Winnebago County Board of Health  
Tuesday, December 17, 2013 @ 6:30 p.m., 555 North Court Street  
Winnebago County Health Department

PRESENT: Susan Fernandez, Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, Dr. Allen Williams

ABSENT: Ronald Gottschalk, James Powers, Daniel Saavedra, Ann Thompson-Kelly

STAFF PRESENT: Mike Bacon, Kara Biery, Judy Box-Brown, Lisa Gonzalez, Steve Guedet, Michelle Jahr, Todd Kisner, Larry Swacina

President Steven Lidvall called the meeting to order at approximately 6:35 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: None

SETTING THE AGENDA: President Lidvall asked for a motion to set the agenda. Dr. Helland moved and Angie Goral seconded to set the agenda as presented, all members voted aye, motion carried.

APPROVAL OF MINUTES: Luci Hoover moved and Dr. Halversen seconded to approve the November 19, 2013 Board of Health minutes as presented, with all members voting aye, motion carried.

PRESENTATION: President Lidvall presented Steve Guedet with a retirement plaque on behalf of the Board of Health and the agency. Steve will be retiring after eight plus years of dedicated service at WCHD. The Board and staff congratulate Steve!

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board packet for the member’s information.

Mr. Bacon made comments regarding: the comparison among the different WCHD’s lead projects in the EHI Center report, HPP Center report featuring teamwork, FHS Center report featuring the Healthy Child Care Illinois Child Care Nurse Consultant initiative, and the application for a CDC Epidemiology Fellow in Administration’s monthly report. If successful in this application, a CDC trained epidemiologist would serve a two-year internship at WCHD in local public health practice. There were 600 organizations that applied and CDC has narrowed it down to 300 and we are one of the 300. There are only 30 Fellows.

FINANCE COMMITTEE………………………………………… The Finance Committee did not have a separate Committee meeting this month; therefore the following Finance business was conducted at the full Board meeting, with Dr. John Halversen chairing this part of the meeting.

As a follow up to last month’s Board meeting and for the Board’s awareness, Dr. Lidvall distributed an example document (provided by Michelle Jahr) of expenses that would go
over $5,000 and would fall under the Resolution regarding expenditure of contractual funds that was passed by the Board last month.

1. Review of Financial Reports:
Various financial reports for the month of November 2013 were presented, reviewed and referred for audit.

Dr. Halversen moved and Angie Goral seconded for approval of the total health fund expenditures for the month of November 2013 as follows:

Health Fund............................................. $1,110,728.55

2. Major expenditure request:

a. Computer Lease
Dr. Halversen moved and Dr. Lewis seconded to approve an expenditure in the amount of $240,475 for computer lease (for five years). This is a modification to the expenditure previously approved by the Board in July (combined expenditure for computer lease and Microsoft Office license). Steve Guedet commented that in September the computer lease was sent out for bid through the County purchasing process and the dollar amount and number of computers covered has changed therefore is requesting this revised expenditure amount be approved. Mr. Guedet further commented regarding the flexibility of devices/equipment being leased, etc. Mr. Guedet also shared that the hardware cost plus interest will be spread over 60 months and would cover 209 devices. All members voted aye to approve the computer lease expenditure in the approximate amount of $240,475 with all members voting aye.

b. Microsoft Office Software
Dr. Halversen moved and Luci Hoover seconded to approve an expenditure in the amount of $52,955 for Microsoft Office 2013 Software for 209 computers. All members voted aye to approve the expenditure for Microsoft Office Software license, motion carried. This amount will also be spread over a 60 month period.

3. IDPH CAPUS Grant (Minority AIDS Initiative for the Care and Prevention in the United States)
Dr. Halversen moved and Dr. Lewis seconded to accept the grant funds for the IDPH CAPUS (Minority AIDS Initiative for Care and Prevention in the United States) in the amount of $28,000 (October 1, 2013 through September 29, 2014). Kara Biery commented that this is a new HIV prevention initiative utilizing WCHD’s HIV prevention specialist to provide training, capacity building and create partnerships with LHDs within Region 1 to expand HIV testing, partner services and linkage to care and facilitate data collection for HIV Case surveillance. After a brief discussion, all members voted to accept the CAPUS grant, motion carried.

4. UIC Professional Services Agreement Renewal:
Dr. Halversen moved and Angie Goral seconded to approve the renewal of the UIC Professional Services Agreement. In this Agreement the University will provide medical director, consultative, patient care and research community services through a faculty

Board of Health Minutes, December 17, 2013
physician. Members voted aye to renew the agreement, Dr. Patricia Lewis abstained, motion carried.

**POLICY COMMITTEE ......................................................... No Meeting**

**NIPHC / IAPHA Draft Legislation on Levy Authority**

Mr. Bacon reviewed a draft Bill on property tax levies for local health departments. This legislation is in draft form from IAPHA supported by the NIPHC. The draft Bill is being considered for sponsorship for this coming legislative session. If passed, it would remove local health departments from the county umbrella of the collective tax cap that is allowed each year as county boards vote on adopting their overall budget. Health departments would be exempt from being part of the umbrella of county funds even though they have to maintain the cap limit established by inflation allowed under the current state law governing annual levies. This item is being presented to the Board as information only and Mr. Bacon is asking for the Board of Health’s feedback regarding any concerns or any further ideas as it pertains to the legislation. Mr. Bacon suggested that passage of this would be helpful to WCHD.

**PERSONNEL COMMITTEE ........................................... Tuesday, December 10**

1. **Personnel Subcommittee Minutes (Tuesday, Dec 3)**

   The Personnel Subcommittee minutes were approved at the Personnel Committee meeting on Tuesday, December 10 and provided for the Board’s information.

2. **Personnel Committee and Executive Session Minutes (Tuesday, December 10)**

   The Personnel Committee minutes will be reviewed and approved at the next Personnel Committee meeting in January.

3. **Review of Succession Process Steps**

   President Lidvall emphasized the importance of good communication with the Personnel Committee and full Board to keep the Board informed as we go through succession process to start in January.

   The BOH Personnel Subcommittee had met on December 3 to discuss succession planning process. This meeting was facilitated by Gerry Olson from Leading Edge. At this Subcommittee meeting, Mr. Olson reviewed the general components of the succession planning process, including a brief review of upper management competencies and executive level core competencies for public health professionals. From the Board of Health one-on-one interviews a revised job description was developed and potential interview questions prepared and shared with the Subcommittee. After discussion and several questions, the Subcommittee with Leading Edge’s facilitation, drafted key steps from advertising to the hiring of a new public health administrator to recommend to the full Personnel Committee. The Personnel Committee met on December 10 to review the key steps / process and made a few clarifications and refined the process.

   As a follow up from the Personnel Committee meeting on December 10, Dr. Lewis reviewed in detail the draft process that the Personnel Committee is recommending as a
methodology for the full Board of Health to guide the filling of the public health administrator opening pending for this spring. The steps are as follows:

- Advertise for position
- Applications received
- Review of applications (Leading-Edge / Public Health Administrator)
- Preliminary interviews (face-to-face or telephone, Leading Edge)
- Board approval of offer range (comp/benefit package) and Personnel Subcommittee signoff on candidate list
- Assessment, testing (M-B / CPI, Leading Edge, develop evaluation form for BOH use)
- Formal interviews, 3 – 5 (BOH Personnel Subcommittee, Leading Edge, and WCHD’s Leadership Team)
- Leading Edge qualifies lead (i.e. ability of finalists to accept compensation)
- Narrow candidates and check references
- Final interview (2), (Board of Health and County Leads)
- Make offer (contract with BOH, draft by SA Office)

After discussion regarding the hiring plan, on behalf of the Personnel Committee, Dr. Lewis moved and Angie Goral and Luci Hoover seconded to approve the hiring process outline as listed in the Personnel Committee minutes of December 10 (these same steps also listed above). All members voted aye, motion carried.

4. Open Meetings Act (review of closed session process)
Dr. Lidvall and other members of the Board had several questions regarding the Open Meetings Act as it relates to voting, etc. Attorney Charlotte LeClercq was not available at tonight’s meeting to answer questions. Mr. Bacon indicated that perhaps she could provide a brief overview and answer questions at the next Board meeting.

5. Administrator Evaluation (executive Session)
The Public Health Administrator’s annual evaluation will be discussed in executive session.

QUALITY IMPROVEMENT COMMITTEE……………………………………Tuesday, December 10

1. Quality Improvement Committee Minutes of Tuesday, December 10
Dr. Lewis moved and Dr. Lidvall seconded to approve the QI Committee minutes of Tuesday, December 10 as presented, all members voted aye, motion carried.

2. WCHD’s Draft Strategic Plan (draft until adoption, planned for January 2014)
Between now and the next Board meeting, President Lidvall is asking Board members to peruse the draft Strategic Plan in particular Appendix B, C, and E (planning process – which includes SWOT analysis; Personnel Committee meeting and Retreat minutes; WCHD strategic plan goals and objectives that relate to the four crucial issues and logic model). Board members should send any issues they have regarding the Plan to Judy Box-Brown. It is the intent to present the Plan for a vote at the January 2014 meeting. Mr. Bacon reminded the Board that the Strategic Plan will be the presentation for the Board in January to summarize the key parts of the Plan.
NEW BUSINESS / OTHER MATTERS:

UNFINISHED BUSINESS:

Maternal and Child Health Community Systems (as follow up to the November BOH presentation)

President Lidvall tabled the continued discussion of the maternal and health community systems for an upcoming Board of Health meeting.

CORRESPONDENCE AND INFORMATION: Various materials were included in the Board packet for information purposes.

Mr. Bacon informed the Board that Liz Asprooth, employee relations / HR manager, will be retiring January 10. Mark Hunter, WCHD’s health equity officer, has been offered the new position for the State Health Department Regional Office in Rockford as their Regional Health Officer. Mark will be leaving January 15.

EXECUTIVE SESSION:

An executive session was needed to discuss matters related to personnel. At 7:45 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). Luci Hoover moved and Dr. Lewis seconded to go into closed session to discuss matters related to personnel. A roll call vote was taken, with all members voting aye.

After reconvening into regular session, Angie Goral moved and Luci Hoover seconded to approve the annual evaluation for the Executive Director as prepared by the Personnel Committee. All members voted aye to approve the annual evaluation, motion carried.

Dr. Helland moved and Dr. Williams seconded to approve a 5% pay increase for the Executive Director. All members voted aye regarding the increase, motion carried.

There being no further business, the meeting adjourned at approximately 8:20 p.m.

Approved by the Board of Health January 21, 2014

__________________________________
Date

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health