

**Peoria County Board of Health
Administration & Governance Committee Meeting
March 18, 2014**

MEMBERS PRESENT: Dr. Roehm
Sharon Williams
Dr. Wortham
Dr. Trachtenbarg

STAFF PRESENT: Greg Chance, Public Health Administrator
Kristin Grubb, Administrative Assistant
Gene Huber, Director of Financial Services

Meeting was called to order at 5:00 pm by Dr. Roehm.

There were no public comments.

A motion was made by Ms. Williams to approve the minutes of January 28, 2014. Motion was seconded by Dr. Trachtenbarg. Motion carried (4, 0).

In the first item of business, Mr. Chance stated that a schedule for FY15 budget development and approval was put together by Ms. Huber. He stated that the schedule is based on the past practice of County Administration requiring a budget from the Board of Health in July or August, which then goes to the County Committee in October. Therefore, a budget would need to be presented to the Board for adoption at its August meeting. Mr. Chance stated that reviewing preliminary budget information is on the agenda for the other two Committees this month. A motion was made by Dr. Trachtenbarg to approve the strategy for FY15 budget development. Motion was seconded by Dr. Wortham. Motion carried (4, 0).

In the next item of business, Mr. Chance stated that four Board members have terms expiring on June 30th. Dr. Trachtenbarg, Ms. Harant, and Ms. Sullivan have expressed their interest in being reappointed to the Board; however, Mr. Waters does not wish to seek reappointment due to conflicts with his work schedule. Under direction from Dr. Trachtenbarg, Mr. Chance reached out to Unity Point leadership to determine if there is someone in senior management that could possibly replace Mr. Waters. Todd Baker has been recommended; his information was included in the agenda packet. A motion was made by Dr. Wortham to recommend to the Board of Health that Dr. Trachtenbarg, Ms. Harant, and Ms. Sullivan be recommended for reappointment and that Todd Baker of Unity Point Administration be recommended to the County Board Chairman as a candidate for appointment to fill the vacancy left by Mr. Waters. Motion was seconded by Ms. Williams. Motion carried (4, 0).

In the next item of business, Mr. Chance stated that his anniversary date is May 1st. He is employed via contract, which stipulates that an annual evaluation be conducted and any compensation adjustments are contingent on the evaluation. Mr. Chance provided information regarding how the process was conducted last year. Dr. Trachtenbarg stated that, instead of recreating an evaluation tool, the one from last year should be used along with Mr. Chance's current goals. A motion was made by Ms. Williams to direct the Administrator to circulate to all Board of Health members the performance evaluation tool used in 2012/2013 along with his agreed upon performance goals with the completed evaluation tools to be returned to Dr. Trachtenbarg by April 7th. Motion was seconded by Dr. Trachtenbarg. Motion carried (4, 0).

In the next item of business, Mr. Chance stated that he is pleased with the progress that has been made regarding Goals 2 and 4 of the Strategic Plan; however, there are challenges regarding policy development related to Board function as well as citizen engagement. Some efforts have stalled due to trying to push the regional health improvement collaboration. Mr. Chance stated that he is not sure if citizen engagement should be set aside for now to see how the regional health improvement collaboration efforts progress. The Director of Community Health Policy & Planning position may have some impact in this area as well. He stated that another area in which the agency has been deficient is regarding being a more engaged entity around health data collection and analysis. Mr. Chance stated that Ms. Hendrickson has been with the agency for six months; he has asked that she review the metrics regarding data and provide a new timeframe for this objective get back on track. The key to this issue is engagement of stakeholders: OSF, Unity Point, and UICOMP. Mr. Chance stated that Ms. Hendrickson is already nurturing a relationship with UICOMP and beginning to form a relationship with OSF; she has obtained data related to OSF's emergency department. There is more of a challenge with Unity Point due to the new electronic medical records system that will be in place in May and determining to whom she should reach out for data. Mr. Chance stated that he will bring the discussion regarding the challenging areas of the Strategic Plan back to the Committee at its May meeting.

In the next item of business, Mr. Chance stated that the Ad-Hoc Committee that developed the agenda for the Legislative Breakfast discussed how to take advantage of the Board's new governance structure to engage in more constructive dialogue. There was concern regarding the number of items included in Consent Agenda Items at the February meeting. A change that will be made to the agenda for full Board of Health meetings is that each Committee Chair will have an agenda item to report out on discussions held and make motions regarding any action items from the Committee for Board action. Mr. Chance stated that another issue resulting from the Ad-Hoc Committee's discussion is that there will now be a Committee agenda item giving an opportunity for Board members to discuss with senior program leadership what issues need the Board's awareness. This will hopefully lead to thoughtful discussion and provide the Board members with information they need to fulfill their role.

Mr. Chance shared with the Committee a list of key projects for the Health Department during 2014/2015; this was developed for County Administration to share with the County Board. He added that he continues to advocate to staff that the roadmaps for the future of the Health Department are the Strategic Plan, Community Health Improvement Plan, and the challenges/opportunities lists for each program area. Mr. Chance stated that he received positive feedback from the legislators and County representative regarding the Legislative Breakfast. He has followed up with Senator LaHood and a meeting has been scheduled with Representative Gordon-Booth.

Ms. Huber stated that, as FY13 is closed out, it appears that the ending numbers will be close to the financial information provided at the February Board of Health meeting. She also stated that the auditors will be on site at the County the week of April 20th; however, it is not known when they will be at the Health Department. Dr. Roehm stated that Ms. Huber makes the check register available for Board members to review each month.

Mr. Chance stated that Human Resources also reports to this Committee. The Dale Carnegie trainings have all been completed; a meeting is scheduled with Steve Grant

from Dale Carnegie to review staff evaluations of the training. Frames were purchased for employees to use for their completion certificates; photos were taken of each class. Employees received .9 CEU for completion of the training. Mr. Chance stated that the feedback will be evaluated to determine what can be improved upon and if there are additional opportunities for staff training. The Marshall County Health Practitioner position has been posted internally with one applicant applying. There is also one open clerical position for which three internal candidates applied; there is an open Sanitarian position and another Sanitarian has submitted her resignation.

Being no further business, the meeting adjourned at 5:52 pm.