

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

PRESENT: Susan Fernandez, Angie Goral, Dr. John Halversen, Luci Hoover, Ronald Gottschalk, Dr. Patricia Lewis, Dr. Steven Lidvall, Ann Thompson-Kelly, Dr. Allen Williams

ABSENT: James Powers, Daniel Saavedra, Dr. David Helland

STAFF PRESENT: Mike Bacon, Judy Box-Brown, Lisa Gonzalez, Steve Guedet, Kara Biery, Attorney Charlotte LeClercq, Larry Swacina

OTHERS PRESENT: Amanda Patterson (Medical Student)

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

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: The Board welcomed to Amanda Patterson. Amanda is a second year Medical Student at the University of Illinois College of Medicine. She is also taking one of the public health courses working towards a public health certificate. Amanda is attending the Board meeting as one of her curriculum assignments.

WELCOME TO NEW BOARD MEMBER: The Board and staff introduced themselves and welcomed new Board member Sue Fernandez.

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

APPROVAL OF MINUTES: Dr. Lewis moved and Angie Goral seconded to approve the August 20, 2013 Board of Health minutes as presented, with all members voting aye.

PRESENTATION: Mr. Bacon provided an overview of public health accreditation. National accreditation is voluntary for health departments and is administered by the Public Health Accreditation Board (PHAB). Mr. Bacon explained that the Health Department is certified by IDPH but this certification doesn't take the place of national accreditation. Mr. Bacon's overview included an explanation of what public health accreditation is, the goal of accreditation, what accreditation looks at, the standards for accreditation organized in twelve domains, readiness checklist, accreditation process / steps, benefits of accreditation, application cost, time commitment, etc. Mr. Bacon commented that accreditation is focused on quality improvement and also explained that one of the steps in completing the accreditation process is that the Department must demonstrate the support of management and Board of Health for pursuing the accreditation process. In 2008 the Department went through a pilot process of national accreditation through the Multistate Learning Collaborative, so is familiar with the standards and the process. The Board asked several questions and made comments in support of accreditation.

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board

packet for the member's information.

Dee Dunnett announced that flu shots will be offered to Board members at the October 15 Board of Health meeting.

FINANCE COMMITTEE..... Tuesday, Sept. 17, 2013

The Finance Committee met on Tuesday, September 17 at 6:00 p.m. prior to the Board meeting. On behalf of the Finance Committee, Dr. Halversen (Finance Committee Chair) provided the following finance business:

1. Overview of Current Financial Statement and Preliminary Year-End Projections

The Finance Committee met and reviewed the statement of fund balance (revenue and expenditures). For the benefit of our new Board member, Dr. Lidvall asked Michelle Jahr to explain our financial reports. Ms. Jahr commented on the balance sheet and statement of revenue and expenditures and explained the recording of revenue when it is received versus when it is earned. Mr. Bacon and Ms. Jahr briefly commented on WCHD's primary sources of revenue (grants, property tax, and fees).

2. Review of Financial Reports:

Various financial reports for the month of August 2013 were presented, reviewed and referred for audit.

Luci Hoover moved and Ronald Gottschalk seconded for approval of total health fund expenditures for the month of August 2013 as follows:

Health Fund..... \$938,974.90

3. Grant Renewals:

a. Vision and Hearing Program Renewal

Ann Thompson Kelly moved and Dr. Williams seconded to approve the Vision and Hearing grant in the amount of \$16,560 (July 1, 2013 through June 30, 2014). All members voted aye, motion carried.

b. Illinois Breast and Cervical Cancer Program Renewal

Ronald Gottschalk moved and Dr. Williams seconded to approve the Illinois Breast and Cervical Cancer Program grant renewal in the amount of \$505,314 (July 1, 2013 through June 30, 2014). This grant is approximately \$20,000 less than the previous year. At the request of Dr. Lidvall, for new Board member awareness, Dee Dunnett provided a brief overview of the service scope of this grant and answered questions from Board member regarding number of clients served. WCHD is the lead agent for three counties in Northern Illinois. The process is to identify women at greatest need, who meet the criteria (underinsured, uninsured), for screening and referral. All members voted aye to accept the Breast and Cervical Cancer Program grant renewal, motion carried.

c. Illinois Subsequent Ten Pregnancy Project Grant Renewal

Ronald Gottschalk moved and Dr. Lewis seconded to approve the renewal of the Illinois Subsequent Pregnancy Grant in the amount of \$85,920 (July 1, 2013 through June 30, 2014). This grant is just slightly less than last year (\$80). Lisa

Gonzalez provided a brief overview of the scope of service for this grant. This grant provides the service of case management for pregnant teens. The intent is to prevent subsequent pregnancies. Also there is a peer education component of this grant and presentations are done in the community and education in the schools. All members voted aye to accept the Subsequent Pregnancy grant renewal, motion carried.

d. Teen Pregnancy Prevention Program Grant Renewal

Ronald Gottschalk moved and Ann Thompson Kelly seconded to approve the renewal of the Teen Pregnancy Prevention Program grant in the amount of \$100,000 (July 1, 2013 through June 30, 2014). This grant is approximately \$4,000 less than last year. Lisa Gonzalez provided a brief overview of the scope of service. Group prevention programs are conducted in middle schools throughout the community with the focus on teen pregnancy prevention, STD education, as well HIV prevention education. Both female and male groups are involved. All members voted aye to accept the Teen Pregnancy Prevention Program grant renewal; motion carried.

e. Public Health Emergency Preparedness Grant Renewal

Ronald Gottschalk moved and Dr. Halversen seconded to approve the renewal of the Public Health Emergency Preparedness grant in the amount of \$168,862 (July 1, 2013 through June 30, 2014). This grant is approximately \$17,000 less than last year. Mr. Guedet provided a brief overview of the scope of service this grant entails. The core responsibility of this grant is to provide emergency preparedness and response in the public health arena. After answering questions from the Board, all members voted aye to accept the Emergency Preparedness Grant renewal, motion carried

f. School Health Center Grant Renewal

Ronald Gottschalk moved and Dr. Lewis and Angie Goral seconded to approve the School Health Center grant renewal in the amount of \$75,300 (July 1, 2013 through June 30, 2014). This grant is just slightly less than last year (~\$200). Lisa Gonzalez provided an overview of the services through this grant. The grant funding supports the Department's Blackhawk School Link Health Center that serves several schools to provide primary care as well as mental health services. All members voted aye to approve the renewal of the School Health Center grant, motion carried.

g. Stand Against Cancer Program Renewal

Ronald Gottschalk moved and Luci Hoover seconded to approve the Stand Against Cancer Program renewal in the amount of \$9,500 (July 1, 2013 through June 30, 2014). This grant is down approximately \$1,500 from last year. Ms. Dunnett commented that this program has specific criteria and protocol that the Department follows regarding income guidelines, and age. All members voted aye to renew the Stand Against Cancer Program grant, motion carried.

3. ACA In-Person Counselor Grant

Ronald Gottschalk moved and Dr. Williams seconded to approve the Affordable Care Act In-Person Counselor grant in the amount of \$750,000. This is a new grant for the period

of July 24, 2013 through June 30, 2014. Lisa Gonzalez commented that WCHD is the lead agent partnering with approximately ten other agencies in this community-wide grant. The Department and its partners will provide In-Person Counselors to assist individuals in enrolling in the new health care opportunity offered through the Afford Care Act. Enrollment begins October 1. There are approximately 40,000 in our community who are eligible to enroll. Mr. Bacon commented that about 80% of money will be passed through to our partner organizations which include each of the three hospitals and a number of other community-based organizations. In-Person Counselors are required to attend trainings and pass exams to become certified before providing assistance to eligible individuals.

Staffed answered questions from the Board regarding continuation of grant after this term, training, eligibility, media / resources, etc. All members voted aye to approve the In-Person Counselor Grant, motion carried.

4. Major Expenditure Requests:

a. Niton XLP 300 Lead Analyzer

Ronald Gottschalk moved and Dr. Lewis seconded to approve the expenditure of \$15,415.50 to purchase a Niton XLP 300 Lead Analyzer. Mr. Swacina commented on the need of a lead analyzer to determine lead contamination as well as checking and proper decontamination. The equipment the Department is currently using has become unusable recently, and a replacement is needed. Funds for this expenditure have been budgeted for and are provide by the HUD lead grant. This device is essential in order to carry out the new \$3 million lead grant, as well as to complete the final year of the prior lead grant. All members voted aye to approve the expenditure for the Lead Analyzer, motion carried.

b. Training – HUD Demo Grant 2013

Dr. Halversen, on behalf of the Finance Committee, moved approval for expenditure in the amount of \$7,450 for lead inspection / risk assessment training. Mr. Swacina commented on the training needed in order to carry out the service responsibilities of the new HUD Lead Hazard Demonstration Grant. Funding source is from the HUD grant. All members voted aye to approve the expenditure for lead training, motion carried.

c. CDP Software Supplement – MUNIS Compatibility

Dr. Halversen, on behalf of the Finance Committee, moved for approval of CDP software supplement in the amount of \$21,590. Larry Swacina and Michelle Jahr commented on the need for this software supplement to streamline the accounting process and to be compatible with the County's MUNIS financial software. In June of this year, the Board approved the implementation of the CDP software with plans to transition the accounting part of the software to be compatible with the County MUNIS financial by October 1. All members voted aye to approve the CDP software supplement expenditure, motion carried.

d. Payment Processing Terminals

Dr. Halversen, on behalf of the Finance Committee, recommended tabling the Payment Processing Terminals until WCHD's legal council could look over the lease agreement to include an Opt Out Clause. Michelle Jahr explained that these

terminals are needed to better align the equipment with our needs in the MUNIS transition (the County financial software).

e. Video Wall Adjustment

Dr. Halversen, on behalf of the Finance Committed moved approval of expenditure in the amount of \$4,440 to cover the additional expense of the Video Wall that was previously approved in May by the Board of Health (\$43,000 previously approved) and in June by the County Board. Mr. Guedet made comments regarding the additional amount requested and informed the Board that the Department decided to include a couple of different components needed for the wall and to opted out of the extended three-year maintenance agreement. After discussion, it was moved by Dr. Halversen and seconded by Ann Thompson-Kelly to approve the expenditure for the video wall contingent upon legal review of the agreement regarding the manufacture’s one-year maintenance. All members voted aye, motion carried.

POLICY COMMITTEE.....No Meeting

1. REVIEW / AMENDMENT OF BOARD OF HEALTH BYLAWS

President Lidvall briefly reviewed the issue regarding the Bylaws that were discussed at last month’s Board meeting regarding the definition of a quorum.

The proposed Bylaw amendments were first reviewed at last month’s Board. To give the Board members ample time to review them for any other suggested amendments and in accordance with the Bylaws, the amendments are being presented tonight for a vote. Angie Goral moved and Dr. Williams seconded to approval all revisions in the Bylaws as presented:

ARTICLE III

MEETINGS

The Board of Health:

- 1. Shall hold meetings at least quarterly (55 ILCS 5/5-25013).

Shall hold meetings on the third Tuesday of each month **at a time and place to be designated by the Board in the Board Room of the Health Department, 401 Division Street, at 7:00 p.m.**

ARTICLE IV

VOTING

A quorum is understood to be a majority of the **appointed members of the Board of Health. Any vacant positions on the Board of Health, whether due to resignation or other cause, shall not be included for purposes of determining the existence of a quorum.** All questions before the Board of Health shall be decided by a majority vote of all members present; however, no meeting shall be counted as official unless a quorum **of members are is** present.

There were a few typographical errors that were corrected in the Bylaws, but the two primary revisions were in Article III and Article IV above.

All members voted aye to approve the amendment to the Bylaws as presented, motion carried. A special thanks went to Charlotte LeClercq from the States Attorney's Office for her assistance.

President Lidvall reminded the Board of the discussion held at last month's Board meeting regarding the Bylaw's wording "unexcused absenteeism" being subject to request for resignation from the Board. It was decided to leave the wording as is and that the Board Chairman would talk to members who have a pattern of frequent absenteeism from meetings.

PERSONNEL COMMITTEENo Meeting

Dr. Lewis informed the Board that it is time for the public health administrator's annual evaluation process and she will be working with the Department's Human Resource Manager, Liz Asprooth to move forward with this.

QUALITY IMPROVEMENT COMMITTEE.....No Meeting

PUBLIC HEALTH ACCREDITATION OVERVIEW / READINESS

In support of the presentation regarding public health accreditation, Dr. Lewis moved and Ronald Gottschalk seconded to encourage and support the Winnebago County Health Department to move forward with the accreditation process. All members voted aye, motion carried. Mr. Bacon commented that once a timeline is developed for key elements of the application, it will be shared with the Board.

NEW BUSINESS / OTHER MATTERS:

2014 HOLIDAY SCHEDULE

Historically WCHD has tried to follow the County's holiday schedule and is proposing to do the same for the year 2014 by being closed on designated holidays. Dr. Lewis moved and Dr. Lidvall seconded to approve the 2014 holiday schedule as presented. All members voted aye, motion carried.

UNFINISHED BUSINESS:

NOMINATING COMMITTEE REPORT

Dr. Halversen presented the report and recommendation from the Nominating Committee for Board of Health officers. It is the recommendation of the Committee that the current officers continue a second term as follows:

- Steven Lidvall, President
- James Powers, Vice President
- Ronald Gottschalk, Secretary

Dr. Halversen moved and Dr. Williams seconded for approval of the above slate of officers. All members voted aye, motion carried.

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

Mr. Bacon distributed a Public Health Foundation document regarding competencies for upper management in public health organizations and management competencies developed by Leading Edge. Mr. Bacon commented that this may be a starting point to collect thoughts around the kind of capabilities that the Board of Health would like to see in a Public Health Director. Also a schedule of interview times with Gerry Olson from Leading Edge and the Board regarding succession planning was also included in this packet of information.

EXECUTIVE SESSION: None

There being no further business, the meeting adjourned at 7:55 p.m.

Approved by the Board of Health October 15, 2013
DATE

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health