

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
MAY 25, 2010**

BOARD OF HEALTH MEMBERS PRESENT

Linda Liston, M.D. – President
Jesus Romero – Vice President
Kevin Buick, J.D. - Secretary
Dennis Diemer, D.V.M.
Tim Duez – D.D.S.
Karen Hagen, R.N.
Todd Latham
David Phillips, M.D.
E. Sue Thompson, R.N.

BOARD OF HEALTH MEMBERS ABSENT

Scott Starkweather
Paul Stoddard

STAFF MEMBERS PRESENT

Karen Grush, Administrator
Jane Lux, Assistant Administrator
Bette Chilton, Director of Personal Health Services
Brenda Courtney, Director of Fiscal Operations
Bob Drake, Director of Environmental Health
Ruth Patton, Director of Office Support
Deb Rolf, Director of Home Care
Marcy Zanellato, Director of Health Education

CALL TO ORDER

The DeKalb County Board of Health meeting of May 26, 2010, was called to order at 7:36 p.m. by Dr. Linda Liston, M.D., President.

MINUTES

On a motion by Mr. Buick, seconded by Dr. Duez, the Board of Health Minutes of the Meeting for March 30, 2010, were approved. Motion carried.

DIVISION REPORTS

Public Health Administrator

Mrs. Grush reported that, as requested by the Board of Health during the meeting of March 30, 2010, letters regarding the open position of the DeKalb County Animal Control Administrator, along with a job description of the position, were sent to every DeKalb County veterinarian to see if any of them had an interest in assuming the role. One veterinarian called with questions but was not interested. No one else indicated an interest; therefore, the Executive Committee was utilized to authorize the submission of Dr. Paul Augustine, Malta Veterinary Hospital, to the County Board for appointment as Animal Control Administrator. The DeKalb County Board approved the appointment at their meeting on May 19, 2010.

Dr. Phillips referred to the section of the Public Health Administrator's report where Mrs. Grush reports of a March 9, 2010, meeting with the staff of the Community Cares Clinic (CCC), specifically the portion

in which Mrs. Grush writes of CCC and the DeKalb County Health Department familiarizing each other with fee structures and client enrollment procedures so that neither entity has an advantage to encourage individuals to utilize one over the other. Dr. Phillips asked if that was legal. Mrs. Grush stated she had never heard that discussing fees with another agency was not allowed. Mr. Buick stated it was not illegal for non-profit agencies to share fee information.

Dr. Liston stated she was under the impression that the Health Department referred clients to CCC and asked if there was an agreement between CCC and the Health Department. Mrs. Grush stated there is no written agreement. Mrs. Grush answered that when individuals request where they can get health care, in almost all situations, they do not have a private physician, do not have health insurance, or are on Medicaid and can not get a physician to accept them for care. They are given information regarding CCC and TriCounty Community Health Center. Both provide care on a sliding scale basis. Both clinics reduce the utilization of the emergency room for primary care.

Environmental Health

Mr. Drake referred the Board to the portion of his report that explained the case of a raccoon being kept as a domestic pet within the DeKalb city limits. A resident of DeKalb purchased a fur-bearing mammal breeder permit authorized by the Department of Natural Resources from a local business, purchased a raccoon, declared it a pet, and walked it in public on a leash. The raccoon subsequently bit the owner who sought treatment at Kishwaukee Community Hospital who, in accordance with state statute, reported the bite to the Health Department. Since there is no vaccine approved for a raccoon and no established rabies incubation time, the owner was ordered to take the animal to a veterinary clinic for the required 10 day observation. The owner did not comply with this requirement. Charges were filed against him for failure to follow post bite regulations of an unvaccinated animal and remain pending. The raccoon then bit an NIU student who stopped to pet it when the owner was taking it for a walk. She sought medical treatment and the rabies vaccination series was initiated. Animal Control took possession of the raccoon and, after recommendations from various entities, the raccoon was euthanized and sent for rabies testing. The test results were negative and the rabies vaccination series were stopped for the student who had been bitten.

Mr. Drake further reported that hours of taxpayer dollars were spent on this one case which could have been avoided if the owner of the raccoon had taken the raccoon for observation after he'd been bit the first time. Mr. Latham asked if this individual is found guilty, could we ask for restitution. Mrs. Grush stated there is no mechanism for us to charge the owner for agency time, but the owner was informed that he was liable for the student's medical bills.

Mrs. Grush reported on the Electronics Collection held at the Health Department on Saturday, May 15, 2010. Although a large crowd was expected, attendance was down. Mrs. Grush stated that in previous solid waste collections individual flyers were put in the Midweek; however, this year, as a cost reducing measure, an ad was placed in the Daily Chronicle/Midweek for three weeks. She feels this may have resulted in the low attendance, as individual flyer inserts in a paper possibly get greater attention of readers as compared to ads. Mrs. Grush added that another electronics collection would be held for the community later in the year.

Mrs. Thompson asked Mr. Drake if roadside vendors were required to hold food sanitation permits in order to sell food and reported seeing a vendor selling food at a local gas station. Mr. Drake responded that all vendors are required to carry and display food permits.

Personal Health Services

Mrs. Chilton reiterated the work done collaboratively between Environmental Health and the Communicable Disease Program in regard to the wild animal case. Mrs. Chilton confirmed that this case took many hours to cover.

Home Care

Mrs. Rolf stated she had nothing to add to her report but would answer questions.

Dr. Liston commended Mrs. Rolf on the Division's efforts to market the services of the Home Care Division and the luncheon held for nurses in the community during Nurses Week.

Health Education

Mrs. Zanellato reported that as the Tobacco and Coordinated School Health grants would be coming to an end at the end of the school year and reports were being written. Mrs. Zanellato also reported that she was coordinating the efforts to update and improve the Health Department's website.

FINANCIAL

Mrs. Grush reported that the fund balance is down to \$1.1 million dollars due to delay in State payments and to two large agency annual payments made to the county for Home Care rent, utilities, and janitorial and for telephone and asset replacement for both Public Health and Home Care. Mrs. Grush further reported that we should get a tax distribution payment in the next month.

Dr. Diemer stated that as he looked at the expenditures report, he noticed the second largest is health insurance. Dr. Diemer also stated he was curious as to why the County hasn't looked into a Health Savings Account (HSA) program for county employees as this has been a savings measure for his business to reduce health insurance costs. Mrs. Grush responded she would follow up on this.

Dr. Phillips moved to approve the Financial Statements for the months of March and April 2010, and Claims for the months of April and May 2010. The motion was seconded by Mrs. Thompson. Motion carried.

NEW BUSINESS

Home Care Policies and Procedures

Mrs. Grush explained that the Professional Advisory Committee reviews the policies and procedures of the Home Care Program. This is a federal requirement. The Home Care Policies and Procedures handout indicate which current policies were revised and what new policies were added to the Home Care Policy and Procedure Manual. The Professional Advisory Committee approved the revisions and additions. Mrs. Grush reported that Home Care policy revisions and additions approved by the Professional Advisory Committee must be approved by the Board of Health.

Financial Management Policies and Procedures

Mrs. Grush reported that the Financial Management Policies and Procedures are reviewed annually. The handout indicated the recommended changes.

Mrs. Hagen moved to approve the Home Care and Financial Management Policies and Procedures, seconded by Dr. Duez. Motion carried.

HIPAA Security Officers and Team

Mrs. Grush reported that, according to Federal Regulations, the HIPAA Security Officers and Team are to be reappointed annually. Mrs. Grush recommended Tammy Pieroni, Home Care Office Coordinator, and Ruth Patton, Director of Office Support, be reappointed as Security Officers. Mrs. Grush further recommended that Jane Lux, Assistant Administrator, Brenda Courtney, Director of Fiscal Operations, Deb Rolf, Director of Home Care, Bette Chilton, Director of Personal Health Services, and staff from the DeKalb County Information Management Office (IMO) be appointed as the Security Team.

Mr. Buick moved to appoint the above mentioned HIPAA Security Officers and Team, seconded by Mr. Latham. Motion carried.

Mrs. Grush Reported that the by laws had been reviewed but no changes were necessary.

Discontinuation as Grantee in the State HIV Prevention Grant Program

Mrs. Grush reminded the Board of her report of December 2009 regarding this issue. At that time there was concern regarding grant payments and future funding of the HIV Prevention Grant. Payments were behind due to the HIV Drug Assistance portion of the grant spiraling out of control and that Illinois had expended all of its state funding much earlier than anticipated. As a result, funding for the prevention portion of the grant was significantly past due. This grant is funded by the state (\$2.8 million dollars) and the federal government (\$1.5 million dollars); however, from July 2009 to December 2009 all of the state money had been expended on medication. Only the last six months of the federal portion was available for January to June 2010. Additionally, IDPH determined funds from Region 1 (which includes DeKalb County) and two other regions in the state should be redistributed to the suburbs and the City of Chicago where the incidence of HIV is greater. DeKalb County, which in 2009 received \$64,250, was allocated \$5,000 for the first six months of 2010. We were asked to consider this as a bridge grant to hold the agency over until the Illinois Public Health Association, the lead agent for the state, could work to seek additional funding. Twelve month grants have been awarded and DeKalb was given \$10,000 for the year. After many contacts with the state, no additional funding will be forthcoming.

Mrs. Grush recommended to the Board that the Health Department discontinue as a grantee in the State HIV Prevention Grant Program effective July 30, 2009. She further stated if money becomes available in the future, we would reapply for the grant. Mrs. Grush reported that by withdrawing from the grant, there will be a direct savings of \$32,000, \$15,000 would be redirected to the HIV Case Management Grant, and there would be a \$15,000 administrative overhead loss. Mrs. Grush also reported that there are two employees currently allocated to this program. However, one of them is resigning in July to attend graduate school and the other's time will be allocated to the HIV Case Management Grant picking up the time allocated to the employee who is resigning.

Mrs. Grush stated that a number of high risk HIV clients are seen at the Health Department through our STD partner program. The state will supply testing supplies to the department at no cost. However, Mrs. Grush recommended a fee of \$20.00 per visit be instituted, although services will not be denied if a client cannot afford the fee.

Mrs. Grush stated to the Board that DeKalb County has had an excellent program since 1986 and it had just gone through a successful site review last week. Unfortunately, it cannot be sustained without the funds to support it.

Mr. Buick moved to approve the recommendation of discontinuing as a grantee in the state HIV prevention grant program and instituting a \$20.00 fee for testing. The motion was seconded by Mr. Romero. Motion carried.

Solid Waste Management Plan

Mrs. Grush reported on the DeKalb County Solid Waste Management Plan adopted in 1995. The Act requires that implementation task in the Plan be reviewed and updated every five years. The last review occurred in 2005.

The Board was presented with a list of recommendations, which, if approved, will be sent to the DeKalb County Planning and Zoning Committee. If approved by the Planning and Zoning Committee, they will submit it to the County Board for approval. The updated plan will then be sent to EPA.

Mrs. Grush stated the Health Department's Environmental Health Division is responsible for recycling but is not responsible for the landfill. Mrs. Grush further reported that on May 10, 2010, the County Board voted to approve Waste Managements Site Location of the DeKalb County Landfill Expansion.

Dr. Diemer asked what happens to the landfill when it's full and closed down. Board members responded that in other areas where this has occurred the area was turned into a golf course or ski resort.

Dr. Duez motioned to approve the Solid Waste Management Plan, seconded by Dr. Phillips. Motion carried.

Landfill Expansion

Mrs. Grush reported that the DeKalb County Board has the authority pursuant to the Illinois Environmental Protection Act to approve or deny requests for siting pollution control facilities in DeKalb County. The Act establishes nine criteria a proposed facility must meet before a local siting authority may grant approval. The Act also allows the Board, in granting site approval, to impose special conditions to the criteria.

The DeKalb County Board passed Resolution R2010-31 approving Waste Management of Illinois, Inc., for Site Location of the DeKalb County Landfill

Criteria 2 states, "the facility is so designed, located and proposed to be operated that the public health, safety and welfare will be protected."

The Health Department has been given responsibilities under the special conditions in Criteria 2. These criteria were outlined in information provided to the Board of Health.

Personnel

Mrs. Grush recommended that all management positions be eligible for a 0 to 2 percent increase based on performance effective July 1, 2010.

Mr. Buick motioned to approve the recommendation of merit raises of 0 to 2 percent hourly increase for all management positions. The motion was seconded by Mr. Latham. Motion carried.

Mrs. Grush requested the Board of Health authorized her to utilize the Executive Committee to lay off staff if necessary in accordance with the Bargaining Agreement.

Mrs. Grush stated she is not anticipating any lay offs at this time, however, the state's fiscal situation is dire and grant funding for 2011 is unknown.

Mrs. Thompson moved to authorize the Public Health Administrator to utilize the Executive Committee to lay off staff if necessary in accordance with the Bargaining Agreement, seconded by Mr. Buick. Motion carried.

EXECUTIVE SESSION

At 8:30 p.m., Mr. Buick moved to enter into Executive Session for the purpose of the Performance Evaluation of the Public Health Administrator, seconded by Dr. Phillips. On a roll call vote, those voting yes were Dr. Linda Liston, Mr. Jesus Romero, Mr. Kevin Buick, Dr. Dennis Diemer, Dr. Tim Duez, Mrs. Karen Hagen, Mr. Todd Latham, Dr. David Phillips, and Mrs. Sue Thompson.

At 8:50 p.m., Mr. Latham moved to reconvene to regular session, seconded by Dr. Phillips. On a roll call vote, those voting yes were Dr. Linda Liston, Mr. Jesus Romero, Mr. Kevin Buick, Dr. Dennis Diemer, Dr. Tim Duez, Mrs. Karen Hagen, Mr. Todd Latham, Dr. David Phillips, and Mrs. Sue Thompson.

Mr. Buick moved to give Mrs. Grush a two percent merit raise effective July 1, 2010, and to allow her to buy down four weeks of accumulated vacation time, seconded by Mr. Romero. Motion carried.

CORRESPONDENCE AND ANNOUNCEMENTS

Highlights discussed.

ADJOURNMENT

On a motion by Mr. Buick, seconded by Mr. Latham, the Board of Health adjourned at 8:55 p.m. Motion carried.

Kevin Buick, J.D., Secretary
DeKalb County Board of Health