

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
JULY 27, 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.
David Phillips, M.D.
E. Sue Thompson, R.N.

BOARD OF HEALTH MEMBERS ABSENT

Todd Latham
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
Ruth Patton, Director of Office Support
Deb Rolf, Director of Home Care
Marcy Zanellato, Director of Health Education
Bob Drake, Director of Environmental Health

CALL TO ORDER

The DeKalb County Board of Health meeting of July 27, 2010, was called to order at 7:37 p.m. by Dr. Linda Liston, M.D., President.

MINUTES

On a motion by Mrs. Thompson, seconded by Dr. Phillips, the Board of Health Minutes of the Meeting for May 26, 2010, were approved. Motion carried.

On a motion by Mr. Buick, seconded by Mr. Romero, the Board of Health Minutes of the Executive Session Meeting for March 30, 2010, were approved.

On a motion by Mr. Buick, seconded by Dr. Phillips, the Board of Health agreed to hold over the approval of the Board of Health Minutes of the Executive Session Meeting of May 25, 2010, regarding the Public Health Administrator's annual review providing more detail.

DIVISION REPORTS

Public Health Administrator

Mrs. Grush reported on the delayed state payments, the implementation of new billing procedures for pediatric services, and the status of several agency grants.

Environmental Health

Mr. Drake reported the rural recycling site in Kingston would be open on Saturdays from 8:00 a.m. to 12:00 p.m. starting August 7, 2010. A sign will be posted at the property and a flyer will be in the Midweek for select county zip codes.

Personal Health Services

Mrs. Chilton reported on the recent Subway salmonella outbreak and the work done by the Communicable Disease and Environmental Divisions. There were two DeKalb County cases.

Home Care

Mrs. Rolf reported the Home Care census jumped from 102 in June to the 120s in July. Mrs. Rolf stated perhaps the marketing efforts done by the division contributed to this increase.

Health Education

Mrs. Zanellato reported that 23 health department employees completed the Incident Command System (ICS) Training along with other local emergency partners.

FINANCIAL DATA

Mr. Buick moved to approve the Financial Statements for the months of May and June 2010, and Claims for the months of June and July 2010. The motion was seconded by Dr. Duez. Motion carried.

NEW BUSINESS

A. 2011 Health Department Budget

Mrs. Grush presented a draft of the proposed FY2011 Budget.

She indicated that the budget presented at the July Board of Health meeting has historically been adopted by the Board of Health. However, because there are a number of revenue unknowns at this time, she is recommending no action on this budget be taken at this meeting. A budget with more accurate revenue estimates will be presented at the September Board of Health meeting.

On the revenue side, Mrs. Grush stated the draft budget contains small revenue increases in the Environmental Health Division, and the assumption the Home Care Division will increase Medicare revenue in 2011 by \$100,000. She stated departments were instructed to request 5 percent less in county funding requests. Recommended county funding levels will be received in September. She reported the budget projects a 5.8 percent decrease in grant revenue, as well as, a projected 15 percent loss in the Federal Medicaid Match funding. Five agency grant awards for 2011 have not been received; however, increases are not anticipated. Overall, the draft budget presents revenue at \$5,839,400 down .5 percent from an anticipated \$5,865,600 expected in 2010.

On the expense side, Mrs. Grush reported expenses were budgeted with the bargaining agreement increase (3 percent January 1st and 2 percent July 1st) for union and non-union employees. She reported the employer's portion of IMRF is increasing from 9.0 percent to 9.5 percent. Health insurance is budgeted at a 10 percent increase. Mrs. Grush reviewed cost savings measures implemented over the past months. In summary, the proposed 2011 budget presented of \$6,233,000 is an overall increase of 3.3 percent over expected \$6,032,350 for 2011.

The proposed budget as presented has a \$393,600 deficit. Mrs. Grush recommended a deficit reduction plan be developed to balance the 2011 Budget. She reported she will be meeting with the Union regarding deficit reduction options.

Mrs. Grush reported that our financial reserve should not be depended on to reduce the deficit as that will place the agency in financial risk. She reported that at any given time we are carrying from

\$300,000 to \$600,000 that the state owes us and an area of concern is they will never get payments caught up to date.

State law requires that all claims for the state year ending June 30th must be paid by August 30th. The Legislature passed a new bill extending the date to December 30th. If reserves are used to address the deficit and carry delayed payments, it is projected our cash reserve will decrease to less than two months of operating reserves which is not fiscally responsible.

No Board action was taken on the proposed 2011 Budget.

B. 2011 Solid Waste Budget

Mrs. Grush presented the proposed FY 2011 Solid Waste Budget. Revenue is expected to be \$99,400. Revenue is generated from the tipping fee and a small amount from interest. Expenses for 2010 are expected to be \$123,100. Expenses for 2011 are expected to be \$134,900. The budget provides funding for collection of latex paint, electronics, and oil. The budget also includes expenses anticipated for the Kingston rural recycling site which will be fully established in 2011. Also included is the cost associated with school recycling education program. The Fund Balance at the end of the year is expected to be \$28,298.

Dr. Duez moved to approve the proposed 2011 Solid Waste Budget, seconded by Dr. Phillips. Motion carried.

C. Executive Session

At 8:30 p.m., Dr. Phillips moved to enter into Executive Session for the purpose of the Release of Executive Session Minutes, seconded by Mr. Buick. 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, Dr. David Phillips, and Mrs. Sue Thompson.

At 8:45 p.m., Mr. Buick 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, Dr. David Phillips, and Mrs. Sue Thompson.

On a motion by Mr. Buick, seconded by Dr. Duez, the DeKalb County Board of Health authorized the release of the Board of Health Executive Session Meeting Minutes of July 28, 2009, and the destruction of the verbatim recordings of the Board of Health Executive Session Minutes of March 25, 2008, May 27, 2008, July 22, 2008, and September 23, 2008.

Mr. Buick indicated the proposed Resolution approving said release and destruction will be amended and brought back to the Board of Health at the September 28, 2010, meeting for approval.

CORRESPONDENCE AND ANNOUNCEMENTS

Highlights noted.

ADJOURNMENT

On a motion by Dr. Phillips, seconded by Mrs. Thompson, the Board of Health adjourned at 8:52 p.m. Motion carried.