

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: March 28, 2017**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS, President
Celeste Latham – Secretary
Derryl Block, RN, PhD
Kevin Bunge
Maria Caudillo
Roger Faivre
LeAnn Gruber, DVM
Jill Tritt, JD

ABSENT

Ronald Feldmann, MD, Vice President
Heather Breuer, DMD
Mayuri Morker, MD

STAFF MEMBERS PRESENT

Lisa Gonzalez, Public Health Administrator
Brenda Courtney, Director of Administrative Services
Greg Maurice, Director, Health Protection Division
Cindy Graves, Director, Community Health and Prevention Division
Health Promotion and Emergency Preparedness Division
Annie Tripicchio, Administrative Assistant

CALL TO ORDER

The DeKalb County Board of Health meeting of March 28, 2017, was called to order at 6:59 pm by Christina Jones, President.

MINUTES

Full Board

On a motion by Maria Caudillo, seconded by Roger Faivre the Board of Health Minutes of the Meeting for January, 26, 2016, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

Mark Pietrowski, DeKalb County Board Chairman, commented that he wanted to show his support for the department now and moving forward.

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez stated she worked with Division staff to close out the 2016 financial reports. During the month of March, staff will be working with our auditor from Sikich, LLP, to finalize the Financial Statement. A review and analysis of the 2016 Audited Financial Statement will be included on the May meeting Agenda. Sikich will also complete the Federal Single Audit Report for DeKalb County, an audit of the federal grants.

Mrs. Gonzalez reported she worked with Senior Management Staff to prepare the Fiftieth Annual Report. There were many highlights and achievements to be proud of in 2016.

Mrs. Gonzalez stated that we continue to receive guidance from the state related to the Grant Accountability and Transparency Act (GATA) requirements for SFY17 grants. During this reporting period, we worked with County Finance and the Auditors to address the conditions that were assigned to various grants based on the findings from the Internal Controls Questionnaire that was submitted at the beginning of the fiscal year. All responses have been submitted to the various Grantors and we have requested that the conditions be removed for SFY18 Grants.

Mrs. Gonzalez reported in January, the Health Department developed two separate informational documents related to the tax referendum. The first document was a Do's and Don'ts fact sheet which provided employees (and Board of Health members) with guidance on what they can and cannot do as part of the referendum effort. The fact sheet has been distributed to both employees and Board of Health members. The second document provides information in the form of a Frequently Asked Questions (FAQ) brochure. The FAQ brochure has been made available to staff, Board of Health members, clients and the general public. The vote will be taking place on April 5, 2017.

Mrs. Gonzalez stated that the DeKalb County Health Department Marketing Committee was established to ensure that communication both internally and externally is accurate, consistent, informative and is disseminated in a timely manner and via the appropriate method. To date, the committee has taken the lead in the development of the new DCHD Service Flyer and the recently adopted Communication Policy which serves as a guide for DCHD staff on procedures for the dissemination of communication messages, and their preferred media placement. The committee has also focused their efforts on strengthening our agency branding and improving our social media presence.

Related to this effort, we have partnered with Northern Illinois University (NIU) College of Health and Human Sciences to host two public health students as part of an independent study course. The independent study students will help plan and implement communications activities intended to educate the general public and NIU students on the role and responsibilities of the Health Department.

Mrs. Gonzalez stated the Department is currently in the initial planning phases for the 2017/2018 IPLAN Community Health Needs Assessment. We have been in communication with KishHealth, part of Northwestern Medicine, to determine the feasibility of collaborating and they have confirmed their interest in doing so. We would like to utilize the Mobilizing for Action through Planning and Partnerships (MAPP) tool 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.

Mrs. Gonzalez reported that the Department continues to explore a partnership with CDP Data Management System for our billing and Electronic Health Record (EHR) needs. Initially, we are interested in exploring the billing-only option in order to enhance billing efficiencies. We will be working over the next few months to gather additional information on the billing-only component of the Data Management System and analyzing the FY2016 year-end financials in order to prepare a recommendation for the Board later this year.

Health Protection – Greg Maurice

Mr. Maurice stated that the Solid Waste Program will be conducting an organic waste recycling pilot program. To date, the program has 77 participants enrolled with a goal of 80 participants.

Mr. Maurice reported that in discussion with Dr. Augustine, all stray dogs that are sent to shelters will now be microchipped by the County.

Mr. Maurice reported that staff members attended a wastewater training in LaSalle County. Topics covered were high strength waste, code updates and National Pollutant Discharge Elimination System (NPDES) program updates.

Mr. Maurice stated that we are working with the Northern Illinois University (NIU) Department of Environmental Health and Safety, we have drafted an amendment to the intergovernmental agreement to provide routine inspections on campus. The goal is to provide clarity regarding payments and extend the agreement for another year.

Community Health and Prevention - Cindy Graves

Ms. Graves reported that an outbreak of mumps was identified at Northern Illinois University (NIU) in January. The cases are primarily confined to well-defined subsets linked by time and place. Collaboration with NIU Health Services resulted in the implementation of an outbreak investigation and the provision of prevention/control measures. Guidance on case definition and testing procedures was disseminated to all local health care providers.

Ms. Graves stated that we began planning efforts for very first intruder drill in collaboration with the DeKalb County Sheriff's Department. In preparation for intruder drill, DeKalb Police conducted walk-throughs with department staff on January 25. Based on walk-through, security codes were labeled and placed on every phone throughout the building. All staff received training on February 13 concerning the March intruder drill. A successful intruder drill was conducted in March.

Mrs. Graves reported that the Children's Advocacy Center/Medical Evaluation Response Initiative Team (MERIT) ribbon-cutting ceremony was held on January 20. This celebrates the availability of the space allocated to conducting Children's Advocacy Center's Forensic Medical Exams.

Ms. Graves stated that she met with the DeKalb County School District Board to discuss vision and hearing screenings in the schools. She stated that she will be working with other district schools as well to provide proposals for screenings.

Ms. Graves stated that we are working to educate clients that WIC is available up to age five because WIC rates drop off after age one.

FINANCIAL DATA

Roger Faivre moved to approve the Financial Statements for the months of January and February 2017, seconded by Dr. Block. Motion carried.

Kevin Bunge moved to approve the Claims for February and March 2017, seconded by Dr. Block. Motion carried.

NEW BUSINESS

1. Health Department 2015 Annual Report

Mrs. Gonzalez provided an overview of the 2016 DeKalb County Health Department Annual Report. In recognition of the 50-year anniversary of the Health Department, the Department will publish the report in a new format with enhancements that attempt to make the report more relevant and understandable to the general public. The plan is to release the report on the Department's website during National Public Health Week.

2. Annual Solid Waste Program Report

Mr. Maurice gave an overview of the 2016 Solid Waste Annual Report. 85 percent of garbage that came into the landfill was from out-of-county. The landfill has 37 years of life remaining at the current disposal rate. The landfill rate, average pounds of waste generated per person per day, was 5, a slight increase from last year. The report outlined program achievements and goals as they relate to the Zero Waste Task Force recommendations and our twenty-year plan.

EXECUTIVE SESSION

At 7:34 pm, Celeste Latham moved, seconded by Dr. Block, to enter into Executive Session for the purpose of discussing the Bi-annual Review of Executive Session Minutes under Subsection Number 21, all of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Christina Jones, Celeste Latham, Dr. Block, Kevin Bunge, Maria Caudillo, Roger Faivre, Dr. Gruber and Jill Tritt.

At 7:39 pm, Celeste Latham moved to enter back into open session, seconded by Roger Faivre. Motion carried.

Dr. Block moved, seconded by Dr. Gruber to release the Executive Session Minutes of the meetings held April 12, 2016 and September 27, 2016. Motion carried.

At 7:41 pm, Dr. Block moved, seconded by Roger Faivre, to enter into Executive Session for the purpose of discussing the Bi-annual Review of Executive Session Minutes under Subsection Number 21, all of Section 2 (c) of the Open Meetings Act.

On roll call vote, those voting yes were Christina Jones, Celeste Latham, Dr. Block, Kevin Bunge, Maria Caudillo, Roger Faivre, Dr. Gruber and Jill Tritt.

At 7:43 pm, Celeste Latham moved to enter back into open session, seconded by Dr. Block. Motion carried.

Maria Caudillo moved, seconded by Celeste Latham to accept Resolution 032817 to destroy verbatim recordings of the Executive Session meetings held on March 26, 2015 and September 22, 2015. Motion carried.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Steve Faivre, seconded by Celeste Latham, the Board of Health adjourned at 7:47 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health