explained beginning in 1995, the Solid Waste Program was funded by a \$1.10 per ton tipping fee on waste deposited in the landfill.

Mr. Maurice shared in 2007, the tipping fee was increased to \$1.27 per ton and in August 2014, revenue for the Solid Waste Program transitioned from tipping fees to the Host Fee Agreement. He explained the County Board adopted Resolution 2014-65 on September 17, 2014 to adopt zero waste as a guiding principle within the DeKalb County Solid Waste Management Plan, as recommended by the Zero Waste Task Force, and directed that the initial task focus on the expansion of Rural Recycling, development of an ordinance to address Commercial/ Multi-Unit Recycling, development of a pilot program to harvest organic waste, and establishment of a community advisory committee to provide input.

Mr. Maurice stated over the course of the last twenty-five years, the Solid Waste program has committed to managing Solid Waste with the intention of diverting as much away from the landfill as possible and each year the Program follows the plan to work toward the goal of reducing the landfill rate by 50 percent by the year 2034. He explained reporting businesses' have data limitations ultimately suggesting approximately 20% of waste was diverted from landfills. Mr. Maurice shared another way of measuring the amount of waste generated is by measuring the Pounds per Person per Day (ppd) and that in 2022, the landfill rate measured 2.99 ppd; this is a decrease from 2021 data which measured at 3.49 ppd.

Mr. Maurice explained the Solid Waste Funds support a portion of the Health Protection Director and 1 FTE Solid Waste Associate. He shared the program is funded through the landfill host benefit agreement with the County.

Mr. Maurice shared the rural recycling goals of the program are to continue to increase community awareness of the availability of rural recycling sites in order to encourage rural residents to utilize and to continue talks to expand rural recycling by creating a drop off site location within the city of DeKalb. He shared the commercial/multi-unit housing recycling goals of the program are to work with Municipal leaders to advocate for stronger recycling ordinances and to encourage commercial and multi-unit owners to voluntarily institute recycling policies.

Mr. Maurice stated there was an electronic, textile, aerosol product, and latex paint collection event at the DeKalb airport on June 24th, 2023 where approximately 375 cars served during the event, filling 3 semi-trailers. He elaborated that approximately 25 tons of electronic waste, 282 aerosol cans, 52 mini propane tanks, and 630 1-gallon cans of latex paint were recycled. He shared outreach events occurred on June 6th, 2023 at the DeKalb Public Library and on June 8th, 2023 at the DeKalb Farmers Market. He shared rural recycling was expanded by creating a pilot drop off site in the parking lot of the Health Department.

Dr. Federici asked Mr. Maurice how the pilot drop off site has been promoted. Mr. Maurice replied the site has been promoted through social media, a press release, flyers at outreach events, and by word-of-mouth. Mrs. Gonzalez noted the site has been receiving use, as noted by herself and other staff. Dr. Federici suggested marketing the site to small businesses in the area.

Rukisha Crawford asked if there could be a class to teach community members about the correct way to recycle. Mrs. Gonzalez suggested the Health Department could post short videos on social media explaining various recycling topics.

Mrs. Faivre asked about recyclable materials labeled numbers one and two. Mr. Maurice shared that recycling has become more restrictive with what recycling companies allow.

Rukisha asked whether bottle caps could be recycled. Mr. Maurice explained bottle caps are recyclable if they are left attached to the bottle as they otherwise fall through the machinery and cause problems.

Mr. Maurice shared upcoming events include a household hazardous waste collection scheduled for September 9th, 2023 and an electronic, textile, book, aerosol product, and latex paint collection

scheduled for September 30th, 2023. Mr. Maurice shared the Health Department is partnering with the Illinois Environmental Protection Agency (IEPA) who will fully fund the event. He explained the event will occur from 8:00am to 3:00pm and will require online sign-up prior to the event.

Mrs. Faivre asked if the Health Department would consider offering a composting program where homes are provided a composting bucket whose contents are picked up weekly, or a similar program. Mr. Maurice responded the Health Department attempts to educate Municipalities on the benefits of offering composting pick-up. He explained, however, that each Municipality has negotiations and subsequent contracts with varying waste vendors and their contracts do not necessarily include offering composting.

Mr. Maurice pointed out during spring yard waste pickup DeKalb County residents can add compostable materials to their yard waste. Mrs. Gonzalez added the program could pursue educational opportunities regarding composting in the future as it aligns with the programs' goals.

Rukisha Crawford asked where the recycling goes after the recycling events. Mr. Maurice shared for the hazardous waste events most of the materials are incinerated by a company called Heritage. He explained for electronics a company called E-Works sorts, breaks down and pulls materials for reuse, and the leftover materials are recycled by a company called Dynamics Recycling. Mr. Maurice shared for paint products Flat Can Recycling works with another company for the paint to be recycled into new paint colors.

COMBINED REPORT

Mrs. Gonzalez offered to answer or clarify any questions regarding the combined report included in the Board of Health packets. No questions were posed.

FINANCIAL DATA

On a motion by Dr. Federici, seconded by Ms. Crawford, the Financial Statements for the months of May and June 2023 were approved. Motion carried.

On a motion by Ms. Crawford, seconded by Dr. Federici, the Claims for the months of June and July 2023 were approved. Motion carried.

OLD BUSINESS

1. DCHD Strategic Plan Update

Mrs. Gonzalez provided a strategic plan update for DeKalb County Health Department. She reviewed the strategic planning process which included focus groups of front-line staff and coordinator staff, a Board of Health stakeholder input survey, Board of Health and administrative leadership interviews, a Strategic Planning workshop with directors and coordinators, a goal ranking survey sent to the Board of Health and Health Department staff and an action planning launch scheduled to take place in August.

Mrs. Gonzalez explained the themes identified by the focus groups and survey were workforce development and staff investment, communication, outreach, and transparency, organizational improvement, and to address health equity barriers. She shared the strategic priority areas identified were organizational management, communication and branding, and partnership and collaboration.

Mrs. Gonzalez shared the short-term goals of the strategic plans are to improve recruitment and retention efforts, develop and implement an employee staff training program, evaluate Health Department services and programs to determine gaps, redundancy with other organizations, and potential opportunities, Improve marketing and communication plans, reduce barriers to health services by focusing on inclusivity and equitability, utilize web-based solution to onboard and train employees, and explore workforce improvement strategies for the local workforce.

Mrs. Gonzalez shared the long-term goals of the strategic plan are to enhance compensation and/or benefits based on study results and develop a recruitment strategy, increase revenues in preparation for grant funding reductions and to support more competitive wages. implement workforce development and recruitment strategies through expanded collaboration, advocate for a more centralized registration, billing and EMR system to reduce redundancy, “silos” and increase efficiency, develop and adopt a formal succession plan, and to develop a roadmap for process and timeline of meeting the requirements for community health assessments such as the Illinois Project for Local Assessment of Needs (IPLAN).

NEW BUSINESS

1. Strengthening Illinois Public Administration (SIPA-24) Grant Overview

Mrs. Gonzalez shared the Health Department has applied for a new grant named Strengthening Illinois Public Administration (SIPA-24) for a grant period of July 1st, 2023 through November 30th, 2027 in the amount of \$350,000. She shared the funds are to be used to support workforce development activities, including hiring, retention, training, and other incentives to support and sustain the public health workforce.

She explained the Health Department has submitted a SIPA-24 grant proposal that would support 0.4 FTE of salary and fringe for a Public Health Nurse position, an onboarding and training platform, a compensation study, professional development and training for staff, outreach and media campaigns, breakroom enhancements, a contractual volunteer management coordinator, hiring and retention incentives, recruitment marketing, creation of a public health recruitment video, and to sustain the Health Departments Chamber of Commerce memberships.

Mrs. Gonzalez stated the application submission is completed and pending IDPH approval. She explained the grant requires that LHDs have a current policy for any SIPA-24 related incentive compensation to employees and employee benefits. She explained policies have been drafted and will require BOH review and approval. She shared that Bargaining Unit negotiations may also be necessary. She added actions will be required by the Board of Health and County Board on any expenditures exceeding \$30,000.

EXECUTIVE SESSION

1. Employment Matters
 - a. Annual Performance Review of the Public Health Administrator

Dr. Block shared the Board of Health entered into Executive Session at 6:59pm for the purpose of discussing Employment Matters under Subsection Number 21 of Section 2 (c) of the Open Meetings Act.

On a motion by Ms. Crawford, seconded by Dr. Federici, the move into Executive Session for the purpose of discussing Employment Matters, 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 7:33pm.

CORRESPONDENCE AND NEWS

Mrs. Gonzalez shared the Health Department budget will be presented at the September meeting and the Finance Committee will be meeting prior to then.

ADJOURNMENT

On a motion by Ms. Olson, seconded by Ms. Daly, the Board of Health adjourned at 7:34pm. Motion carried.


Anita Zurbrugg, Secretary
DeKalb County Board of Health