

DEKALB COUNTY BOARD OF HEALTH MEETING

MEETING MINUTES

DATE: September 26, 2023

BOARD OF HEALTH MEMBERS PRESENT

Derryl Block, RN, PhD, President
Kellen Bosma, DMD
Rukisha Crawford
Lorraine Daly
Erik Englehart, MD, Vice President
Jill Olson
Anita Zurbrugg

BOARD OF HEALTH MEMBERS ABSENT

Carlos Dominguez, DVM
Patricia Faivre
Karen Federici
Mark Mattson

STAFF MEMBERS PRESENT

Lisa Gonzalez, MPH, *Public Health Administrator*
Melissa Edwards, MPH, *Director of Health Promotion and 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 September 26th, 2023 was called to order at 6:01pm by Dr. Block, President.

AGENDA

On a motion by Ms. Zurbrugg, seconded by Ms. Crawford, the Board of Health Meeting Agenda of September 26, 2023 was approved. Motion carried.

APPROVAL OF MINUTES

Full Board

On a motion by Ms. Daly seconded by Ms. Zurbrugg, the Board of Health Meeting Minutes for July 25, 2023 were approved. Motion carried.

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

Finance Committee

On a motion by Ms. Zurbrugg seconded by Dr. Englehart, the Finance Committee Minutes for June 14, 2023 were approved. Motion carried.

Personnel Committee

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

On a motion by Dr. Bosma seconded by Ms. Daly, the Personnel Committee Executive Session Minutes for July 13, 2023 were approved. Motion carried.

COMMITTEE REPORTS

PERSONS TO BE HEARD FROM THE FLOOR

None.

PRESENTATION

1. Illinois Tobacco Free Communities (ITFC) Program

Mrs. Edwards shared data from the Illinois Youth Behavior Risk Analysis Survey highlighting that e-cigarette/vaping product use was self-reported by 16% of high school seniors in the schools that participated. Ms. Daly asked if all 12th grade students participated in the survey. Mrs. Edwards explained that not every school participated and only students who chose to participate were included in the data.

Mrs. Edwards shared the history of the ITFC Program. She stated the Tobacco Master Settlement Agreement (MSA) was a joint lawsuit that was settled by forty-six states in November 1998 between the four largest U.S. tobacco companies. She explained the settlement payout was \$246 billion over twenty-five years with each state awarded a yearly payment. She shared in Illinois the funds are distributed to local health departments through ITFC grants.

Mrs. Edwards stated the ITFC is an Illinois Department of Public Health grant-funded initiative to (1) prevent tobacco use initiation among young adults, (2) promote quitting tobacco products among adults and youth, and (3) eliminate exposure to secondhand smoke as well as identify and eliminate tobacco-related health disparities.

Mrs. Edwards explained that as of 2019, the ITFC allocation of funds is done regionally with DeKalb County Health Department as the lead agency to carry out grant activities with local health departments through executed grant MOU's. She shared the regional partners include Boone, Lee and Ogle County health departments.

Mrs. Edwards shared the ITFC grant funds portions of the Public Health Administrator, Director of Administration, Director of Health Protection, Director of Health Promotion and Emergency Preparedness, Health Promotion Specialist and Health Protection staff positions.

Mrs. Edwards shared a required core project area of the ITFC grant includes Smoke Free Illinois Act (SFIA) enforcement which covers SFIA compliance checks, follow-up with complaints of violations and SFIA awareness via outreach and education.

Mrs. Edwards stated the SFIA became effective January 1, 2008 and the act prohibits smoking in indoor public places and places of employment. She shared other guidelines include that business owners shall not permit smoking within 15 feet of any entrance, exit, windows that open and ventilation intakes and "No smoking" signs are required to be posted at the entrance to a public place or place of employment. Mrs. Edwards explained SFIA amendments will be enacted on January 1, 2024 to include the banning of e-cigarette use in addition to other tobacco products.

Mrs. Edwards explained the regional grant enhancement strategies currently in place include (1) youth prevention outreach, (2) referral to the Illinois Tobacco Quitline (ITQL) by educating behavioral health sites, worksites, and community-based organizations in the "Ask, Advise, and Refer" brief tobacco intervention, and (3) to collaborate with behavioral health facilities to work toward a smoke-free behavioral campus.

Mrs. Edwards shared the ITQL is a free tobacco cessation program for those 18 years and older where certified tobacco treatment specialists, RNs, and/or respiratory therapists provide resources and education on tobacco cessation. She stated another program, called My Life My Quit, is a free tobacco cessation program for teens where certified tobacco treatment specialists take a coaching approach with additional support via text, phone, or online communication.

Mrs. Edwards stated past communication campaigns included pre-crafted messaging produced by the ITQL and approved by IDPH as well as targeted campaigns to youth on vaping cessation.

Mrs. Edwards explained the fiscal year 2024 ITFC program goals to include a core area of supporting the adoption of the SFIA amended grant via updating regional protocols and policies to include e-cigarettes.

Mrs. Edwards shared a list of outreach events since July 1, 2023. She highlighted the variety of events attended and explained the resources shared at the outreach events.

Dr. Block asked if there were parts of the program that are going well or that need improvement. Mrs. Edwards explained that monthly data reports are no longer shared with program participants and the hours for the Quitline have been reduced due to the COVID-19 pandemic, resulting in a barrier to access for consumers.

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 Ms. Zurbrugg, seconded by Ms. Crawford, the Financial Statements for the months of July and August 2023 were approved. Motion carried.

On a motion by Dr. Englehart, seconded by Ms. Olson, the Claims for the months of August and September 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 stated the DeKalb County Health Department Strategic Plan 2023 was facilitated by the Northern Illinois University's Center for Governmental Studies and the Strategic Plan has been finalized. She explained an internal scorecard was developed to track strategic planning activities and next steps include the Board of Health adoption of the DCHD Strategic Plan 2023.

Mrs. Gonzalez shared one short-term goal included in the strategic plan is to utilize web-based initiatives to more efficiently onboard and train employees. She explained the objective is to develop and implement an onboarding and orientation training system and that staff researched three web-based Learning Management Systems (LMS) and met with vendors to determine pricing. She stated an LMS vendor was selected and a 2-year contract with the LMS vendor will be executed. Mrs. Gonzalez explained the LMS will be funded through SIPA-24 grant funds until completion of the grant in 2027. She stated moving forward, DCHD senior management will be orientated to the LMS platform and begin development of onboarding and orientation trainings with a target implementation date of November 2023.

Ms. Crawford inquired if the training program would include mental health topics. Mrs. Gonzalez shared the Health Department offers Mental Health First Aid and Trauma – Informed Care training and that those trainings, among others, would continue to be offered by the new platform.

On a motion by Ms. Crawford, seconded by Ms. Daly, the DeKalb County Health Department Strategic Plan 2023 was adopted. Motion carried.

NEW BUSINESS

1. 2024 Health Department Budget

In reviewing the 2023 end of year projections versus the 2023 Budget Mrs. Gonzalez shared an expected end of year surplus in the amount of \$154,455 compared to the budgeted shortfall of \$130,220. Mrs. Gonzalez explained that since the original 2023 Budget was adopted, the Health Department has projected greater than budgeted revenues in the amount of \$678,600 and greater than budgeted expenses in the amount of \$384,925 for a projected surplus of \$154,455. This projected decrease in fund balance utilization in 2023 is primarily due to increase in grant funding

related to COVID-19, greater than budgeted revenue in the Animal Control Program and greater than budgeted revenue in the grants category as several grant allocations were increased for the 2023-2024 grant cycle.

In reviewing the 2023 end of year projections to the 2024 Budget Mrs. Gonzalez shared the 2024 budgeted revenue is down by \$457,041 from the 2023 projected amount. She explained this is primarily due to the anticipated end of residual COVID-19 grants. In reviewing the 2023 end of year projections to the 2024 Budget Mrs. Gonzalez shared the 2024 budgeted expenditures are down by \$176,550 from the 2023 projected amount. She explained the expenditures account for a 2.5% salary adjustment, increased employer contribution to the Illinois Municipal Retirement Fund from 5.76% to 5.89%, and reduction in credit card fees as those fees will be passed on to the consumer beginning in calendar year 2024.

Mrs. Gonzalez presented the proposed 2024 Health Department Budget. Mrs. Gonzalez shared the 2024 budgeted revenue sources are 11% in property taxes, 48% in grant funding, 30% in fees, 8% in other county transfers, and both miscellaneous and interest at less than 1% each. Mrs. Gonzalez shared the 2024 budgeted expenditure sources are 79.4% in salaries and benefits, 19% in commodities and services and less than 1% in capital.

Mrs. Gonzalez explained that the CFY24 Budget includes a projected 2.5% salary adjustment, a projected 2% increase in 2024 rates for health insurance, replacement of one fleet vehicle valued at approximately \$60,000, a change in the credit card fee policy, a level fee revenue, and the County Requests, as proposed.

Mrs. Gonzalez reviewed the overall Budget Summary including a budgeted utilization of \$126,036 of our Fund Balance reserves in 2024. Mrs. Gonzalez reviewed a three-year summary of County support funding. Mrs. Gonzalez shared the Health Department submitted County requests for special projects including new carpeting, and a breakroom refresh project, both totaling \$140,500.

Mrs. Gonzalez reviewed the formula for the Restricted portion of the Fund Balance including a three-month operating estimate of cash flow, an amount equal to 20% of accrued time off, \$200,000 for use in the case of an extreme event, and \$100,000 reserved for stabilization from lost revenues. She shared the restricted fund balance was calculated to be \$1,294,237 leaving a remaining available fund balance of \$1,611,709 at the end of 2024.

Ms. Olson asked for Mrs. Gonzalez to explain the purpose of the accrued time off portion of the restricted fund balance is designated for. Mrs. Gonzalez replied that the accrued time off portion is set aside in the case that the Health Department needed to pay out any staff members remaining sick or vacation time. Ms. Olson asked where the policy originated from and Mrs. Gonzalez replied that it was a policy adopted by the Board of Health prior to her tenure.

On a motion by Ms. Zurbrugg, seconded by Ms. Crawford, the 2024 Health Department Budget, as presented, was approved. Motion carried.

2. 2024 Solid Waste Budget

Mrs. Gonzalez explained the revenue and expenditures in the proposed 2023 Solid Waste Program Budget. Revenue in the budget primarily includes \$25,000 contributed from Waste Management for the Household Hazardous Waste Events and the Landfill Host Benefit Funding in the amount of \$190,000.

Under Expenditures, Mrs. Gonzalez provided an overview of personnel costs associated with the Solid Waste Program to include salary and fringe for one full-time Solid Waste Specialist and 0.10 FTE of the Director of Health Protection. She also provided an overview of costs budgeted in the Public Notices (\$25,000), Professional Services (\$23,750), Educational Supplies (\$10,000) and Commercial Services (\$65,100) line items. Mrs. Gonzalez shared the Solid Waste Fund Balance is estimated to be \$339,402 at the end of 2024.

Regarding the professional services line item, Ms. Zurbrugg asked if the University was aware the Health Department budgeted dollars to explore reinstating the partnership with University of Illinois Extension for Community Recycling Education. Mrs. Gonzalez stated yes, the University is aware of the plans.

On a motion by Dr. Bosma, seconded by Ms. Daly, the 2024 Solid Waste Budget, as presented, was approved. Motion carried.

EXECUTIVE SESSION

1. Biannual Review of Executive Session Minutes
2. Collective Bargaining Update

The Board of Health entered into Executive Session at 6:56pm for the purpose of discussing Biannual Review of Executive Session Minutes and Collective Bargaining Updates under Subsection Number 21 of Section 2 (c) of the Open Meetings Act.

On a motion by Ms. Daly, seconded by Ms. Olson, the move into Executive Session for the purpose of discussing Biannual Review of Executive Session Minutes and Collective Bargaining Updates, 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 7:11pm.

On a motion by Ms. Daly, seconded by Dr. Bosma, the Executive Session Minutes of the meetings held May 23, 2023, June 14, 2023, and July 13, 2023 were released. Motion carried.

On a motion by Ms. Zurbrugg, seconded by Dr. Bosma, the Resolution 09262023 to destroy verbatim recordings of the Executive Session meetings held on January 25, 2022 and March 22, 2022 was accepted. Motion carried.

On a motion by Dr. Bosma, seconded by Dr. Englehart, the DeKalb County Health Department Employee Recruitment and Retention Bonus Policy was adopted. Motion carried.

CORRESPONDENCE AND NEWS

ADJOURNMENT

On a motion by Ms. Zurbrugg, seconded by Ms. Crawford, the Board of Health adjourned at 7:14pm. Motion carried.

Anita Zurbrugg, Secretary
DeKalb County Board of Health

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