

**DEKALB COUNTY HEALTH DEPARTMENT**  
**Minutes of Meeting**  
**January 25, 2005**

**BOARD MEMBERS PRESENT:** Steve Kuhn, P.A.-C, President; Steve Wolf, R.N., Vice President; Russell Bishop, Psy.D., Secretary; Jean Gastiger, R.N., F.N.P.; Rosemary Lane, M.D.; John Olson, D.D.S.; Debra Schelkopf, D.V.M.; Mary Beth Shear, M.D.

**BOARD MEMBERS ABSENT:** Julia Fullerton, J.D.; Mike Groark, J.D.; Carl Heinisch

**MINUTES**

On a motion by Dr. Olson, seconded by Mrs. Gastiger, the minutes of the Board of Health meeting of November 30, 2004, were approved. Motion carried.

**DIVISION REPORTS**

Mrs. Grush reported that health insurance increased by 25% this year, and a large increase may be seen again next year. The County did look at other providers, but their costs were no less. She added that the County is very concerned about this issue, especially for the years to come.

Mr. Kuhn asked if the County has health promotion events to address lowering risks. Wellness screenings are provided, as well as reduced memberships to the YMCA and Wright's gym and WeightWatchers at Work have been offered. She pointed out, however, that those who participate in these programs are usually the healthiest employees.

Mrs. Grush reported there were positive rabies cases in a horse in LaSalle County, a cow in Bureau County and a horse in Fayette County. It is believed all these cases are related to skunk bites. At the most recent meeting of the State's Rapid Response Team, it was reported that rabies in skunks generally becomes epidemic in a nature with 40% to 50% of the skunk population becoming positive. This does not seem to occur in the bat population. Information has been sent to providers and veterinarians informing them of the need for increased surveillance.

Mrs. Lux distributed the epidemiologic study of the Rapid Response Team on the Cryptosporidiosis outbreak in DeKalb this past summer.

Mrs. Grush stated that it was necessary to implement critical pay at Home Care recently because of an unanticipated medical leave of a full-time individual. She added that the Occupational Therapist (OT) resigned her position before the end of her probationary period. Mrs. Baj, Director of Home Care, is in the process of researching providers that have traveling OT teams, as well as other facilities that utilize this service.

Mrs. Zanellato, Director of Health Education, reported that she is pleased to have two part-time staff that are replacing 30 hours of the 37.5 hour position. She reported that both new staff are talented and highly productive. She expressed her appreciation for the new computer recently acquired in the Health Education Division

Mr. Wolf asked the status of the resolution by the City of DeKalb and the Smoke-free Coalition. Mrs. Grush reported that the next step is for them to get more sponsors, as the Health Department is the first local agency to sign on at this point. The Coalition is very pleased that the Board of Health signed on as a sponsor and is confident they will obtain additional supporters.

## **FINANCIAL DATA**

On a motion by Mrs. Gastiger, seconded by Dr. Schelkopf, the Financial Statements for the months of November and December 2004 and the Claims for the months of December 2004 and January 2005 were approved. Motion carried.

## **NEW BUSINESS**

### **FY2004 Financial Statement (Unaudited)**

Mrs. Grush reported that the preliminary FY2004 Financial Statement has been completed. Details will be provided at the March 2005 meeting.

### **Reorganization of WIC/FCM Program**

In light of the resignation of Elizabeth Carney, Family Case Management (FCM) Program Coordinator, and the new integrated model of service delivery in the agency's Maternal Child Health Program, Mrs. Grush is proposing a change in the management of the WIC and FCM Programs. Instead of one coordinator for the WIC Program and one for the FCM Program, she is recommending one program coordinator for both programs. In addition, because of the scope of the program, Mrs. Grush is recommending a new classification of WIC/FCM Clinical Team Leader be established to assist with both direct service and administrative functions.

Mrs. Grush is proposing the following: (1) the WIC Program Coordinator and Maternal Child Health Coordinator positions be eliminated; (2) a WIC/FCM Program Coordinator position be added to agency classifications at a salary range of \$20.09 to \$31.15 per hour; (3) a classification of WIC/FCM Clinical Team Leader be added with a salary range of \$18.59 to \$28.81 per hour; (4) current staff applying for either position shall be eligible for an increase of up to 10% of their current salary, according to agency policies; and (5) any excess revenue resulting from the elimination of the coordinator position would be available for additional staff nurse time, as warranted.

Mrs. Grush presented the current Personal Health Services (PHS) organizational chart and a proposed chart reflecting the above changes. She pointed out that Mrs. Lux, in her PHS report, announced the decision to remove the HIV programs from the Communicable Disease umbrella. These programs will now be under the direct supervision of Mrs. Lux, the Director of Personal Health Services.

Mr. Wolf asked about turnover in the HIV section. Mrs. Grush reported that Gary Judd was with the agency for five years as a full-time HIV Prevention Specialist. Prior to the employment of Mr. Judd, there were three individuals in this position. She reported that it is difficult to get people to apply for the HIV case management position and also difficult to maintain longevity. Mrs. Grush added that the Case

Management Program is a very worthwhile program, but it has endless requirements that change frequently. This program is one of the more difficult programs to administer, primarily because of staffing. During times of staff absences, client coverage falls on Peg Carroll, Communicable Disease Program Coordinator. Mrs. Grush pointed out that no counseling and testing was done in the month of December because certifications are required of employees to conduct testing and counseling and Mr. Judd had already left his employment with the agency.

Dr. Lane moved made a motion to approve the proposed reorganization, as presented, seconded by Mr. Wolf. Motion carried.

### **Employment of Prevention Specialist Above 10% Entry**

Mrs. Grush reported that the agency is in the process of recruiting a Prevention Specialist for the HIV Program and is seeking an individual who has Illinois Department of Public Health certification in HIV Prevention Counseling, HIV/STD Prevention Health Education and Prevention Case Management. It is our understanding that there are a few individuals with these certifications that have lost their positions because of grant cuts. Mrs. Grush anticipated that such an applicant would need to be hired in above the current entry level of the Prevention Specialist position, and if they possess the above-stated certifications, 10% above entry level may not be adequate to recruit them. Mrs. Grush requested authority to offer a salary above the 10% entry level in order to obtain a suitable candidate.

Dr. Lane moved to approve the authorization to employ a Prevention Specialist above the 10% entry level in order to obtain a suitable candidate, seconded by Mrs. Gastiger. Motion carried.

### **Health Insurance Coverage for Part-time Employees**

Mrs. Grush reported that a Health Department employee has always had to work full-time (75 hours per pay period) to be eligible for health and life insurance. She is now proposing insurance eligibility for permanent part-time employees working 80% time, an average of 60 hours per pay period, with the Health Department paying 20% of the premium and the employee paying 80%. Dr. Olson asked how many other part-time employees would be eligible, and Mrs. Grush responded that only two or three would qualify.

Mr. Wolf asked if there was another level between single and family coverage. Mrs. Grush responded that there is only family and single coverage at this time.

Dr. Olson moved to approve the proposed insurance eligibility for permanent part-time employees working an average of 60 hours per pay period at 80% of the current rates offered by the County, seconded by Mr. Wolf. Motion carried.

### **Completion of One-third Expansion Space at the Health Department**

Mrs. Grush presented a drawing of Health Department space showing 665 sq. ft. that was designated as expansion space when the facility was built. She is requesting that 245 sq. ft. be finished into three offices by Swedberg and Associates at a cost of \$19,730. The remaining 420 sq. ft. will be used for bulk storage and maintenance space. Reasons for expansion at this time include: (1) the redesign of a clinic room for office space after the hiring of a Communicable Disease nurse who occupied that area; (2) the employment of part-time staff versus full-time staff, resulting in the need for more desk space; (3) the

relocation of HIV Program staff to the area per the previously proposed reorganization plan to separate it from the CD Program.

A drawing of the Health Facility property showing the potential space for the Home Care building was presented. While having the building in the front of the Health Department is an option, Mrs. Grush prefers that it be attached to our current building. She pointed out that a new supportive living facility is being planned by Annie Glidden Road.

Mrs. Grush pointed out that this bid does not include office furniture, phones or shelving in the expansion area for storage. With the addition of these expenses, total cost of the project is estimated at \$25,000.

Mrs. Gastiger moved to approve the proposed completion of one-third of the expansion space by Swedberg and Associates at a bid of \$19,730, seconded by Dr. Shear. Motion carried.

### **2005 Board of Health Committee Assignments**

Dr. Lane presented Board of Health committee appointments as follows: Finance – Mr. Wolf as Chair, Dr. Bishop and Mrs. Fullerton; Personnel – Mr. Heinisch as Chair, Dr. Lane and Dr. Schelkopf; Nominating – Mrs. Gastiger as Chair, Dr. Shear and Dr. Olson; Bylaws – Mr. Kuhn as Chair, Mr. Heinisch and Mr. Wolf. Dr. Lane reported that all nominations were willing to serve on these committees.

Mrs. Grush asked that the November meeting be held on the 29<sup>th</sup> instead of the 22<sup>nd</sup>.

Dr. Curtis of the Dental Society contacted Mrs. Grush regarding the HB752, a new law that requires children in grades Kindergarten, second and sixth to receive dental exams. He requested additional information regarding the law and expressed interest in what local dentists could do. Mrs. Grush told him that she would host a meeting of local dentists, school nurses and Health Department staff to discuss options. She asked Dr. Olson to attend also.

Mrs. Grush reported that she had received a telephone call from a member of the community expressing concern on the number of physicians leaving the area. She suggested that the caller contact state representatives and senators.

### **CORRESPONDENCE AND ANNOUNCEMENTS**

Newspaper articles for the months of November and December included information on flu cases, National Home Health Care Month, and the proper handling of turkey to prevent foodborne illness.

## **ADJOURNMENT**

On a motion by Mr. Wolf, seconded by Dr. Bishop, the Board of Health meeting adjourned at 8:25 PM.  
Motion carried.

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Russell Bishop, Psy.D., Secretary  
DeKalb County Board of Health