



## Peoria County Board of Health Minutes of August 17, 2015 Meeting

**MEMBERS PRESENT:** Ms. Harant Dr. Trachtenbarg  
Ms. Sullivan Rev. Duren  
Mr. Baker Ms. Groves-Allison  
Dr. Wortham Ms. Williams

**MEMBERS ABSENT:** Dr. Anderson Dr. Na'Allah  
Ms. Simpson Dr. Hippler

**STAFF PRESENT:** Gene Huber, Director of Finance/Interim Public Health Administrator  
Emily Connors, Human Resource Manager  
Wil Hayes, Director of Environmental Health  
Meredith Littell, Assistant Director of Infectious Disease  
Melissa Hall Adamson, Director of Community Health Policy & Planning/Assistant Administrator  
Kristin Thornburg, Interim Director of Child & Family Health  
Dr. Susan Bishop, Director of Dental  
Nicole Ingold, Public Health Programs Manager

**OTHERS PRESENT:** Michelle Sanders, Molina Health Care

### **Item 1 - Call to Order**

Meeting was called to order at 6:00 pm by Ms. Harant.

### **Item 2 - Pledge of Allegiance**

### **Item 3 - Comments from Public**

There were no comments from the public.

### **Item 4 - President's Comments**

Ms. Harant asked for volunteers to participate on the Nominating Committee. Motion was made by Dr. Trachtenbarg to appoint Mr. Baker, Rev. Duren, and Ms. Groves-Allison to the Nominating Committee. Motion was seconded by Dr. Wortham. Motion carried (8, 0).

### **Item 5 - Consent Agenda Items**

A motion was made by Dr. Trachtenbarg to approve the consent agenda items. Motion was seconded by Dr. Wortham. Motion carried (8, 0).

## **Item 6 - Administrator Comments**

The Financial Services Report was reviewed by Ms. Huber. A motion was made by Dr. Trachtenberg to approve the Financial Services Report. Motion was seconded by Rev. Duren. Motion carried (8, 0).

In the next item of business, Ms. Huber stated that the County Audit was complete with no findings; the Federal Audit is still in process.

In the next item of business, Ms. Huber provided an update regarding the transition of the vendor for the Marshall County Board of Health from PCCHD to the Bureau County Health Department. Efforts are being made to ensure a smooth transition for both staff and services.

## **Item 7 - Executive Session**

At 6:08 pm, a motion was made by Rev. Duren to enter Executive Session to discuss labor relations and personnel. Motion was seconded by Dr. Wortham. Motion carried (8, 0).

At 6:21 pm, the Board returned to regular session.

## **Item 8 - Old Business**

In the first item of business, the members of the Administrator Recruitment Committee decided on Monday, August 24, 2015 at 3:30 pm for their next meeting.

Ms. Huber reviewed the FY16 budget. A motion was made by Dr. Trachtenberg to adopt the FY16 budget. Motion was seconded by Dr. Wortham. Motion carried (8, 0).

Ms. Ingold reviewed the second quarter Performance Management outcomes with the Board. In response to a question from Ms. Harant regarding if staff has areas they are concerned about, Ms. Ingold stated that staff's Performance Management skills continue to improve and there is not one particular area of concern at this time. Dr. Wortham asked about the Million Hearts initiative being placed on hold. Ms. Hall Adamson stated that there are plans to restart the initiative in the fall. Ms. Harant directed Ms. Hall Adamson to email the Board with ideas on how they can help keep the Million Hearts initiative going.

Ms. Harant reviewed the Strategic Planning timeline. There was discussion regarding member attendance; the Board requested a review of the By-laws section in terms of the ability for Board members to participate in meetings via phone. The Board agreed to not have Committee meetings in September and November of this year, replacing those meetings with Strategic Planning sessions for goal writing. The Change Management Committee meeting was scheduled for September 23, 2015, from 3:00 pm - 5:30 pm in the Board Room. The Lead-and-Mobilize Committee has not scheduled a meeting time. The Workforce Committee does not have a Board member assigned to that committee so internal staff will set a meeting time during the workday. Performance Management Committee has two members that will work on scheduling a time.

In the next item of business, Ms. Harant stated that she would like the Board to start thinking about an emergency operations fund. Ms. Huber provided information regarding potential costs of outbreaks. Ms. Harant stated that this discussion could be continued at the Lead-and-Mobilize Strategic Plan Committee meeting in September. Ms. Sullivan asked that this discussion be added to all the Strategic Planning Committee meetings. Ms. Williams asked to form an Ad Hoc Committee covering a public health marketing strategy focused on vaccinations

and the parents who are opting out of vaccinating their children. Ms. Harant requested a committee to discuss the budget and setting up a potential emergency operations fund.

**Item 9 - New Business**

There was no new business.

**Item 10 - Adjournment**

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

Meeting adjourned at 7:47 pm.

Respectfully submitted,

Maxine Wortham, PhD  
Secretary