

Winnebago County Board of Health Meeting
Tuesday, February 19, 2013 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Angie Goral, Dr. John Halversen, Dr. David Helland, Ronald Gottschalk, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, James Powers, Daniel Saavedra, Dr. Allen Williams

ABSENT: Inara McGroarty, Ann Thompson-Kelly

STAFF PRESENT: Mike Bacon, Judy Box-Brown, Dee Dunnett, Lisa Gonzalez, Steve Guedet, Todd Kisner, Attorney Charlotte LeClercq, Larry Swacina

President Steven Lidvall called the meeting to order at 6:30 p.m.

SETTING THE AGENDA:

President Lidvall asked for any additions or adjustments to the agenda. The agenda was accepted as presented.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: The Board welcomed Deborah Lischwe, Associate Director, Health Systems Research (HSR) University of Illinois – Rockford who will be providing tonight’s presentation.

APPROVAL OF MINUTES: Dr. Lewis moved and James Powers seconded to approve the Board of Health minutes of January 15, 2013 as presented. All members voted aye, motion carried.

PRESENTATION: Deborah Lischwe, UIC - Rockford, HSR, provided an overview of WCHD’s Customer Satisfaction Survey conducted October 21 through November 21 2012. This anonymous survey was analyzed by HSR and Ms. Lischwe provided the methodology used in distributing the survey.

Ms. Lischwe shared the results of the survey showing the locations visited; services / programs used; source(s) used to learned about WCHD services; frequency and source of payment for services; client’s experience utilizing services (phone encounter, staff conduct, wait time, language easily understood, hours, facilities, etc.); means of transportation to WCHD, etc. In some instances, comparison to the last (2007) survey was included.

The survey results showed respondents by demographic characteristics (gender, age, race / ethnic group, and residence). In addition to specific questions about services characteristics and utilization, respondents could offer their own comments in three open-ended questions that asked about positive experience and suggestions for improvement.

The survey findings showed positive comments and overall a satisfied customer base. Thank you to HSR for their partnership in conducting this client survey.

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

Mr. Bacon commented that the reports are one way of tracking what is going on within our programs monthly, quarterly, and year-to-date. He mentioned the indicators in the FHS report reflect the indicators that WCHD funders are using and there is a summary in the Environmental Health report regarding their community collaboration.

FINANCE COMMITTEE..... Tuesday, February 5, 2013
The Finance Committee met on Tuesday, February 5. On behalf of the Finance Committee, Dr. Halversen (Finance Committee Chair) provided the following finance business:

1. Approval of Finance Committee Minutes February 5, 2013

Dr. Helland moved and Dr. Williams seconded to approve the February 5, 2013 Finance Committee as presented, with all members voting aye.

2. FY 2012 Year-End Report (Info Only)

The Board was provided with the FY2012 year-end report. The report showed comparison of the FY2011 and FY2012. The year-end difference between revenue and expenditures was \$67,815 reduction in the health fund. This is about \$100,000 less than what was budgeted for FY'12. Overall expenditures were about 93% of what was budgeted for the fiscal year all in an effort to not exceed revenue. No vote was needed the report was provided for information only.

3. 1st Quarter FY'13 Report (Info Only)

The first quarterly report for FY2013 was also presented for the Boards review. The first quarter billings (accounts receivable) totaled about \$1.6M. No action needed, the report was provided for information only

4. Draft Capital Improvement Plan / Budget (Info Only)

The Finance Committee reviewed the draft 5-Year Capital Improvement Plan at their February 5 meeting. This report was also presented at tonight's Board meeting for members review and comments. The Plan includes the Capital planning process and focused on a number of software related purchase projects. The Finance Committee and Board felt the Plan would be helpful in moving forward with future planning. No action needed at this time, the Plan was provided for information only

5. Expenditure Requests:

a. Demolition Change Order:

At the February 5 Finance meeting the Committee reviewed the need to consider an additional expenditure associated with a demolition where the contractor identified a residential size underground heating oil tank, the content of which needs to be emptied out along with the tank removed, both for proper disposal. The bid for this work is \$6220. The Finance Committee is recommending approval of this expenditure. Angie Goral moved and James Powers seconded to approve the demolition change order expenditure in the amount of \$6220 with all members voting aye, motion carried. The amount of expense incurred will be recorded on the property deed as a lien.

b. Software Licensing (not included at the February 5 meeting)

The Department is requesting an unplanned expenditure in the approximate amount of \$40,736.67 to purchase licensing for Microsoft Software (updated Windows, Exchange - email, and remote access network) that did not get properly licensed with previous upgrades. Mr. Guedet explained that there had been an oversight in the proper licensing for Microsoft and we are currently operating Microsoft without a valid license. He also commented on the upgrade options and stated that the requested amount is the less expensive way to go about acquiring the license for the Department.

Dr. Lewis moved and Luci Hoover seconded to approve the expenditure request in the amount of \$40,736.67 to purchase licensing for Microsoft Software. After several questions from the Board regarding term of the license, availability of funds, etc. with Mr. Bacon and Mr. Guedet commenting, all members voted aye, motion carried.

6. Resolution – Expenditures for Demolition

Finance Committee is recommending approval of a Resolution to grant the Administration authority to approve expenditure of demolition funds up to \$20,000 for demolition of condemned homes. Angie Goral moved and Dr. Lewis seconded to approve the Resolution to authorize the Administrator to approve demolition expenditures up to \$20,000. The Board previously authorized a per-item expenditure limit for the Administrator’s approval up to a maximum of \$5,000; the cost of most building demolitions exceeds \$5,000. The Health Department has an established annual budget to demolish houses and the court ordered authority for demolitions occurs through a process termed “Fast Track” requiring the demolition to happen within 120-days of the authority being granted. Obtaining prior approval from the Board of Health for each demolition project would slow the approval procedure and negatively impact the ability of the Health Department to meet ‘fast track’ time limits.

Mr. Bacon answered questions regarding budgeting, liens, etc. He also commented on WCHD’s partnership with the County regarding shared expenses for demolition which provides additional funds for demolition. All members voted aye to approve the Expenditure of Condemned House Demolition Funds Resolution as presented, motion carried.

7. Review of Financial Reports:

As a follow up to the last Board meeting regarding the discrepancy in the November 2012 expenditures (difference of ~\$630.00) an adjusted Request for Board of Health Approval form was presented reflecting the \$629.90 adjustment. Mr. Bacon clarified that the \$629.90 was an expenditure that came through after the November report was prepared for the Board of Health meeting last month.

Angie Goral moved and Dr. Williams seconded for approval of total health fund expenditures for the month of November 2012 as follows:

Health Fund..... \$1,003,295.39

All members voted aye, motion carried.

James Powers moved and Daniel Saavedra seconded for approval of total health fund expenditures for the month of January 2013 as follows:

Health Fund..... \$1,098,012.31

All members voted aye, motion carried.

8. Grant and Grant Renewals:

a. Illinois Breast and Cervical Cancer Program (IBCCP) Amendment #2

Dr. Lewis moved and Ronald Gottschalk seconded to approve the FY'13 IBCCP grant amendment in the amount of \$20,000 which will bring the total amount of the FY'13 grant to \$616,610. Although this is the second amendment received for this grant, it is still approximately \$83,000 less than FY'12. All members voted aye to approve the IBCCP grant amendment #2, motion carried.

b. Family Case Management Amendment

Luci Hoover moved and Dr. Lewis seconded to approve the FY'13 Family Case Management amendment in the amount of \$180,000. Mr. Bacon clarified that the additional funds represent the Targeted Intensive Prenatal Case Management program which is no longer broken out separately; therefore the funds are incorporated into the Family Case Management grant. After discussion regarding how / why amendments such as the ones presented tonight are granted to agencies with Mr. Bacon responding, all members voted aye, motion carried.

c. Vector Surveillance and Control – WNV Renewal

Daniel Saavedra moved and Angie Goral seconded to approval the renewal of the Vector Surveillance and Control grant in the amount of \$71,842 (April 1, 2013 through March 31, 2014). The funds are slightly higher than the previous year. Mr. Bacon commented that the funds are earned by the presence of the virus and surveillance. Unfortunately this year we have been able to demonstrate that we need the dollars (i.e. human cases). After discussion, all members voted aye to approve the renewal of the Vector Surveillance and Control, motion carried.

d. VFC/AFIX (Vaccine for Children/ Assessment Feedback, Incentives, eXchange) Renewal

Dr. Lewis moved and Ronald Gottschalk seconded to approve the renewal of the VFC/AFIX grant in the amount of \$30,000 (January 1, 2013 through December 31, 2013). These funds are \$5,000 less than the previous year. Mr. Bacon commented on the aspects of the grant that provides a service to community providers. WCHD nurses survey the records in the various health systems and provide reports on vaccine compliance levels. This information encourages improved vaccine levels. After further comments with Board members describing their performance standards approach, all members voted aye to approve the renewal of the VFC/AFIX grant, motion carried.

POLICY COMMITTEE BUSINESS.....No Meeting

1. Approval of Personnel Committee Minutes of February 12

Luci Hoover moved and Ron Gottschalk seconded to approve the Personnel Committee minutes of February 12 as presented, motion carried.

Dr. Lewis made comments on how the Board’s recent dialog of succession planning, skills, abilities and needs for development in the organization are linked to strategic planning. The Personnel Committee met with Leading Edge Consultants on February 12 to discuss developing an agenda for the Board of Health retreat that would focus on strategic planning. At this meeting, Leading Edge outlined their recommended steps of conducting an environmental scan, which include an evaluation of key changes and trends, review of opportunities, assessment of challenges and defining what success for WCHD would look like, as key components of this work. Leading Edge would then summarize the results and provide a feedback document for the purpose of bring forward the most important issues facing the organization and establish a consensus on strategic direction for the organization. Leading Edge will take the leadership on data gathering for a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

Judy Box-Brown has sent a survey with possible retreat dates. BOH feedback would be appreciated.

QUALITY IMPROVEMENT AD HOC COMMITTEE.....February 12, 2013

No Quorum was presented at the QI AD Hoc Meeting, so an information session was held and notes from that session was provided to the Board members.

Mr. Powers commented on the Department’s balanced scorecard status report format using a fourth column for “Status” reviewed in detail at the Committee’s February 12 meeting. Center Director’s highlighted the objectives in their category of the balanced scorecard. The QI Committee is recommending staff add “reducing fetal and infant deaths” as an objective and is in favor of the proposed status report format. The Committee also suggested that where possible, it may be helpful to identify comparative statewide numbers that might help put the local figures into perspective.

The Health Protection and Promotion Center not only participates in the agency’s overall balance scorecard (objectives, indicators, targets and status), but supervisors in this Center wanted something of their own to target and have developed their own Center balance scorecard included in their written monthly report to the Board. Mr. Powers is pleased with the supervisor’s enthusiasm in this effort and asked Ms. Dunnett to pass on his appreciation to the staff.

The next meeting of the Quality Improvement Committee will be a joint meeting with the in-house Quality Council. Possible meeting dates/times for this meeting were discussed.

NEW BUSINESS: NONE

UNFINISHED BUSINESS: NONE

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

Mr. Bacon invited Board members to a luncheon hosted by IDPH and WCHD in honor of Black History Month. This is a special initiative of the State Health Director, Dr. LaMar Hasbrouck in recognizing seven different organizations statewide and WCHD's Black Male Health Community Action Team is one of the recipients of that recognition. This event will be held at Klehm Arboretum on Thursday, February 28 at 11:30 a.m. Congratulations to the Black Male Health Community Action Team.

Mr. Powers acknowledged the well-deserved recognition of Dana Esparza who received a certificate of appreciation for Loyola University Civitas Child Law Center and Illinois Lead Safe Housing Task Force for her contributing to preventing childhood lead poisoning.

For the Board members that were not aware, Mr. Bacon mentioned Inara McGroarty's resignation from the Board of Health effective February 28. Ms. McGroarty was hoping to be present at this Board meeting, but unfortunately could not make it. Mr. Bacon and the Board expressed their appreciation of Ms. McGroarty's 14 years of dedicated service to the Board and Health Department. Mr. Bacon encouraged the Board to provide any ideas on community representatives to fill this position to him and he will forward to the County Chairman for consideration.

EXECUTIVE SESSION: None

There being no further business, it was moved by Dr. Lewis and seconded by Dr. Williams to adjourn the meeting at approximately 8:05 p.m.

Approved by the Board of Health March 20, 2013
Date

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health