

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF THE MEETING  
JANUARY 27, 2009**

**BOARD OF HEALTH MEMBERS PRESENT:**

Scott Starkweather – President  
Jean Gastiger, R.N., N.P – Vice President  
Linda K. Liston, M.D. – Secretary  
Kevin Buick, J.D.  
Dennis Diemer, D.V.M.  
Todd Latham  
John Olson, D.D.S.  
David Phillips, M.D.  
Jesus Romero  
Paul Stoddard

**BOARD OF HEALTH MEMBERS ABSENT:**

E. Sue Thompson, R.N.

**STAFF MEMBERS PRESENT:**

Karen Grush, DeKalb County Health Department, Administrator  
Jane Lux, DeKalb County Health Department, Assistant Administrator  
Bette Chilton, DeKalb County Health Department, Director of Personal Health Services  
Deb Rolf, DeKalb County Health Department, Director of Home Care  
Ruth Patton, DeKalb County Health Department, Director of Office Support

**STAFF MEMBERS ABSENT:**

Bob Drake, DeKalb County Health Department, Director of Environmental Health  
Marcy Zanellato, Director of Health Education  
Brenda Courtney, Director of Fiscal Operations

Mr. Starkweather, President, called the DeKalb County Board of Health Meeting of January 27, 2009, to order at 7:33 p.m.

New Board member, Paul Stoddard, was introduced and welcomed to the Board of Health. Mr. Stoddard is replacing Julia Fauci on the Board. All Board of Health members present introduced themselves to Mr. Stoddard.

**AGENDA**

Mrs. Grush added two new agenda items, the first being the reclassification of a Secretary B position, and the second being extra compensation for three management staff members.

**MINUTES**

Mr. Diemer pointed out that his first name was listed as David in the December 2, 2008 minutes. The Recording Secretary, Ms. Patton, will correct said minutes to show Mr. Diemer's first name as Dennis. There were no other changes and on a motion by Mr. Buick, seconded by Dr. Olson, the Board of Health meeting minutes of December 2, 2008 were approved. Motion carried.

## **DIVISION REPORTS**

Mrs. Grush stated that the months of December and January have been very busy with the Home Care move to the new Community Outreach Building.

The Health Department's pipes froze, burst, and flooded the entire Family Planning area again in December. Staff members had to be relocated during the clean up and some office equipment was lost along with contraceptives that were in the Family Planning storage area. Because this is the third time the pipes have frozen and burst in the Public Health/Multipurpose Room Building, the County has decided to bring in the original architects in order to find out why this keeps happening. A proposal from another engineering firm is also being sought so that they may give us some insight as to why this keeps happening.

The unusable furniture and equipment from the old Home Care site was moved to the new site in the Community Outreach building in order to save money. Electrostatic painters are coming to paint it to match the new furniture. Some of the furniture was moved to the County's holding site for an auction. Mrs. Grush is also working on a plan for the furniture that remains at the old Home Care site.

Mrs. Grush reported new this year was the Request for Funding Proposals for Family Planning dollars. Following a site visit by the Federal government, the State was required to open up grant applications for anyone in the State. Currently, the State funds approximately 50 providers with Federal Title X dollars. The State wants family planning to be available in every county. The existing counties will take a huge financial cut receiving two-thirds to a half less in funding if that happens. If our grant gets cut \$100,000+ as proposed, we'll have to look at the program and make large cuts or determine if we would still be able to offer it. More clients are eligible for Medicaid, which is what the State wants us to bill. The program has worked toward identifying Medicaid eligible clients with the result being, while more are being billed to Medicaid, patient fees have reduced. Of concern is that Public Aid payments are months behind. We have yet to be paid Medicaid money for Family Planning in the State's new fiscal year that started in July of 2008. Mrs. Grush stated that we've asked for the same funding that we have in the past in the grant request. Mrs. Grush also stated that she has sent a letter of protest to the Illinois Department of Human services in regard to the Title X Family Planning Request (RFP) Family Planning Service Allocation proposal, as have many other providers.

Mrs. Gastiger asked about the Medicaid waiver that some states have. Mrs. Lux stated that it's called Illinois Healthy Women and it's a Medicaid program for women to go on just after they've delivered.

Mr. Drake, Mrs. Zanellato, and Mrs. Courtney were absent from tonight's meeting. However, Mrs. Grush stated that she would answer any questions that anyone had regarding Environmental Health, Health Education, and Fiscal Operations.

Mr. Stoddard asked about the temporary deaths reported in Vital Records. Mrs. Grush responded that temporary deaths are coroner's cases that have yet to be finalized.

Mrs. Chilton stated that she had nothing further to add to the information provided in her report and would be happy to answer any questions. There were no further questions or comments regarding Personal Health Services. Mrs. Chilton also stated that she wanted to offer her thanks to Mrs. Grush on her excellent leadership during the flooding of the Family Planning area.

Mrs. Rolf stated that she is thankful for the new building and that she'd be more than happy to give a tour after the meeting to anyone interested. Mrs. Rolf also commended Mrs. Grush and the Home Care staff who helped with the move to the new building. She added that Home Care continued to see patients and that the census did not decrease during that time. Mrs. Rolf went on to add that the census is actually

higher than it has been in the past six months. Mrs. Rolf offered to answer any questions regarding her report to the Board. There were no further questions or comments regarding Home Care.

Mrs. Grush stated that Mrs. Zanellato's report to the Board covered Health Education grants and Emergency Preparedness. Mrs. Grush went on to state that Mrs. Zanellato spends a great deal of her time working on our deliverables for emergency preparedness. There were no further questions or comments regarding Health Education.

## **FINANCIALS**

Mrs. Grush stated that this year's grant payments are beginning to come in, however, some of them are very late. Some that are State funded are unusually late due to lack of revenue by the State to make payments. Cash on hand is approximately \$1.3 million.

Public Aid hasn't paid Home Care or Family Planning since the start of the new fiscal year of July 2008 and payments that were received were for FY2007. There have been some payments for Pediatric clinic services. Mrs. Grush stated that she feels the department will be financially strong at the close of 2008 but 2009 and 2010 could be years of concern. Those funding cycles will be affected by the economy downturn. The County's tax rate to the Health Department is always based on the COLA, which is .1 percent; therefore our tax money for next year is expected to be less. In addition, typically during economic downturns client usage of all programs increase, however, grants do not increase to cover additional clients. Mrs. Grush stated that we are trying to save where we can by not filling open positions during slower periods. Two of the three vehicles approved for this year's budget have been ordered but one is on hold.

A snowplow hit one of our Animal Control vans in December. However, the State has agreed to pay \$7,000.00 toward the damage.

Mr. Stoddard asked if the State's portion of our budget is \$160,000. Mrs. Grush stated that \$160,000 is budgeted from Illinois Public Aid for services. The Federal money, such as WIC, is coming in, however, it's the State General Fund money that isn't (i.e., Illinois Public Aid, Family Case Management).

Mr. Stoddard asked if State has asked the Health Department for same 2.5 percent that it has asked of other programs. Mrs. Grush explained that the State has asked for more from us, about 3.8 percent of our State grant dollars, which comes to about \$20,000. Supposedly the money is on hold but she doesn't think we'll ever see it.

Mr. Romero moved to approve the Financial Statements for the months of November and December 2008, and Claims for the months of December 2008 and January 2009, seconded by Dr. Phillips. All in favor none opposed.

## **NEW BUSINESS**

### Employee Handbook

Mrs. Grush explained the need to distribute an Employee Handbook to staff that lays out our "work rules". Mrs. Lux has gone through all of the personnel policies and incorporated what was not in the contract into the Employee Handbook, as well as some additional paragraphs that the attorney added. Mrs. Grush stated she is not asking the Board to approve the rules as policies; rather she wanted them to be aware that they existed. Changes to the rules will be made from time to time as the need arises within the organization. Mrs. Grush also stated that they've been reviewed and edited by our attorney.

Mrs. Gastiger commented that she would like to see sexual orientation added to the non-discrimination statement on page four. Mrs. Grush stated it would be added. There were no further questions or comments from Board.

#### Proposed Recycling Program

Mrs. Grush stated that we are ready to offer rural recycling to townships and is requesting approval of the proposed plan. The townships would be offered a four or six cubic yard dumpster for recycling. The Solid Waste Program would pay 100 percent of the cost the first year, 50 percent of the cost the second year, and 25 percent of the cost the third year. After the third year, the continuation would be dependent upon the township agreeing to assume the cost. Waste Management would be the hauler. The townships would have to agree to securing the dumpster and monitoring it on a regular basis and agree to remove items left by residents that are not recyclable, i.e., couches, chairs, tables, etc. One time grants in the amount of \$1,000.00 would be made to the townships for minor improvements such as adding a concrete slab for the dumpster or, as suggested by Mr. Drake, putting up a fake camera. The costs included in the report are based on every township participating.

Dr. Diemer stated everyone needs a place to recycle these days and if the townships chose not to participate someone should ask them why.

Mr. Stoddard asked about recycling of fluorescent bulbs, batteries, etc. Mrs. Grush stated those items are collected during the electronics pick-up in the spring and late summer. A third collection may be added due to the changes in television reception, which has been delayed until June 2009. Mrs. Grush added that a latex paint collection would also be added this year. The paint is recycled and repackaged for sale. There were no further questions or comments regarding this issue. Mr. Latham moved to approve the proposed recycling program, seconded by Dr. Diemer. All in favor, none opposed.

#### Personnel

Mrs. Grush stated she is requesting reclassification of a Secretary B position. Because she would like to do this before the next scheduled meeting and there is a notification clause in the Bargaining Agreement, she's asking the Board for permission to use the Executive Committee as it is likely she will wish to do this before the next Board meeting of March 24, 2009. There were no questions or comments from the Board. Mr. Romero moved to approve the use of the Executive Committee, seconded by Ms. Gastiger. All in favor, none opposed.

Mrs. Grush stated there are special situations when salaried staff is expected to go above and beyond what is expected of them as managers and work additional time.

Therefore, Mrs. Grush is requesting extra compensation for Deb Rolf, Director of Home Care, in the amount of \$1,000.00, and Tammy Pieroni, Home Care Office Coordinator, in the amount of \$500.00 for the extra hours they worked during Home Care's relocation.

Mrs. Grush is also asking for extra compensation for Bette Chilton, Director of Personal Health Services, in the amount of \$2,500.00. Historically we've compensated the Directors during a period when a program coordinator position was open. Last year there were several instances where Mrs. Chilton had to put endless hours into the Communicable Disease Program, including when the Communicable Disease Coordinator and Communicable Disease Secretary positions were open and the staff nurse had cut back her hours. During this time, several outbreaks also occurred. Mrs. Chilton was not only keeping Communicable Disease afloat, she was also doing her own job. Mrs. Grush went on to add that the Board is very fortunate to have the people they have who really go above and beyond and step up to the plate and do what they have to do. Mr. Romero moved to approve the extra compensation for Mrs. Rolf, Mrs. Pieroni, and Mrs. Chilton, seconded by Dr. Liston. All in favor, none opposed.

### Committee Assignments

There are no changes to the Committee Assignments for FY2009. The DeKalb County Board of Health Committees for FY2009 are as follows:

#### **Finance**

Jean Gastiger, Chair  
Jesus Romero  
Paul Stoddard (County Board Representative)

#### **Personnel Committee**

John Olson, Chair  
Linda Liston, MD  
Kevin Buick

#### **Nominating Committee**

Todd Latham, Chair  
David Phillips, MD  
Sue Thompson

#### **Bylaws Committee**

Dennis Diemer, Chair  
Scott Starkweather

#### **Executive Committee**

Scott Starkweather, President  
Jean Gastiger, Vice President  
Linda Liston, Secretary

### **CORRESPONDENCE AND ANNOUNCEMENTS**

As discussed during Mrs. Grush's Administrative Report, a letter was sent to the Illinois Department of Human Services to protest the Title X Family Planning Request (RFP) Family Planning Service Allocation proposal.

There was a brief discussion regarding the coyote that had been found wandering around a residential neighborhood. Because the coyote was reported to have been acting strangely, it was killed by the DeKalb County Police Department. The coyote was taken to a veterinary clinic and tested negative for rabies. It's believed to have had some sort of brain disease that was causing it to act erratically.

### **ADJOURNMENT**

On a motion by Dr. Olson, seconded by Mr. Buick, the Board of Health adjourned at 8:10 p.m. Motion carried.

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Linda K. Liston, M.D., Secretary  
DeKalb County Board of Health