

# DeKalb County Board of Health Meeting

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TUESDAY, JANUARY 23, 2024

# I. Approval of Agenda

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APPROVAL OF THE BOARD OF HEALTH MEETING AGENDA OF  
01-23-2024

# II. Introduction of New Board of Health Members

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# New Board of Health Members

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## **Kimberly Heinisch (Community Member)**

**Appointment for a First 3-year term:  
(01-01-2024 through 12-31-2026)**

## **Dr. Michael Thornton, MD (Physician)**

**Appointment for a First 3-year term:  
(01-01-2024 through 12-31-2026)**

# III. Approval of Minutes

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APPROVAL OF THE BOARD OF HEALTH MEETING MINUTES OF  
11-28-2023

# IV. Committee Reports

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# V. Persons To Be Heard From The Floor\*

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\* Any member of the public may address the Board of Health or Committee for up to 3 minutes on any topic of their choosing, limited to thirty minutes in total.

# VI. Presentation

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ILLINOIS PROJECT FOR LOCAL ASSESSMENT OF NEEDS (IPLAN)



# DeKalb County Health Department: Illinois Project for Local Assessment of Needs (IPLAN)

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- ❑ As a certified local public health department, IDPH requires a Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) be completed every 5 years.
- ❑ The completion of a community health assessment and improvement plan fulfills the requirements of the Illinois Joint Committee on Rules for certification for local public health departments by the Illinois Department of Public Health.

# What is IPLAN?

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- ❑ IPLAN is an community health assessment and planning model adapted from the National Association of County and City Health Officials' Assessment Protocol for Excellence in Public Health (APEXPH).
- ❑ Designed to identify community health problems and propose solutions through a comprehensive and ongoing planning process, IPLAN is unique in that the community directs the decision-making under the guidance and leadership of the local health department ( LHD).
- ❑ This process results in a five-year community health plan, created at the local level, that addresses a minimum of three health priorities, with time-referenced and measurable outcome and impact objectives with appropriate intervention strategies.

# Northwestern Medicine - Kishwaukee & Valley West Hospitals: Community Benefit

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- ❑ Address health services in our communities.
- ❑ Respond to community needs with programs that increase access to health care and improve the health of our communities.
- ❑ Complies with State and Federal requirements.
- ❑ Serves as a strategic vision and plan for hospitals' programs and services.

A CHNA is required by provisions of the Patient Protection and Affordable Care Act for the hospitals and by the Illinois Administrative Code Section 600.400 for DeKalb County Health Department to maintain local health department certification.

# Assessment Efforts To Date

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- ❑ Legacy KishHealth System partnered with DeKalb County Health Department in 2012 to conduct the Community Health Needs Assessment.
- ❑ Northwestern Medicine Kishwaukee and Valley West Hospitals completed CHNAs again in 2015.
- ❑ Joint CHNA process completed in August 2018.
- ❑ Joint process beginning in late 2023 with completion of the CHNA process by mid-July 2024.

# 2017-2022 DEKALB COUNTY HEALTH PRIORITIES

## 2017-2022 IPLAN Priorities

### Adolescent Health

#### VISION

*Optimal health, development, safety, and well-being of adolescents in DeKalb County, IL.*

#### OBJECTIVES

- Overall reduction in adolescent exposure to violence in DeKalb County by December 31, 2022.
- To achieve an increase adolescents in DeKalb County making healthy choices which affect their physical and behavioral health by December 31, 2022.

#### STRATEGIES

1. Advocate for integration of an evidenced-based Anti-Bullying curriculum in DeKalb County Schools.
2. Initiate an evidence-based media campaign to educate adolescents and parents on the dangers of e-cigarettes/vaping.
3. Promote awareness of positive and safe sexual health practices among adolescents in DeKalb County.
4. Advocate for local policy promoting safe bikeable/walkable routes, promoting physical activity among DeKalb County adolescents.



### Behavioral Health

#### VISION

*Optimal equity, access to services, and healthy choices impacting overall health for individuals living with behavior health issues in DeKalb County.*

#### OBJECTIVES

- To improve access to behavioral health services in DeKalb County, by working in collaboration to address capacity of facilities to provide services or coordinate referrals by December 31, 2022.
- To support policy and efforts assuring DeKalb County makes progress towards a Trauma Informed Community by 2022.
- To increase community awareness regarding drug abuse in DeKalb County by 2022.

#### STRATEGIES

1. Support continuation of the DeKalb County Drug Overdose Prevention Initiative to include on-going and expanded training on Narcan administration and support local efforts related to improve direct access into substance abuse treatment.
2. Build local capacity to gather drug overdose data through monitoring of death records and hospital data and sustained collection of local Narcan Administration Reports.
3. Support local efforts to improve access to behavioral health services within DeKalb County.
4. Establish a Trauma Informed Care Initiative with a goal of becoming a Trauma Informed Agency.

### Maternal & Child Health

#### VISION

*Optimal health and wellbeing for women, children, and families in DeKalb County, no matter their race, age, ability, socioeconomic status or religion.*

#### OBJECTIVES

- To assure that all families in DeKalb County have access to a coordinated, integrated and sustainable system of services and supports focused on health promotion and prevention, by December 31, 2022.
- To promote an environment that supports Maternal Child Health and assures accessibility, availability, and quality of preventive, primary care and health education for women and families in DeKalb County by 2022.

#### STRATEGIES

1. Support local efforts in achieving community saturation for the Basics DeKalb County in order to close the skill gaps developed between racial, ethnic, and socio-economic groups by promoting cognitive development.
2. Participate in the county-wide effort to identify a trauma screening process and a coordinated referral system for the 0-5 population.
3. Identify additional strategies for identifying subgroups at risk for late entry to prenatal care and improve access to care.
4. Establish an enhanced marketing and education campaign to promote evidence-based infant safe sleep and car seat safety recommendations.



For more information on the DeKalb County Community Health Needs Assessment, visit <https://health.dekalbcounty.org/about/community-health-needs-assessment-iplan/>



# Assessment Protocol for Excellence in Public Health (APEX-PH) Model

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## □ Components:

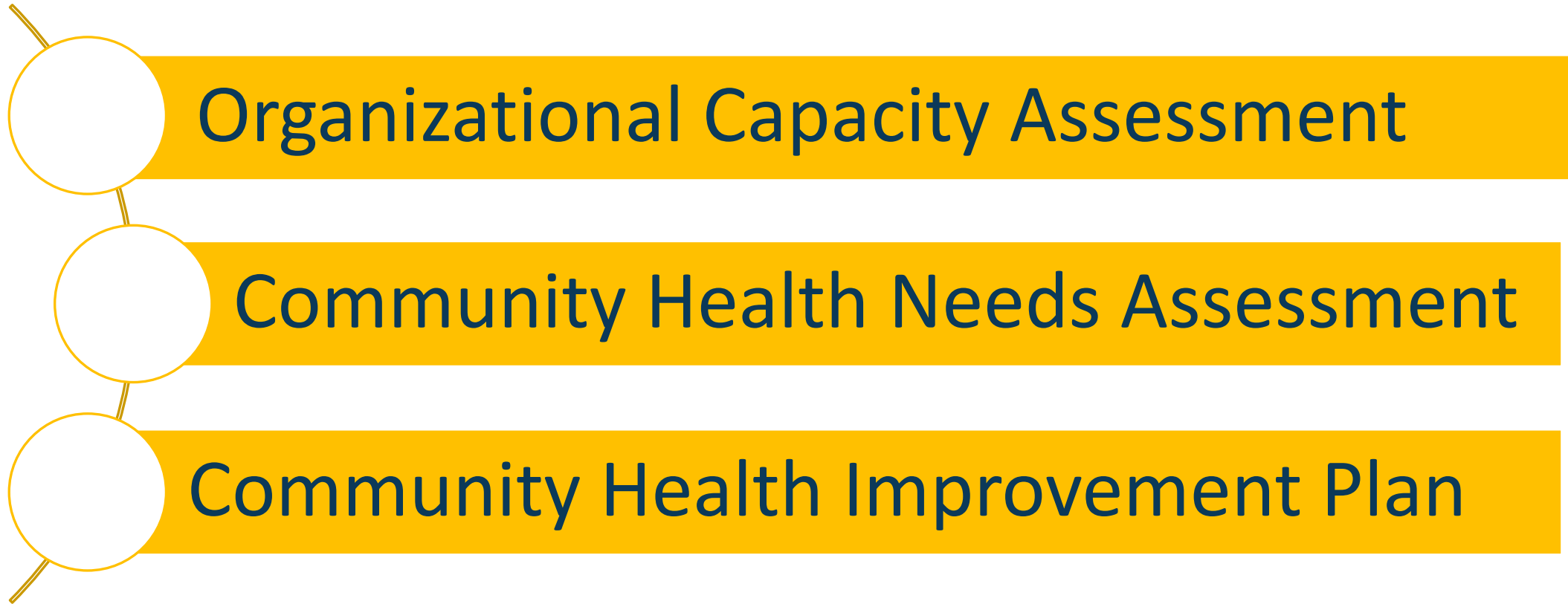
- Organizational Capacity Assessment
- The Community Process
- Completing the Cycle

## □ Benefits of APEXPH include:

- Increased understanding of the community's actual and perceived health problems
- Strengthened relationships with community partners
- Community recognition of the role of LHD's in public health

# IPLAN Components

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# Organizational Capacity Assessment

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- ❑ Self-Assessment – Internal review of the LHD’s capacity to provide public health functions – Assists the LHD in creating an organizational plan for improvement
- ❑ Alternatives
  - **Organizational Strategic Plan**
  - NACCHO Operational Definition of Functional Health Department
  - CDC’s National Public Health Performance Standards program assessment
- ❑ A copy must be kept on file for review by the Regional Health Officer

# Community Health Needs Assessment (CHNA)

## Required Data Categories:

- Demographic & Socioeconomic Characteristics
- General Health and Access to Care
- Maternal and Child Health
- Infectious Disease
- Chronic Disease
- Environment/Occupation/Injury Control
- Sentinel Events

- ❑ An analysis of data elements to identify community health problems for total population and substantial minority populations.
- ❑ The establishment of a process for community involvement and participation, using a modified version of APEXPH, Part II, as a guide.
- ❑ The identification of priority health problems from the findings in the community health needs assessment.

# Community Health Improvement Plan (CHIP)

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- ❑ Analysis of risk factors, contributing factors and community resources available to address the problems
- ❑ Establishment of measurable health objectives and intervention strategies to correct the problems
- ❑ Adoption of the community health plan by the local Board of Health

# CHNA/IPLAN Activities to Date

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- ❑ CHNA/IPLAN planning group has been convening since August 2023 to
  - Establish timeline for CHNA/IPLAN completion.
  - Approve community survey questionnaire and strategy for distribution.
  - Determine comprehensive list of key stakeholder the participate in the Community Engagement Council, focus groups and individual key informant interviews.
  
- ❑ Community Survey was released publicly beginning October 2<sup>nd</sup>, 2023 and will remain open through January 20<sup>th</sup>, 2024.

# Next Steps

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- Jan/Feb 2024 - Community Focus Groups that will gather key stakeholders across four subject areas:
  - Maternal and Child Health
  - Adolescent Health
  - Adult and Senior Health
  - Behavioral Health and Substance Abuse
  
- Jan/Feb 2024 - Individual key informant interviews to gather additional information about community strengths, needs, underlying root causes of health needs, COVID-19 impacts, solutions to identified health needs and communication strategies.

# Next Steps

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- ❑ Convene meetings with the Community Engagement Council (CEC)
  - Meeting 1 (Mar 2024): Overview of the CEC, the CHNA process and delve into our emerging data findings from the community survey, focus groups and key informant interviews.
  - Meeting 2 (April 2024): Continue data discussion, and participate in a prioritization process to narrow down top 2-3 priority health needs.
- ❑ IPLAN must be reviewed and approved by the Board of Health and submitted to IDPH no later than July 17, 2024.

# CHNA/IPLAN Timeline

Survey Close	Secondary Data Pull	Focus Groups	Key Informant Interviews	Analysis Completion	Council Meeting 1 (Emerging Data)	Databook	Council Meeting 2 (Prioritization)	IPLAN Drafted for BOH Review and Approval
Jan 20	Jan 31	<b>Start by:</b> Jan 5 <b>Not past:</b> Feb 2	<b>Start by:</b> Jan 26 <b>Not past:</b> Feb 16	<b>Start by:</b> Feb 16 <b>Not past:</b> Mar 1	<b>Not before:</b> Mar 1 <b>Not past:</b> Mar 15	Apr 5	<b>Not before:</b> Apr 5 <b>Not past:</b> Apr 19	<b>Ongoing in preparation for June/July BOH Meeting</b>

# Questions?

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# VII. Combined Report

## November & December 2023

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# Staffing Trends (November & December)

<b>Total Employees</b>	<b>46</b>
<b>Full-Time</b>	40
<b>Permanent Part-Time</b>	4
<b>Temporary Part-Time</b>	2
<b>New Hires</b>	5
<b>Separated Employees</b>	3
<b>Open Positions</b>	1

- Kay Chase, WIC/FCM Coordinator, and Dan Berres, Animal Control Warden retired in December.
- The following began employment:
  - Animal Control Warden (FT)
  - Health Promotion Associate (PT Temp)
  - Secretary (FT - CD/IMMS)
  - Secretary (FT WIC/FCM)
  - WIC/FCM Coordinator

# Strategic Plan Update

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- **Short-Term Goal:** Utilize web-based solutions to more efficiently onboard and train employees.
  - **Objective:** Develop and implement an onboarding and orientation training system.
  - **Activity:** DCHD senior management continued to attend weekly meetings with NEOGOV's implementation team to continue the build out of the ONBOARD module of the platform.
- **Upcoming:**
  - Launch the ONBOARD platform in Q1 of CFY2024 and begin development of the LEARN platform.

# Strategic Plan Update

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- **Short-Term Goal:** Explore Workforce Improvement Strategies for local Public Health workforce.
  - **Objective:** Partner with Illinois Area Health Education Centers (AHEC), Northern Illinois University (NIU), Kishwaukee Community College and High schools for collaborative resource sharing.
  - **Activity:**
    - Public Health Administrator and Director of Health Promotion and Emergency Preparedness actively participate in the NIU Public Health Advisory Committee (PHAC) with the intentions of also looking at recruitment and retention in the School of Public Health.
    - Drafted formal internship description to include internship experience stipend.
- **Upcoming:**
  - Develop enhanced strategy for recruitment of interns and establish relationships with Kishwaukee Community College and High Schools for collaborative opportunities.

# Strategic Plan Update

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- **Long-Term Goal:** Improve succession planning.
  - **Objective:** DCHD to develop and adopt a formal succession plan.
  - **Activity:**
    - Continued to work in collaboration with the Illinois Association of Public Health Administrators (IAPHA) Workforce Development Subcommittee to plan for statewide Succession Planning training.
    - Two training dates were scheduled and a promotional flyer was developed and shared statewide through the IAPHA web portal.
- **Upcoming:**
  - Two web-based trainings will be completed for state-wide LHD leadership staff during Q1 of 2024.

# VIII. Financial Data

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REVIEW AND APPROVAL OF FINANCIAL STATEMENT FOR  
NOVEMBER AND DECEMBER 2023

REVIEW AND APPROVAL OF CLAIMS FOR DECEMBER 2023 AND  
JANUARY 2024

# IX. Old Business

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# X. New Business

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APPOINTMENT OF STANDING COMMITTEES FOR 2024



# 1. Appointment of Standing Committees for 2024

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# 2024 Standing Committees

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## Executive Committee

Anita Zurbrugg - President

Mark Mattson - Vice President

Lorraine Daly- Secretary

## Finance Committee

Anita Zurbrugg, Chair

Kellen Bosma, DMD

Mark Mattson

Michael Thornton, MD

## Nominating Committee

Rukisha Crawford, Chair

Carlos Dominguez, DVM

Kimberly Heinisch, RN

## Personnel Committee

Derryl Block, RN, PhD, Chair

Lorraine Daly, RN

Karen Federici, MD

Jill Olson

# BOH Standing Committee Roles

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## FINANCE

The Committee meets the week before the September BOH meeting to review the proposed Health Department and Solid Waste Program Budgets for recommendation to the full Board for approval.

## PERSONNEL

The Committee meets in early July for the annual performance appraisal of the Public Health Administrator. The Committee may meet as needed for urgent personnel matters (rare) and acts as the search committee to recruit, screen and recommend to the full Board a Public Health Administrator for appointment if the position becomes open.

## NOMINATING

The Committee meets in October to prepare a slate of officers, and to recommend individuals to the full Board for BOH membership.

# XI. Executive Session

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# XII. Correspondence and News

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IPLAN SURVEY

2024 OMA AND FOIA TRAINING

PROPOSED REVISED DATE FOR JULY BOARD OF HEALTH MEETING

# XII. Adjournment

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