

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: July 25, 2017**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
Derryl Block, RN, PhD
Kevin Bunge
Maria Caudillo
Heather Breuer, DMD
Roger Faivre
Mayuri Morker, MD
Jill Tritt, JD

ABSENT

Ronald Feldmann, MD, Vice President
LeAnn Gruber, DVM
Celeste Latham

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division
Annie Tripicchio, Administrative Assistant

CALL TO ORDER

The DeKalb County Board of Health meeting of July 25, 2017, was called to order at 7:02 pm by Christina Jones, President.

MINUTES

Full Board

On a motion by Dr. Breuer, seconded by Dr. Morker, the Board of Health Minutes of the Meeting for May 23, 2017, were approved. Motion carried.

On a motion by Dr. Morker, seconded by Dr. Breuer, the Board of Health Executive Session Minutes of the Meeting for May 23, 2017, were approved. Motion carried.

Nominating Committee

On a motion by Maria Caudillo, seconded by Dr. Morker, the Board of Health Nominating Committee Minutes of the Meeting for October 27, 2016, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez stated that we will be utilizing the Mobilizing for Action through Planning and Partnerships (MAPP) tool to conduct the next community health needs assessment as it will provide a more comprehensive reach to identify priority health issues and help us align our priorities under the 10 Essential Public Health Services. An initial planning meeting was held in mid-May in order to solidify a budget and timeline for implementation. We are currently developing a database of our Public Health system partners and planning for the initial IPLAN Steering Committee which is scheduled for July 27, 2017.

Mrs. Gonzalez reported that Mrs. Courtney participated in a one-day FMLA Compliance Update in Oakbrook, IL on June 16, 2017. The Health Department also hosted a FMLA training for the County presented by Jill O'Brien from Laner Muchin. Follow-up trainings will be scheduled during the upcoming months.

Mrs. Gonzalez stated that the Department continues to explore a partnership with CDP Data Management System for our billing and Electronic Health Record (EHR) needs. During this reporting period, we worked with CDP to get an updated estimate on the billing-only component of the software. The projected expense will be a part of the proposed budget for FY2018.

Mrs. Gonzalez reported that earlier this month a finalized state budget was adopted for the first time in over three years. The approved budget did include funding for all of our major funding sources and included an increase in the Local Health Protection Grant. We have participated on a call with the Illinois Association of Public Health Administrators (IAPHA) and are awaiting additional information from our funders on how individual grants will be impacted.

Health Protection – Greg Maurice

Mr. Maurice reported that we have had two boil orders in the past week. One in Malta and one in Hinckley due to watermain breaks. The orders should be cleared up by Thursday, July 27, 2017.

Mr. Maurice stated that food establishment renewals are almost finished. About ten establishments have not yet renewed their permit and this is likely to be establishments that are unsure if they will remain in business or not. Those establishments will be shut down by the Health Department at the end of July if they do not renew their permit with the fifty percent late fee penalty.

Mr. Maurice reported that he attended several meetings for a zoning permit for B and C Kennels. They withdrew their petition on Monday, July 25, 2017.

Mr. Maurice stated that the Latex Paint and Household Hazardous Waste drives ran smoothly. Capacity was reached early on for the Household Hazardous Waste drive.

Mr. Maurice reported that staff is currently investigating illegal septic connections in unincorporated DeKalb. A small section of Greenwood Acre Drive has not had sewer provided to it. Many of the homes have some sort of a septic system on their property. Some lots are very small and may not be large enough

to fit a traditional septic system on their property. Kishwaukee Water Reclamation and the City of DeKalb have estimated that potential options for running sewer down that street would run approximately \$750,000 to \$1,000,000. Another option is connecting to a lift station that is located on the County Club's property and would run at approximately \$700,000. One home was able to put in their own septic system for \$15,0000.

FINANCIAL DATA

Roger Faivre moved to approve the Financial Statements for the months of May and June 2017, seconded by Dr. Breuer. Motion carried.

Dr. Morker moved to approve the Claims for June and July 2017, seconded by Jill Tritt. Motion carried.

NEW BUSINESS

1. 2018 Health Department Budget

Mrs. Gonzalez reviewed the 2017 end of year projections versus the 2017 Budget. She stated that she anticipates an end of year shortfall in the amount of \$5,415 compared to the budgeted shortfall of \$288,700. Mrs. Gonzalez explained that since the original 2017 Budget was adopted, the Health Department has recognized an increase in expected Revenue in the amount of \$212,585. This increase is primarily due to increases in the grant line items. The unanticipated grant increases were due to the fact that many grant award amounts were unknown when the 2017 budget was developed. It was also due to a few grant increases that were directly allocated for non-personnel expense (i.e. media and supplies). Mrs. Gonzalez indicated that expenditures are expected to be down in the amount of \$70,700, primarily due to cost savings in salaries and benefits.

Mrs. Gonzalez presented the proposed 2018 Health Department Budget. The Budget includes proposed fee increases; a 2 percent salary adjustment; benefits estimates, including six percent increase in Health Insurance, as directed by the Finance Director; and the County Request, as proposed.

Mrs. Gonzalez indicated that in 2018, the Budgeted Revenue is expected to increase less than one (1) percent (\$21,185) from 2017 projected. This is primarily due to increase to projected Property Tax Revenue and a slight increase in Environmental Fee Revenue. The increase in Revenue is expected to be partially offset by anticipated decrease in grant revenue and clinical fees.

2018 Budgeted Expenditures are 5% percent (\$186,392) higher than 2017 projected. Budgeted Expenditures include the 2 percent salary adjustment, an extra day in calendar year 2018 and two updated data management systems.

Mrs. Gonzalez reviewed the overall Budget Summary including projected utilization of \$213,700 of our Fund Balance reserves in 2018 for a total of \$401,187 over 4 years. The anticipated Fund Balance at the end of 2017 allows for planned spend down of reserves. Mrs. Gonzalez concluded that due to continued Revenue contraction, unstable grant revenue (our largest revenue source), and the fact that our ability to generate additional clinical fees is limited, it is important to continue to pursue a longer-term plan for sustainability, as the trend with current funding is not sustainable in the long term.

On a motion by Roger Faivre seconded by Maria Caudillo the 2018 Health Department Budget, was approved. Motion carried.

2. 2018 Solid Waste Program Budget

Mrs. Gonzalez explained the Revenue and Expenditures in the proposed 2018 Solid Waste Program Budget. Revenue in the budget includes \$25,000 contributed from Waste Management for the Household Hazardous Waste Event and the Landfill Host Benefit Funding in the amount of \$206,300.

Under Expenditures, Mrs. Gonzalez highlighted the variation in the Salary and Benefit line items from FY17 Projected to FY18 Budgeted amounts. Variation in Expenditures is primarily attributed to a change in election of health insurance. Mrs. Gonzalez also explained the budgeted expenses under the Commercial Services line item. These expenses include costs related to the Household Hazardous Waste Event, TV Recycling Events and the rural electronic recycling sites.

On a motion by Dr. Block, seconded by Dr. Breuer, the 2018 Solid Waste Program Budget, was approved. Motion carried.

EXECUTIVE SESSION

At 7:44 pm, Dr. Breuer moved to enter into Executive Session for the purpose of discussing Employment Matters under Subsection Number (1) of Section 2 (c) of the Open Meetings Act, seconded by Maria Caudillo. Motion carried.

On roll call vote, those voting yes were Roger Faivre, Dr. Block, Dr. Breuer, Maria Caudillo, Jill Tritt, Dr. Morker, Kevin Bunge, and Chris Jones.

At 7:52 pm, Roger Faivre moved to return to open session, seconded by Dr. Morker. Motion carried.

Jill Tritt moved, seconded by Dr. Block, to approve the proposed changes to the Health Promotion and Emergency Preparedness Specialist job description. Motion carried.

Dr. Breuer moved, seconded by Dr. Morker, to approve the proposed changes to the Health Promotion Associate job description and associated salary adjustment for the employee who holds the position. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Block, seconded by Dr. Breuer, the Board of Health adjourned at 7:55 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health