

**Peoria County Board of Health
Administration & Governance Committee Meeting
January 28, 2014**

MEMBERS PRESENT: Dr. Roehm
Sharon Williams
Dr. Wortham

MEMBERS ABSENT: Dr. Trachtenbarg

STAFF PRESENT: Greg Chance, Public Health Administrator
Kristin Grubb, Administrative Assistant
Gene Huber, Director of Financial Services
Emily Connors, Human Resources Coordinator

Meeting was called to order at 5:00 pm by Dr. Roehm. As there was no quorum, Dr. Roehm stated the Committee would review informational items.

Mr. Chance asked Ms. Huber to provide the Committee with an overview regarding the change in finance policy and procedures for the Marshall County Board of Health contract for services. Ms. Huber stated that vendor checks for Marshall County will now be handled by the Marshall County Treasurer rather than Peoria County.

Dr. Wortham entered the meeting at 5:01 pm.

Additionally, the Marshall County Programs Manager will now work with the Marshall County Treasurer regarding the vendor checks and will also be responsible for grant billings. These changes will save the Marshall County Board money as the administrative fee paid to PCCHD will be reduced. Employee related expenses will still go through Peoria County with a bill going to Marshall County for reimbursement.

Upon conclusion of this informational item, Dr. Roehm declared that the Committee now had a quorum and the meeting will return to the original agenda.

There were no public comments.

A motion was made by Ms. Williams to approve the minutes of the November 19, 2013 meeting. Motion was seconded by Dr. Wortham. Motion carried (3, 0).

Dr. Roehm welcomed Dr. Wortham to the Board; introductions were done.

Mr. Chance stated that he spoke with Dr. Trachtenbarg regarding four members' terms that are expiring June 30, 2014; those members are Dr. Trachtenbarg, Ms. Harant, Ms. Sullivan, and Mr. Waters. With the Board's new governance structure, recommendations will need to be brought to this Committee in March and taken to the full Board at its April meeting. Mr. Chance stated that Dr. Trachtenbarg asked him to contact those members regarding re-appointment. If there are members who do not want to seek re-appointment, Mr. Chance will talk to Dr. Trachtenbarg regarding soliciting candidates for vacated seats.

In the next item of business, a motion was made by Dr. Wortham to approve the proposed job description for the Director of Community Health Policy and Planning/Assistant Administrator. Motion was seconded by Ms. Williams. Mr. Chance stated that there needs to be more senior leadership commitment in the area of

community health improvement and policy. The Community Health Policy and Planning Division would include the areas of Community Health Improvement, Community Outreach/Public Information Outreach, and Vital Records. The Director position would be on the same level within the organization as that of the currently vacant Director of Health Protection/Assistant Administrator position. However, both positions cannot be filled in 2014; the Director of Health Protection/Assistant Administrator position would be budgeted for in 2015. Mr. Chance stated that he is hopeful that once someone is in the Director of Community Health Policy and Planning/Assistant Administrator position, more program areas would eventually be moved under that position. The Peoria County Administration Hay Committee pointed the position at a Grade 16, which has a minimum entry salary of \$69,095; the amount budgeted for the position is \$73,445. Mr. Chance added that, per the Personnel Policies, he does have the opportunity to start someone at up to 5% above the minimum without the Board's approval. Once the six month probationary period is complete, the employee can also receive up to a 5% increase. Motion carried (3, 0).

In the next item of business, a motion was made by Ms. Williams to approve the proposed job description for the Health Protection Practitioner position in Marshall County. Motion was seconded by Dr. Wortham. Mr. Chance stated that the proposed job description was created in an effort to maximize resources at the Marshall County Health Department (MCHD). A full time Emergency Preparedness Planner position was vacated; that position was dedicated to PCCHD 60% of the time and 40% of the time at the MCHD. Currently, there is a Sanitarian budgeted at 60% MCHD and 40% PCCHD. The vacant Emergency Preparedness position was used to create one FTE at MCHD, which will be funded with Emergency Preparedness dollars as well as other funding from MCHD. The Sanitarian assigned 60% of her time at MCHD would have to be laid off with the understanding that she has the option of taking the newly created position or taking a Sanitarian position that is currently vacant and 100% of its time is PCCHD. This employee has been informed of the situation; the union was also informed. Mr. Hayes has decided to hold off of the remaining .4 FTE within the Environmental Health program. In response to a question, Ms. Connors stated that, in order to create the new position, the two split positions have to be eliminated. Mr. Chance stated that, based on changes in funding, it was determined that a second person is no longer needed in the Peoria County Emergency Preparedness program. Motion carried (3, 0).

In the next item of business, a motion was made by Ms. Williams to adopt the Core Competencies for Public Health Professionals and the Workforce Development Plan. Motion was seconded by Dr. Wortham. Mr. Chance stated that this issue was being brought to the Board as a matter of record to assure that the Board and Administration are in alignment regarding workforce development strategies. Ms. Connors reviewed the Core Competencies. Mr. Chance stated that included in the core competencies is the need to develop soft skills. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that, as a follow up to the discussion at the full Board of Health meeting regarding the Strategic Plan objectives related to the Community Health Improvement Plan which have not been met, his recommendation is that these objectives be taken to the Community Health Services Committee to obtain a recommendation regarding potential changes to the dashboard. Mr. Chance stated that the other Strategic Plan areas in which the agency is behind relate to data; however, with Ms. Hendrickson now employed as the Epidemiologist, some of those deficiencies will be addressed in the near future. The Committee agreed with Mr. Chance's recommendations for proceeding with the Community Health Services Committee.

At 5:35 pm, a motion was made by Dr. Wortham to enter Executive Session for the purposes of a personnel item and to review Executive Session minutes. Motion was seconded by Ms. Williams. Motion carried (3, 0).

At 5:48 pm, the Committee returned to regular session.

Being no further business, the meeting adjourned at 5:48 pm.