

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF THE MEETING  
DATE: September 26, 2017**

**BOARD OF HEALTH MEMBERS PRESENT**

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

**ABSENT**

Christina Jones, RN, MS, President  
Kevin Bunge  
Roger Faivre

**STAFF MEMBERS PRESENT**

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

**CALL TO ORDER**

The DeKalb County Board of Health meeting of September 26, 2017, was called to order at 7:01 pm by Dr. Feldmann, Vice President.

**MINUTES**

**Full Board**

On a motion by Dr. Morker, seconded by Jill Tritt, the Board of Health Minutes of the Meeting for July 25, 2017, were approved. Motion carried.

On a motion by Dr. Morker seconded by Jill Tritt, the Board of Health Executive Session Minutes of the Meeting for July 25, 2017, were approved. Motion carried.

**Personnel Committee**

On a motion by Celeste Latham, seconded by Dr. Block, the Personnel Committee Executive Session 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 two (2) Community Health Needs Assessment (CHNA) Steering Committee meetings were held. The focus of the initial meetings were as follows: Adoption of the CHNA Steering Committee Charter, design of the Community Themes and Strengths Assessment Tool, development of the Public Health System Partner Database and exploring branding for the initiative. The Community Themes and Strengths Assessment will be rolled out this fall with the other three (3) assessment to follow beginning in the Spring of 2018.

Mrs. Gonzalez reported that Administration staff has begun to explore some options for improving efficiency in payroll and Human Resources through electronic timekeeping software. Demonstrations were provided by two different timekeeping solutions in the month of August, both of which would effectively meet our needs. We are working with County Finance to ensure that the current financial software is able to interface with each option. We are also consulting with DeKalb County Rehab and Nursing staff as they are currently utilizing one of the products. More information will be provided to the Board of Health after some further research and study.

Mrs. Gonzalez stated that during the months of July and August, the Department worked with CDP Data Management System representatives to finalize the CDP – Billing Solution contract and initiated planning for system implementation. The CDP contract will be signed in late September in order to proceed with orientation and training for staff, with a tentative “go-live” date of January 15, 2017. We received notification at the end of August that the HIV Billing Grant will be available to us once the contract with CDP is executed. This will provide a total of \$3,600 towards the training and credentialing costs, and ultimately result in cost savings to the FY2018 budget.

### Health Protection – Greg Maurice

Mrs. Gibson collected and distributed athletic shoes to children during the Healthy Start to School Event.

Mrs. Gibson began working with parents and principals of Sycamore School District to increase awareness of recycling and waste reduction in schools. Sycamore schools are beginning to switch to reusable trays in their cafeterias which helps to reduce waste considerably. The first school to pilot this program reduced cafeteria waste by more than half in the 2016/2017 school year. Mrs. Gibson also created a waste-audit lesson plan for local school districts. The schools will be able to determine a baseline for the amount of trash generated before and after implementing any waste reduction programs.

Mr. Maurice reported that the Solid Waste Program will be sponsoring two free electronic waste collection events at the DeKalb Municipal Airport. The events will be held September 30, 2017 and October 28, 2017 from 9am–1pm.

Mr. Maurice stated that Mrs. Gibson worked with Kiwanis, community volunteers and the Corn Fest committee to collect corncobs for composting. Mrs. Gibson and the volunteers were able to provide education about composting and sort corncobs from other waste. We collected 336 gallons of corncobs.

Mr. Maurice stated that bats were extremely active in August which required multiple after-hours calls, luckily no bats tested positive for rabies.

Mr. Maurice reported that Animal Control staff and Mr. Maurice were involved in an investigation with the Sheriff's office regarding the disposal of dead animals at the Wingate Veterinary Clinic.

#### Community Health and Prevention – Cindy Graves

Ms. Graves reported that the first meeting of the DeKalb County Drug Overdose Prevention Program (DeK-DOPP) was held in August. Those present included the State's Attorney, Coroner, and representation from the Health Department, KishHealth, several police departments, the Mental Health Board, and the Regional Office of Education. Good discussion occurred regarding challenges and ways to serve those with drug addiction including immediate bedding programs. Ms. Graves is writing a funding proposal for re-supply of expiring medication and supplies.

Ms. Graves stated that Emergency Preparedness (EP) kit supplies were received and 1,000 kits were assembled. September is Emergency Preparedness month. Staff scheduled seven EP presentations throughout the county to provide EP awareness and outreach. During presentations, EP starter kits will also be disseminated. Social media will strongly be used in order to reach the community for media campaign using FEMA's pre-crafted messaging for Facebook and Twitter.

Ms. Graves reported that herself, and Mrs. Edwards met with District 428 to discuss closed pod agreement that would help to alleviate open pod in the community during a public health emergency.

Mrs. Graves stated that Childhood immunizations increased volume and CHIP vaccine availability. CHIP seems to be creating a barrier for families because providers and many other health departments are not providing CHIP vaccines. Many families are grateful when we can help them meet their immunization needs.

Mrs. Graves reported that the third annual Healthy Start to School Event was held on August 3<sup>rd</sup> with another good response. We completed 29 school/sports physicals and 46 physicals with immunizations. Two nurse practitioners and Dr. Thornton completed the physicals. OnSite Dental was also here for dental exams. This marked the one-year anniversary of our collaboration with OnSite Dental. Other events of the day were the Shoe Share, Adventure Works information and activities, Head Start parent information, DeKalb County Community Gardens Grow Mobile for fresh produce distribution, and the Northern Illinois Food Bank (NIFB) mobile pantry. We were able to serve 106 families through the NIFB mobile pantry. This pantry costs \$1,200 to sponsor. The Health Department staff raised \$200 and a NIFB donor sponsored the rest of the cost.

#### **FINANCIAL DATA**

Dr. Breuer moved to approve the Financial Statements for the months of July and August 2017, seconded by Maria Caudillo. Motion carried.

Celeste Latham moved to approve the Claims for August and September 2017, seconded by Dr. Gruber. Motion carried.

## **NEW BUSINESS**

### **1. 2018 Health Department Budget-Revisions**

Mrs. Gonzalez shared that since the original 2018 Health Department budget was approved in July, there were several changes in both projected revenue and expenditures that required Board of Health review and discussion. As part of the 2018 Budget Recommendations released on September 6, 2017, the County has proposed that the Property Tax line item remain at the 2017 level of \$385,000 and be reduced by an additional 2.2%, which represents a proportionate reduction across County departments. Based on the proposed changes, the revised property tax allocation for 2018 will be \$376,500. Other revenue changes include unanticipated additions to grant line items totaling \$26,600 and a \$13,800 reduction in the projected revenue in the County contribution for employee IMRF expenses due to an anticipated change from the current 11.0% to 10.36% in 2018.

Mrs. Gonzalez also indicated that there were changes in projected expenses for 2018 that included a reduction in employee IMRF expenses due to the above mentioned 2018 rate reduction and a reduction in the Maintenance of Software line item due to newly recognized grant funding tied to the CDP Data Management System implementation.

On a motion by Dr. Morker, seconded by Dr. Block, the 2018 Health Department Budget Revisions, were approved. Motion carried.

### **2. 2018 Solid Waste Program Budget-Revisions**

Mrs. Gonzalez updated the Board of Health regarding proposed reductions to the Solid Waste Program Budget. She indicated that the funding related to the Landfill Host Benefit Agreement are allocated by the County Board and that the Finance Committee of the County Board has proposed a \$75,000 reduction to the allocation in order to address the projected shortfall in the County Budget. Mrs. Gonzalez provided a summary of current Solid Waste Program activities and related expenses and also shared two budget reduction options for the Board to consider.

On a motion by Dr. Block, seconded by Dr. Breuer, the recommendation to appeal the County recommendation to reduce the 2018 Solid Waste Host Fee funding in the amount of \$75,000, was approved. Motion carried.

On a motion by Dr. Morker, seconded by Dr. Gruber, the recommendation of reducing of the Solid Waste Host Fee Revenue in the 2018 Solid Waste Program Budget by no more than \$35,000, for up to three years was approved. Motion carried.

### **3. Nominating Committee**

Mrs. Gonzalez stated that during the month of October each year, the Nominating Committee meets to look at the following years appointments for the Board of Health. A meeting date will be scheduled to discuss officers, reappointments and appointments for 2018.

## **EXECUTIVE SESSION**

At 8:05 pm, Dr. Breuer moved, seconded by Dr. Gruber, to enter into Executive Session for the purpose of discussing the Biannual Review of Executive Session Minutes - under Subsection Number 1, and 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 Dr. Feldmann, Dr. Breuer, Dr. Morker, Maria Caudillo, Dr. Block, Dr. Gruber, Jill Tritt and Celeste Latham.

At 8:10 pm, Maria Caudillo moved to enter back into open session, seconded by Dr. Breuer. Motion carried.

Dr. Breuer moved, seconded by Celeste Latham to release the Executive Session Minutes of the meetings held March 22, 2011, July 24, 2012, July 25, 2013, July 30, 2013, March 25, 2014, May 24, 2016, March 28, 2017 and May 23, 2017. Motion carried.

Dr. Morker moved, seconded by Dr. Block to accept Resolution 092617 to destroy verbatim recordings of the Executive Session meetings held on November 24, 2015, March 8, 2016 and March 22, 2016. Motion carried.

## **CORRESPONDENCE AND NEWS**

As noted.

## **ADJOURNMENT**

On a motion by Dr. Morker seconded by Celeste Latham, the Board of Health adjourned at 8:12 pm. Motion carried.

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Celeste Latham, Secretary  
DeKalb County Board of Health