

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF THE MEETING
DATE: May 23, 2017**

BOARD OF HEALTH MEMBERS PRESENT

Christina Jones, RN, MS – President
Ronald Feldmann, MD – Vice President
Celeste Latham – Secretary
Derryl Block, RN, PhD
Heather Breuer, DMD
Maria Caudillo
LeAnn Gruber, DVM
Jill Tritt, JD

BOARD OF HEALTH MEMBERS ABSENT

Kevin Bunge
Roger Faivre
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 May 23, 2017, was called to order at 6:58 pm by Christina Jones, President.

MINUTES

Full Board

On a motion by Celeste Latham, seconded by Dr. Block, the Board of Health Minutes of the Meeting for March 28, 2017, were approved. Motion carried.

On a motion by Celeste Latham, seconded by Dr. Block, the Executive Session Minutes of the Meeting for March 28, 2017, were approved. Motion carried.

Personnel Committee

On a motion by Celeste Latham, seconded by Dr. Feldmann, the Personnel Committee Minutes of the Meeting for May 17, 2017, were approved. Motion carried.

PERSONS TO BE HEARD FROM THE FLOOR

None

DIVISION REPORTS

Public Health Administrator – Lisa Gonzalez

Mrs. Gonzalez stated that the election for the Public Health Tax Referendum was held on April 4, 2017, and the outcome of the referendum to support public health services was not in our favor. Moving forward, we will continue to work closely with the Board of Health to strategize around how to further contain costs and increase revenue to assure we can limit impacts to services as long as possible. Even though the outcome was not what we had hoped for, we are confident that the residents of our county are more aware of our services and of our impact in the community.

Mrs. Gonzalez reported that the Health Department is currently in the initial planning phases of the 2017/2018 IPLAN Community Health Needs Assessment. We will be utilizing 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. An initial planning meeting has been held in order to solidify a budget and timeline for implementation. The IPLAN is technically due in November 2017, but the state does allow for up to two (2) six-month extensions for submission.

Mrs. Gonzalez stated that the County Auditor, Sikich, LLP, was on site for approximately one week during the month of April. This year the Auditors not only reviewed the Department's 2016 Financial Statement, but also conducted an audit of our Women's, Infants and Children and Vaccines for Children programs. The program-specific audits are part of the Federal Single Audit Report for DeKalb County, an audit of the federal grants. Staff at various levels were involved in pulling together the requested information. We do not anticipate any major findings as a result of the audit.

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. We continue to gather additional information on the billing-only component of the Data Management System and hope to provide a recommendation for the Board later this year

Health Protection - Greg Maurice

Mr. Maurice reported that the Food Scrap Collection pilot began in the City of DeKalb. Mrs. Gibson, Solid Waste Specialist, is checking the waste at the landfill weekly to ensure that there is no contamination in the waste.

Mr. Maurice stated that the Department held the Household Hazardous Waste (HHW) Drive at the DeKalb County Farm Bureau. The Drive was closed sooner than expected due to a high turnout.

Community Health and Prevention, Health Promotion and Emergency Preparedness - Cindy Graves

Ms. Graves reported that Reality Illinois 7th grade students gave a presentation advocating for 100% smoke free parks to local park districts and community members. Their efforts were applauded and the Sycamore Park District asked the students to present at their monthly board meeting. The 8th grade students presented the harmful effects of tobacco and the Smoke Free Illinois Act to local businesses in an effort to encourage businesses to adopt a stricter tobacco policy.

Ms. Graves stated that we received word that corporate 3M has agreed to become a Closed Point of Distribution (POD) in the event of a mass antibiotic distribution. This is an important achievement because it is a corporate, non-medical entity. It is hoped that this will pave the way for other large companies to feel comfortable becoming a Closed POD.

Ms. Graves reported that a grant application was submitted to the Mental Health Board for FY2018 funding of our Healthcare Enrollment Assistance Program. We received news that we were awarded the grant.

FINANCIAL DATA

Celeste Latham moved to approve the Financial Statements for March and April 2017, seconded by Maria Caudillo. Motion carried.

Dr. Feldmann moved to approve the Claims for April and May 2017, seconded by Dr. Gruber. Motion carried.

NEW BUSINESS

1. 2016 Financial Statement

Mrs. Gonzalez provided an overview of the 2016 Financial Statement first in relation to the Revised Budget, to see how the actual Revenue and Expenditures varied from our Budget, and second, in comparison to 2015.

Mrs. Gonzalez first summarized the 2016 Actual Revenue and Expenditures as compared to the 2016 Revised Budget. She stated that revenue was higher than expected due to improved fee collection, the Family Case Management Federal Match funding being higher than anticipated and auditor adjustment of \$73,505. Expenditures were less than budgeted by a small amount. Overall, the deficit was less than budgeted at \$48,343 with auditor adjustment and \$121,848 without adjustment.

Mrs. Gonzalez then provided an analysis to compare the budget figures from FY2015 to FY2016. She summarized that from 2015 to 2016, total revenues were up in the amount of \$111,551 (3%) which included an auditor adjustment of \$73,505 (\$38,045 or 1%, without auditor adjustment). The increase in revenues was also impacted by increased revenue from Property Taxes, EH fees (Licenses and Permits) and Medicaid and Private Fees (Charges for Services).

Mrs. Gonzalez stated that from 2015 to 2016, total expenditures were up by \$26,165 (under 1%). Expenditures were less than anticipated due to continued cost containment efforts, especially in the area of clinical supplies and due to relinquished responsibility for the Community Outreach Building space. The reduction in grant revenue was less than expected in addition to the auditor adjustment that added

\$73,505. We were able to weather another challenging year with a deficit of \$48,343 (\$121,848 without auditor adjustment), which was less than anticipated.

Mrs. Gonzalez also provide the Board with a current status of the Fund Balance Reserves and stated that 2016 was year two of mid-term plan to spend down the reserves.

Mrs. Gonzalez stated this will be hard to sustain in the long-term with current funding trends including the state financial crisis, a continued trend of decreased grant revenue while expenses increase, and the ability to realize the same amount of increased revenue from fees is expected to plateau.

EXECUTIVE SESSION

At 7:41 pm, Dr. Feldmann moved to enter into Executive Session for the purpose of discussing Employment Matters -- Annual Performance Evaluation of the Public Health Administrator and continuation of a part-time temporary administrative consultant, under Subsection Number (1) of Section 2 (c) of the Open Meetings Act, seconded by Christina Jones. Motion carried.

On roll call vote, those voting yes were Celeste Latham, Jill Tritt, Dr. Gruber, Maria Caudillo, Dr. Feldmann, Dr. Block, Dr. Breuer, and Christina Jones.

At 7:58 pm, Celeste Latham moved to return to open session, seconded by Maria Caudillo. Motion carried.

Celeste Latham moved, seconded by Maria Caudillo, to authorize continuation of a part-time temporary Administrative consultant, in accordance with the rules of employment under the Illinois Municipal Retirement Fund, on an as needed basis as determined by the Lisa Gonzalez, effective July 1, 2017 to June 30, 2018.

CORRESPONDENCE AND NEWS

As noted.

ADJOURNMENT

On a motion by Dr. Feldmann seconded by Celeste Latham, the Board of Health adjourned at 8:00 pm. Motion carried.

Celeste Latham, Secretary
DeKalb County Board of Health
May 23, 2017