



Public Health
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Peoria City/County
Health Department

Peoria County Board of Health Minutes of April 21, 2014 Meeting

MEMBERS PRESENT: Dr. Trachtenbarg Ms. Groves-Allison
Dr. Na'Allah Ms. Sullivan
Dr. Roehm Ms. Williams
Ms. Harant Rev. Duren
Dr. Hippler

MEMBERS ABSENT: Ms. Simpson Mr. Waters
Dr. Wortham

OTHERS PRESENT: Mr. Greg Chance, Public Health Administrator
Ms. Gene Huber, Director of Finance
Mr. Wil Hayes, Director of Environmental Health
Ms. Meredith Littell, Assistant Director of Infectious Disease
Mr. Curt Fenton, Director of Child & Family Health
Ms. Nicole Ingold, Public Health Programs Manager
Ms. Monica Hendrickson, Epidemiologist
Ms. Emily Connors, Human Resources Coordinator
Ms. Carey Panier, Assistant Director of Environmental Health
Ms. Diana Scott, Community Outreach/Public Information Officer
Ms. Kelly Stewart, Maternal Child Health Coordinator
Dr. Susan Bishop, Director of Dental
Mr. Bill Atkins, Peoria County State's Attorney's Office
Mr. Elliott Murray, League of Women's Voters
Ms. Natalie Morgan, GPR Resident

Item 1 - Call to Order

The meeting was called to order at 6:00 pm by Dr. Trachtenbarg.

Item 2 - Pledge of Allegiance

Item 3 - Executive Session

A motion was made by Ms. Sullivan to enter Executive Session for the purpose of a personnel issue. Motion was seconded by Ms. Harant. Motion carried (8, 0).

At 6:20 pm, the Board returned to regular session.

Item 4 - Comments from the Public

There were no comments from the public.

Item 5 - President's Comments

There were no comments from the President.

Item 6 - Consent Agenda Items

A motion was made by Ms. Harant to approve the consent agenda items. Motion was seconded by Dr. Roehm. Ms. Harant suggested that, in the future, the Strategic Plan Dashboard Report not be included in the Consent Agenda items and be part of Board presentation. Motion carried (9, 0).

Item 7 - Administration & Governance Committee Report

Dr. Roehm gave an update regarding the Administration & Governance Committee. He stated that four Board members have terms expiring June 30th: Dr. Trachtenberg, Joyce Harant, Nora Sullivan, and Terry Waters. Dr. Trachtenberg, Ms. Harant, and Ms. Sullivan have all indicated that they are interested in seeking reappointment to the Board. However, Mr. Waters has indicated he does not wish to seek reappointment. Dr. Roehm made a motion to recommend to the County Board Chairman that Dr. Trachtenberg, Ms. Harant, and Ms. Sullivan all be reappointed and that Todd Baker of Unity Point Administration be recommended as a candidate for appointment to fill the vacancy left by Mr. Waters. Motion was seconded by Dr. Hippler. Motion carried (9, 0).

Item 8 - Community Health Services Committee Report

Ms. Sullivan gave an update regarding the Community Health Services Committee discussion. She advised the Board that the Committee had a lengthy discussion concerning community health improvement strategies and the Department's focus on regional health improvement collaborative. Additionally, the Committee discussed the challenges presented with respect to outcomes and the obesity issue.

In the next item, Ms. Sullivan informed the Board that the Committee did have a brief discussion regarding "Community -Level Findings for Peoria County" outlined in the 2014 Illinois Kids Count Report. This Findings Report illustrated Peoria County's high incidence of infant mortality. In response to comments, Mr. Fenton will send this Report to all Board members.

Item 9 - Health Protection Services Committee Report

Ms. Harant gave an update regarding the Health Protection Services Committee. A discussion was held at the last meeting regarding a proposed Open Air Dining Policy for food establishments. Ms. Harant made a motion to approve the proposed Open Air Dining Regulation Policy. Motion was seconded by Dr. Hippler. Motion carried (9, 0). Ms. Harant stated that the Committee also discussed potential health protection issues related to the Country Life Music Festival that will be held this summer. The Committee was also given an update regarding the Vaccine for Children Program Provider compliance program and software used for Epidemiology.

Item 10 - Administrator Comments

A motion was made by Dr. Roehm to approve the Financial Services Report. Motion was seconded by Ms. Harant. The report was summarized by Ms. Huber. Motion carried (9, 0).

In the next item of business, Mr. Chance provided the Board with a legislative update. He stated that any proposed legislation that has been referred back to Rules or Assignments Committees are likely no longer active in this session. The proposed Farmer's Market and Home Kitchen regulations have been amended. The proposed legislation regarding dentists administering vaccines has been amended to allow dentists to administer the flu vaccine. Mr.

Chance stated that he had a very positive meeting with Senator LaHood; the meeting with Representative Gordon-Booth has been cancelled due to scheduling conflicts.

In the next item of business, there was discussion regarding the National Profile of Local Health Departments developed by the National Association of City & County Health Officials.

Item 11 - Old Business

A motion was made by Dr. Na'Allah to approve the proposal to continue Dale Carnegie Skill Enhancement Training. Motion was seconded by Rev. Duren. Mr. Chance introduced Mr. Steve Grant from Dale Carnegie. Mr. Grant provided the Board with an update on the trainings that have been held as well as feedback received from staff regarding the training, process, and how the development process and training efforts are tied to the Strategic Plan. Mr. Grant reviewed proposals to sustain and enhance skill development efforts. He further delivered results from the employee focus group held on April 11, 2014. Issues identified are to: revitalize the Recognition Program, dealing with complaining coworkers, generational differences in the work place, different styles of work, etc... Mr. Grant stated that three factors that are common to all engaged people are: value to the organization, believe in leadership, and how immediate supervisor values the person. Accountability is also important to staff. The next step is to bring everyone back together for two hour session in May and two hour session in July. It was asked if there are any objective measures that are tracked long term. The Workforce Climate Survey is conducted and also customer service is part of Performance Management. Dr. Trachtenbarg asked management in the room how they would vote regarding continuing with the follow up sessions. Several management staff stated they would vote to continue. Dr. Hippler stated that he would like to see outcome metrics. Motion carried (9, 0).

Item 12 - New Business

Ms. Hendrickson provided the Board a presentation regarding the 2014 County Health Rankings Report.

Ms. Ingold and Ms. Stewart gave an update regarding first quarter progress with Performance Management goals and objectives. Quality Improvement Training for all staff begins next week. Dr. Trachtenbarg requested a one page summary or a list of the program areas that are behind and identified challenges.

Ms. Sullivan asked if Performance Management ties into Accreditation and also where the Health Department is in the process for Accreditation. Ms. Ingold indicated that Performance Management is a critical component to fulfilling a high performing organization as detailed by Accreditation Standards. She further mentioned that the Department has submitted all evidence required for Accreditation review. The next step should be an onsite review which won't be scheduled for several months.

Item 13 - Executive Session

At 7:40 pm, a motion was made by Ms. Sullivan to enter Executive Session for the purpose of discussing the Public Health Administrator's performance evaluation. Motion was seconded by Dr. Roehm. Motion carried (9, 0).

At 8:02 pm, the Board returned to regular session.

Ms. Sullivan made a motion that to recognize the accomplishments of Mr. Chance over the past year in the form of a 2.5% increase to his base salary. Motion was seconded by Dr. Hippler. Motion carried (8, 0). As part of this discussion, the Board requested a special

meeting to discuss 2014/15 performance goals/objectives for Mr. Chance; it was decided that Ms. Grubb will poll the members to determine a date the week of May 12th.

Item 14 - Adjournment

Being no further business, a motion was made by Rev. Duren to adjourn the meeting. Motion was seconded by Ms. Sullivan. Motion carried (8, 0).

Meeting adjourned at 8:05 pm.

Respectfully submitted,

Joyce Harant, MS
Secretary