



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

**MEMBERS PRESENT:** Dr. Trachtenbarg Dr. Wortham  
Ms. Simpson Dr. Hippler  
Ms. Sullivan Ms. Harant  
Mr. Baker Dr. Na'Allah  
Ms. Groves-Allison Dr. Roehm  
Rev. Duren

**MEMBERS ABSENT:** Ms. Williams

**STAFF PRESENT:** Greg Chance, Public Health Administrator  
Kristin Grubb, Administrative Assistant  
Wil Hayes, Director of Environmental Health  
Monica Hendrickson, Epidemiologist  
Gene Huber, Director of Financial Services  
Diana Scott, Public Information Officer/Community Outreach  
Meredith Littell, Assistant Director of Infectious Disease  
Jean Bellisario, Director of Infectious Disease  
Emily Connors, Human Resources Coordinator  
Kelly Stewart, Community Health Programs Manager  
Kristin Thornburg, Assistant Director of Child & Family Health  
Nicole Ingold, Public Health Programs Manager

**OTHERS PRESENT:** Michelle Bailey  
LaVonne Sammis

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

Meeting was called to order at 6:12 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 stated that the following Board of Health members' terms expire June 30th: Dr. Roehm, Rev. Duren, Dr. Hippler, and Ms. Simpson. Ms. Harant will reach out to these members regarding their interest in being reappointed to the Board.

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

A motion was made by Dr. Wortham to approve the consent agenda items. Motion was seconded by Ms. Simpson. In response to a question from Ms. Sullivan regarding the budget impact of the

Budgeting and Purchasing Policies, Mr. Chance stated that the budget dictates what is purchased. Motion carried (11, 0).

#### **Item 6 - Administration & Governance Committee Report**

In the first item of business, Dr. Wortham stated that the Administration & Governance Committee reviewed and approved the 2015 Performance Management Plan. Mr. Chance stated that the Board will receive summary reports, with the dashboard being used internally. A motion was made by Rev. Duren to approve the 2015 Performance Management Plan. Motion was seconded by Ms. Sullivan. Motion carried (11, 0).

In the next item of business, Dr. Wortham Stated that the Administration & Governance Committee decided to go with a different approach for the Board's strategy for legislative advocacy efforts during the Spring General Assembly Session. Instead of hosting a Public Health Policy & Legislative Breakfast, Board members will reach out to the legislators to discuss public health related issues. Mr. Chance stated that he is willing to accompany Board members during these meetings. He anticipates that talking points will be finalized after the March Board of Health committee meetings with meetings scheduled sometime in April.

#### **Item 7 - Community Health Services Committee Report**

Ms. Sullivan stated that the Community Health Services Committee discussed and approved a strategy for Board development of public health policy. Ms. Hall Adamson provided more information regarding the proposed policy development framework, which was a CDC resource. Ms. Sullivan stated that this framework would be used by the Committees regarding the policy issues they want to address. Mr. Chance stated that an example would be the Health Protection Services Committee utilizing the framework to evaluate a change in policy regarding legislative exemptions for mandated vaccines. He added that a starting point for this framework would be the three identified priority community health issues in the Community Health Improvement Plan. A motion was made by Ms. Sullivan to approve the strategy for Board development of public health policy. Motion was seconded by Dr. Na'Allah. Motion carried (11, 0).

#### **Item 8 - Health Protection Services Committee Report**

Ms. Simpson stated that the Health Protection Services Committee reviewed and approved a strategy to solicit stakeholder feedback concerning the Department's intention to develop a new Food Safety Inspection Tool. Mr. Chance stated that, based on the experience with the Onsite Wastewater Treatment Code, it is important to engage the public and industry as much as possible. Mr. Hayes stated that the current food safety inspection tool is over 30 years old and therefore, outdated. In order to remain current with best practices, there is a push toward utilizing the FDA food safety inspection tool, which addresses the true causes of foodborne illnesses. A motion was made by Dr. Trachtenbarg to approve the strategy to solicit stakeholder feedback concerning a new Food Safety Inspection Tool. Motion was seconded by Dr. Hippler. Motion carried (11, 0).

#### **Item 9 - Administrator Comments**

In the first item of business, a motion was made by Mr. Baker to approve the Financial Services Report. Motion was seconded by Ms. Simpson. Motion carried (11, 0). Ms. Huber reviewed the FY14 End of Year Analysis; she stated that FY14 ended with a positive amount of \$325,870.00 instead a deficit. Dr. Roehm encouraged the Board to be vigilant regarding its cash reserves. Mr. Chance stated that there is over \$200,000.00 in the TB fund. As the Board looks at the FY16 budget, spending this fund down will be reviewed.

In the next item of business, Mr. Chance stated that, one of the standards of a high performing agency is looking back at its accomplishments from the previous year. He added that the list included in the agenda packet is of the Board's accomplishments not those of the Health Department; there is a difference between Board of Health action and actions of the Health Department. Dr. Na'Allah stated she was hoping to see something on the list regarding the decrease in STDs.

In the next item of business, Mr. Chance stated that the Health Department received a rating of fully met or partially met on 95 of the 97 Accreditation standards. The two areas that required an Action Plan were Performance Management and Solicitation of Customer Feedback. The Action Plan was submitted and accepted by PHAB. The next step in the process is to provide evidence of the Action Plan being implemented. Mr. Chance stated that staff needs to determine if there is enough evidence to submit by PHAB's next meeting in early March.

In the next item of business, Mr. Chance stated that the Regional Population Health Improvement Collaborative is moving forward. Healthy Central Illinois (formerly Quality Quest) adopted a Statement of Purpose and has engaged the Institute for Healthcare Improvement (IHI) to assist Healthy Central Illinois as the Board works to drive down health care costs by improving population health. Dr. Hippler and Dr. Trachtenbarg are both members of Healthy Central Illinois. Mr. Chance stated that a webinar series from IHI begins on February 18th. He added that key stakeholders, including Ms. Harant as Board of Health President, received an update regarding the collaborative; that information will be sent to the Board members. Mr. Chance stated that efforts are being made for the next Community Health Needs Assessment to be conducted collaboratively. A request will be brought to the Board at its April meeting regarding requesting a deadline extension from IDPH. In response to a question regarding what happens to the current Community Health Improvement Plan, Mr. Chance stated that it does not go away. The second phase in the process is development of a Community Health Improvement Plan; it is hoped that there will be just one Plan.

#### **Item 10 - Old Business**

There was no old business.

#### **Item 11 - New Business**

In the first item of business, a motion was made by Dr. Roehm to approve the Customer Feedback and Satisfaction Measurement Policy & Procedure. Motion was seconded by Dr. Hippler. Mr. Chance stated that this policy and procedure is intended to standardize the process of customer feedback and satisfaction measurement. ASTHO's toolkit is included to be used for guidance in developing customer surveys.

Dr. Trachtenbarg left the room at 7:26 pm.

Results of surveys will be shared with the Board of Health. Motion carried (10, 0).

Dr. Trachtenbarg returned at 7:27 pm.

In the next item of business, a motion was made by Dr. Trachtenbarg to accept the proposal from McAlpine Consulting for development of the 2016-2019 Strategic Plan. Motion was seconded by Dr. Hippler. Mr. Chance stated that positive feedback was received regarding McAlpine Consulting from the previous Strategic Planning process. The process will be similar to last time. There is money in the budget to accommodate this process, which

should take seven to nine months, with a new Plan launch date of January 1, 2016. Motion carried (11, 0).

In the next item of business, a motion was made by Dr. Hippler to approve the Credit Card Policy for Payment of Services. Motion was seconded by Dr. Trachtenbarg. Motion carried (11, 0).

**Item 12 - Adjournment**

Being no further business, a motion was made by Rev. Duren to adjourn the meeting. Motion was seconded by Ms. Simpson. Motion carried (11, 0).

Meeting adjourned at 7:29 pm.

Respectfully submitted,

Maxine Wortham, PhD  
Secretary