



## Peoria County Board of Health Administration & Governance Committee Meeting

**DATE:** December 3, 2014

**MEMBERS PRESENT:** Dr. Roehm  
Ms. Williams  
Dr. Trachtenbarg

**MEMBERS ABSENT:** Dr. Wortham

**STAFF PRESENT:** Greg Chance, Public Health Administrator  
Kristin Grubb, Administrative Assistant  
Emily Connors, Human Resources Coordinator  
Melissa Hall Adamson, Director of Community Health Policy &  
Planning/Assistant Administrator

**OTHERS PRESENT:** Nora Sullivan  
Joyce Harant

### Summary of Action Items:

- Endorsed FY15 Performance Management Goals for Administration Programs
- Confirmation of FY15 Salary Increase for Non-Bargaining Staff
- Approved Request to Fulfill Administrative Support Role for the Autism Trust Fund and Peoria County Care and Treatment Board (pending official Board action)

### Follow-up Issues for Next Meeting:

- Strategic Plan Development
- Planning for 2015 Elected Official Public Policy Meeting

### Meeting Minutes

Meeting was called to order at 6:00 pm by Dr. Roehm.

There were no public comments.

A motion to approve the September 30, 2014 meeting minutes was made by Dr. Trachtenbarg. Motion was seconded by Ms. Williams. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that the Performance Management measurable outcome goals for Administration programs include Human Resources and Finance. Dr. Roehm asked for the budgetary impact of accepting credit cards as a form of payment. Mr. Chance stated that the fee to use their credit card is passed on to the client so there is no cost for the Health Department. Vital Records has been the test area for accepting credit cards; funeral homes have commented positively regarding their ability to pay this way. Credit cards will also be accepted in Infectious Disease and Environmental Health. A motion to approve the FY15 Performance Management Goals for Administration Programs was made by Ms. Williams. Motion was seconded by Dr. Trachtenbarg. Motion carried (3, 0).

In the next item of business, Ms. Harant provided information regarding the request for the Health Department to fulfill the administrative support role for the Autism Trust and possibly for the Peoria County Care & Treatment Board. Ms. Harant and Ms. Sullivan have been on the Care & Treatment Board for several years with their Board service intended to support a transition to a change in governance model that resembled McClean County. In 2013, the Peoria County Care and Treatment Board lost an Early Intervention Services grant, resulting in all staff, including the Executive Director position being discontinued. Since that time, Peoria County Administration staff has provided administrative support, including emailing meeting notices, agendas, and taking minutes during the meetings. The County staff has also handled the actions involved in the process related to emailing the grant applications, receiving them back and dispersing them to the Care and Treatment Board members. The Care and Treatment Board is also the Trustee of the Autism Trust Fund amounting to an approximate value of \$2.7 million. This Trust was created a number of years ago when the Allied Agencies building and property was purchased by OSF. A Disbursement Committee that is overseen by the Care and Treatment Board dispenses available funds in the form of grants to support autism services. Peoria County administrative staff recently determined that the Autism Trust is not a public fund that should be staffed by Peoria County administrative staff. Mr. Chance stated that the State's Attorney's Office opinion is that the Board of Health can provide administrative support to the Autism Trust as long as the Board believes the investment of resources meets its mission and vision. Mr. Chance stated that he thought expenses would be minimal. A motion was made by Dr. Trachtenberg to approve the request to fulfill the administrative support role for the Autism Trust Fund and Peoria County Care and Treatment Board (pending an official request from the Care & Treatment Board). Motion was seconded by Ms. Williams. Dr. Roehm asked that Ms. Harant and Ms. Sullivan provide a briefing to the Board of Health at the December meeting regarding how this action may be implemented and how it relates to the Health Department's Strategic Plan. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that, as a matter of record, particularly in light of actions being taken by the County Board, he wanted to bring to the Committee's attention that the Health Department budget approved by the Board of Health and County Board includes a 2.5% increase for all non-union staff. A motion to confirm the FY15 salary increase for non-bargaining unit staff was made by Ms. Williams. Motion was seconded by Dr. Trachtenberg. In response to a question regarding if any Health Department staff took the Voluntary Retirement Incentive (VRI), Mr. Chance stated that two full time employees and one part time employee took the VRI, for a total of 2.5 FTEs. He added that he will discuss the process for filling vacated positions with County Administration. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that the Community Health Services Committee and Health Protection Services Committee approved their portions of the FY15 Fee Schedule. Both committees discussed the STD Clinic Fee, which was proposed to increase from \$10.00 to \$20.00, but is now proposed to be \$15.00. Mr. Chance stated that a few charges were added to the Dental Fee Schedule although most dental patients are on Medicaid. Dr. Roehm stated that the usual and customary fees formulation is normally six months behind current billing practices in the private sector.

In the next item of business, Mr. Chance reviewed the Department's program expectations/outlook for 2015. He stated that the State of Illinois budget issues could affect the Local Health Protection Grant if cuts are made to the general revenue fund. Mr. Chance stated that Quality Quest, now Healthy Central Illinois, is working with the Institute for Healthcare Improvement regarding a regional population health collaborative. The Marshall County Board of Health is reviewing its options for delivery of services. Mr. Chance stated that he would like to see one Community Health Needs Assessment conducted for the region. He also stated that the Health Department is waiting to hear regarding whether or not we receive Accreditation.

Mr. Chance stated that a report will be given at the December Board of Health meeting regarding the Health Department's Ebola response. He stated that the State of Illinois is attempting to determine what hospital should treat an Ebola case in this region. The State has also asked OSF Saint Francis Medical Center, as the regional resource hospital, to create a tiered treatment plan like what is in place in Chicago. A meeting regarding a regional tiered treatment plan is scheduled for next week.

Mr. Chance stated that the Committee should start thinking about hosting a legislative/public health policy breakfast in 2015. A calendar for the 2015 Spring Session of the General Assembly is not yet available; however, he recommends waiting until February or March if a breakfast is to be held. Dr. Roehm asked if holding the breakfast was worth the work that went into it as turnout was low in 2014. This issue will be discussed at the December Board of Health meeting. Ms. Williams suggested the Board of Health participate in the legislative breakfast held jointly by the County and City.

Mr. Chance stated that the Health Department's Strategic Plan expires at the end of 2015. The current plan took three to five months to complete; therefore, a decision regarding how to conduct the next Strategic Plan would need to be made in the first quarter of 2015. Mr. Chance recommends bringing McAlpine Consulting for Growth back for the next Plan.

Being no further business, the meeting adjourned at 6:41 pm.