

DEKALB COUNTY BOARD OF HEALTH
Minutes of Meeting
July 24, 2007

BOARD MEMBERS PRESENT: Russell Bishop, Psy.D., President; Steve Wolf, R.N., Vice President; Jean Gastiger, R.N., F.N.P., Secretary; Kevin Buick, J.D.; Julia Fauci; Linda Liston, M.D.; John Olson, D.D.S.; Jesus Romero; Mary Beth Shear, M.D.; Scott Starkweather

BOARD MEMBERS ABSENT: Deborah Schelkopf, D.V.M.

MINUTES

On a motion by Ms. Fauci, seconded by Mr. Romero, the minutes of the Board of Health meeting of May 22, 2007, were approved, with the deletion of Dr. Schelkopf as in attendance. Motion carried.

On a motion by Mr. Starkweather, seconded by Mr. Wolf, the minutes of the Executive Session of May 22, 2007, were approved. Motion carried.

DIVISION REPORTS

Mrs. Grush reported that little information has been received regarding State funding for next year. To date, no payments have yet been received from the Department of Human Services (IPA) for Home Care, Family Planning, Well Child or Immunization services provided in FY2007.

Bids for trade packages for the new Community Outreach Building were opened on June 20, 2007, with 18 bidders for parts of four different contracts. The bids came in about 25% higher than anticipated,. All bids were rejected by the Public Building Commission (PBC) on the 28th of June and put out for bid again. Bids for the trade packages and general contract are due July 16 and July 20 respectively, with the PBC taking action on July 26, 2007.

Mrs. Lux, Assistant Administrator, held the first meeting of the community committee of the Illinois Project for Local Assessment of Needs (IPLAN) on June 27, 2007. The IPLAN is a state requirement that must be completed every five years to remain certified as a local health department. Mrs. Grush provided a listing of community members serving on the committee.

A grid of work tasks for the FY07 Cities Readiness Grant was presented showing the scope of the requirements to participate in this grant. Mrs. Grush reported that, in spite of our agency participating in this grant for less than a year, an enormous amount of work has been completed.

Mr. Drake, Director of Environmental Health, reported that mosquitoes have become quite a problem this year; however, at this time, no birds have been collected that are positive for the West Nile virus. Ten birds are to be submitted to the State for testing, and to date, this number has not been collected.

Mr. Wolf asked the meaning of nuisance problems and referrals in the statistics. Mr. Drake responded he receives calls that our agency does not handle and these constitute the referrals. Mrs. Grush added that these calls usually fall under code enforcement within municipalities.

Dr. Olson asked if the Environmental Health Division has discussed the casino coming to Shabbona and the implications of not being able to go onto that property to inspect the facility. Mr. Drake responded that there is a county committee that is meeting with the nation and discussed these types of concerns. Mrs. Grush stated that the Health Department should be able to provide public health recommendations as we would with any other facility in the county. Mr. Romero pointed out that the restaurant inside the casino could avoid having health inspections and also not having to pay minimum wage. Dr. Bishop expressed his appreciation to Dr. Olson for the information and agrees that the Board of Health needs to be diligent about health concerns within the casino and investigate the Board taking a position to address identified health concerns.

Mrs. Chilton, Director of Personal Health Services, stated that much time has been spent with staffing changes (interviewing, hiring, and orienting new employees), all in the peak summer months. WIC clients are, once again, able to use coupons at the Farmer's Market, which is a great opportunity for low-income families to obtain fresh fruits and vegetables. Illinois Health Connect has started, and clients are receiving letters regarding selecting a primary physician. There have been reports of clients being unable to get through to the system for assignment to a provider. Bette indicated that she would continue to monitor this problem.

Mr. Wolf asked if Rota-Teq was coming back. Mrs. Chilton responded that it is, and Mrs. Newby, Pediatric Services Coordinator, is preparing to orient her staff, with routine administration beginning late this summer. She added that this oral vaccine is recommended for infants, age 6 to 32 weeks, and will be part of the Vaccines for Children Program.

Mrs. Zanellato, Director of Health Education, stated that the Governor did sign the Smoke-Free Illinois Act, with implementation in January 2008. A fifth year extension was received on the *Future is Ours* Program Grant, as well as additional funding from the DeKalb School District for this program. Last year, the CATCH (Coordinated Approach to Child Health) pilot program was implemented. The State called about six weeks ago indicating that they were adding 11 more schools to this program in Chicago and one had withdrawn. We did agree and will begin the program this year at Cortland Elementary School. Dr. Whitaker, Director of Public Health, is visiting our agency tomorrow to make the announcement and will also do a press conference at Cortland Elementary School.

Mrs. Zanellato stated that the Strategic National Stockpile (SNS) assessment was completed, which is a requirement of the Cities Readiness Grant. A grid was included under Mrs. Grush's report, which is a recap of the 22 page tool. She pointed out that it is difficult to score high, e.g. for 52 Job Action Sheets, only one-half a point was received. Emphasis has been on requirements of the grant and what, realistically, would help us in an emergency.

Mr. Wolf asked if there were any exemptions to the Smoke-free Illinois Act. Mrs. Zanellato responded that private clubs, smoking clubs and casinos are the only exemptions. She added that casinos had a huge lobbying group that was waiting to see if they could get something through the legislature as this Act supercedes all local ordinances. Mr. Romero asked who is going to police this action, especially in banquet halls and private clubs. Mrs. Zanellato was not sure that this had yet been determined.

FINANCIAL DATA

Mrs. Grush reported that revenue is being received on time, other than from Public Aid. A \$500,000 payment was made on the Community Outreach Building.

On a motion by Mr. Buick, seconded by Dr. Olson, the Financial Statements for the months of May and June 2007 and the Claims for the months of June and July 2007 were approved. Motion carried.

NEW BUSINESS

DeKalb County Health Department FY2008 Proposed Budget

Mrs. Grush presented the FY 2008 proposed Budget and outlined the budget assumptions and challenges for FY 2008 as follows:

- The Home Care Program will be relocating to the new building next year. The budget is based on the assumption that the department will fulfill the term of its lease with Kishwaukee Community Hospital.
- DeKalb County changed its fiscal year from December 1 through November 30 to January 1 thru December 31, which means FY2007 will be a 13-month year and some revenues will need to last 13 months versus 12 months.
- The Union contract impact on the budget is unknown at this time.
- Fee increases do not generate large revenue increases, most grants are and have been at status quo, and continued non-payment by the Department of Human Services (IPA). Increases from these sources do not keep pace with increased expenses.

Mrs. Grush stated the budget is based on the following proposed fee increases:

- Animal Control
Animal Control: One-year registration: \$12 to \$14
Animal control: Three-year registration: \$30 to \$36
Impoundment/Pick-up: \$50 to \$75, and \$25 for each additional dog of same owner.
- Food Sanitation Permits
Class A permit: \$375 to \$395
Class B permit: \$240 to \$250
Class C permit: \$125 to \$130
Class E permit: Two to four days from \$75 to \$80
Class E permit: Five plus days from \$100 to \$110
Plan Review New Establishment: \$250 to \$260
Plan Review Established: \$125 to \$130

Well Permit Inspection/Sample: \$115 to \$120

Well Inspection & Water Test: \$115 to \$120

Septic Installer License: \$125 to \$130
Septic Permit – established: \$190 to \$200
Septic Permit – new: \$265 to \$280
Septic Inspection: \$110 to \$115

- Home Care
Skilled Nursing, Physical Therapy, Speech Therapy, Occupational Therapy: \$140 to \$160
Medical Social Service: \$180 to \$185
Home Health Aide: \$75 to \$85
- Adult Vaccines
Individual Travel Consultation: \$25 to \$35
Vaccines: Cost plus \$10 to cost plus \$15

It is anticipated these fee increases should generate \$60,800 additional revenue.

Mrs. Grush presented the proposed request to the County in the amount of \$1,059,500:

- Public Health Levy at its maximum of \$464,000
- IMRF and Social Security for employees in the Public Health division in the amount of \$340,800
- Animal Control support in the amount of \$38,000 (\$3,000 for operations, \$20,000 for replacement of the van, and \$15,000 for a pilot spay/neuter program)
- \$216,700 from the Public Building Commission (utilities \$125,000, building maintenance \$55,000, and janitorial/supplies \$36,700).

She pointed out that this is 13.2% more than requested in 2007 primarily due to expected increases in IMRF, utilities, the Animal Control van replacement and a pilot spay/neuter program driven by recent legislation.

Mrs. Grush reviewed the revenue line items. The 47 revenue line items for both 12-month (ending November 30, 2007) and 13-month (ending December 31, 2007) were presented. Projections for 2008 for Property Tax, Animal Control, Environmental Health, Home Care, Grants, Fees and Contributions were reviewed. Revenue growth in 2008 is expected to be 4.8%.

In reviewing expenditures, Mrs. Grush explained that Personnel Services is always the agency's largest expenditure, and in FY 2008, \$3.4 million is being budgeted in the salary line item. She stated that the Health Department has historically followed the recommendation of the County's recommendation for non-union employees, and knows that the County will be recommending 2.5% for a December COLA. While County budget recommendations have not been released, it is her assumption that the mid-year increase will be up to 2%, as in the past. These increases are included in the Salaries line item. IMRF will increase 1/2% in 2008. Of significance is the large increase expected in health insurance, from \$433,000 in 2007 to \$588,100 in 2008. The budget calls for a \$250,000 payment to the PBC for the new building leaving a \$250,000 commitment remaining. \$50,000 is being budgeted for moving and miscellaneous expenses in the building project. It is anticipated that 2008 expenses will be \$6,566,400. Less the PBC building payment, 2008 expenses are expected to increase by 8%.

In summary, Mrs. Grush reported that FY 2008 Revenue is expected to be \$5,869,600 for the 2007 twelve-month budget, \$6,245,400 for the 2007 13th-month budget, and \$6,153,500 for 2008. Expenses are expected to be \$7,091,400 for the 2007 12-month budget, \$7,524,900 for the 2007 13th- month budget, and \$6,566,400 for 2008. Subtracting the PBC building payment, the budget presented reflects a \$112,900 deficit. Mrs. Grush stated that it is hoped adjustments throughout the year can reduce this

deficit. It is anticipated that, at the end of FY 2008, the fund balance will have been reduced to \$1.6 million. Mrs. Grush explained that this is both cash on hand and accounts receivable. Generally, accounts receivables average \$500,000, leaving an actual cash Fund Balance of approximately \$1.1 million or approximately 2.5 months operational costs. Standard business practice is to have three to four months operating reserve; consequently, she feels it is imperative to maintain this as a minimum.

On a motion by Dr. Shear, seconded by Mr. Starkweather, the FY2008 Health Department Budget was approved. Motion carried.

Mr. Buick made a motion that the increased fees for the Home Care Program be effective on July 1, 2007, seconded by Ms. Fauci. Motion carried.

Solid Waste Management Program FY2008 Proposed Budget

Mrs. Grush explained that the Health Department is the administering agent for the Solid Waste Management Program. Revenue for this program is received through tipping fees at \$1.27 per ton of garbage. The proposed budget includes funding for continuation of the U of I Extension for the school/Natural Resource Center education program, two electronic equipment collections, two oil collections, and mini-grants for business and industry to reduce, reuse, and recycle programs.

Mrs. Grush is proposing a Solid Waste Budget with revenue at \$114,100 and expenditures at \$110,000, with an anticipated Fund Balance of \$35,786.

Mr. Wolf made a motion to approve the FY2008 Budget of the Solid Waste Management Program, seconded by Mrs. Gastiger. Motion carried.

Executive Session

On a motion by Mr. Starkweather, seconded by Ms. Fauci, the Board of Health voted to enter into executive session at 8:40 p.m. for the purpose of discussing a personnel issue and Union update. On a roll call vote, those voting yes included Dr. Bishop, Mr. Buick, Ms. Fauci, Mrs. Gastiger, Dr. Liston, Dr. Olson, Dr. Shear, Mr. Romero, Mr. Starkweather, and Mr. Wolf. Motion carried.

On a motion by Mr. Buick, seconded by Dr. Shear, the Board of Health voted to return to regular session at 9:02 p.m. On a roll call vote, those voting yes included Dr. Bishop, Mr. Buick, Ms. Fauci, Mrs. Gastiger, Dr. Liston, Dr. Olson, Dr. Shear, Mr. Romero, Mr. Starkweather, and Mr. Wolf. Motion carried.

CORRESPONDENCE AND ANNOUNCEMENTS

Newspaper articles for the months of May and June covered thank you notes from Kishwaukee Health System and Valley West Community Hospital for the Health Department's participation in their health fairs. Newspaper articles focused on West Nile virus, the mobile food pantry at the Health Department, Used Oil Collection Day on July 21, 2007, the opening of the metal recycling drop-off site in Fairdale, and a local family plagued by snakes.

ADJOURNMENT

On a motion by Dr. Olson, seconded by Mr. Wolf, the Board of Health adjourned at 9:13 p.m. Motion carried.

Jean Gastiger, R.N., F.N.P., Secretary
DeKalb County Board of Health