



**Peoria County Board of Health
Administration & Governance Committee Meeting
January 26, 2015**

PRESENT: Dr. Wortham
Ms. Williams
Mr. Baker

ABSENT: Ms. Harant

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
Gene Huber, Director of Financial Services
Nicole Ingold, Public Health Programs Manager
Kelly Stewart, Community Health Programs Manager

Summary of Action Items:

- Approved December 3, 2014 Meeting Minutes
- Approved Holding Public Hearing for February 17th regarding PCCHD Acceptance of Credit Cards for payment of services
- Approved Budgeting & Purchasing Policies
- Set Meeting Schedule for Remainder of 2015
- Approved Draft 2014 Annual Report
- Approved 2015 Performance Management Plan
- Approved Recommendation to Keep Executive Session Minutes Confidential

Follow-up Issues for Next Meeting:

- Legislative Issues for Members to Discuss with Legislators

Meeting Minutes

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

There were no public comments.

A motion to approve the December 3, 2014 meeting minutes was made by Ms. Williams. Motion was seconded by Mr. Baker. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that the Finance Program area had conducted research in an effort to develop a procedure regarding the ability of the Health Department to accept credit/debit cards. The Vital Records program was the pilot area for accepting credit/debit cards with Immunizations being the next area. Plans were in place for Environmental Health to begin accepting credit/debit cards; however, the State's Attorney's Office has indicated that there is a State Statute regarding local governmental units acceptance of credit cards for payment. A requirement of that statute is that the public body must hold a public hearing to provide an opportunity for the public to provide comments regarding the issue of credit cards being accepted.

Mr. Chance stated that his recommendation is for a Public Hearing to be held on February 17th prior to the Board of Health meeting. A motion was made by Mr. Baker to schedule a Public Hearing for Tuesday, February 17, 2015 to coincide with the Board of Health meeting with the Department issuing the required public notice. Motion was seconded by Ms. Williams. Motion carried (3, 0).

In the next item of business, Ms. Huber stated that she has been reviewing and updating the Department's financial policies. She will be bringing the revisions to the Committee periodically for approval. A motion was made by Mr. Baker to approve the Budgeting and Purchasing Policies. Motion was seconded by Ms. Williams. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that the Committee was provided results of the employee climate survey last fall. The Board requested follow up regarding the question and responses about staff feeling overwhelmed. Program leadership asked staff to provide more information on this issue. Mr. Chance stated that one common thread was the time of year that the survey was conducted.

In the next item of business, Ms. Connors summarized the report regarding the Dale Carnegie Workforce Development Training. She stated that the Dale Carnegie Champions Workgroup is moving forward and new employees will be provided Dale Carnegie training.

In the next item of business, Mr. Chance stated that a request was made by the Board at its December meeting to have a narrative report regarding the status of the current Strategic Plan. This report was included in the Committee's agenda packet. Mr. Chance stated that the current Plan ends at the end of this year; therefore, the Board needs to determine how to move forward with development of the next Plan. He recommended that development of the next Strategic Plan, including seeking a proposal from McAlpine Consulting, the consultant who facilitated development of the current plan, be on the agenda for the February Board of Health meeting. The Committee agreed with this recommendation.

In the next item of business, the Committee set their meeting schedule for the remainder of 2015 for the third Monday of every other month at 5:30 pm. Meetings will be held on the following dates: March 16th, May 18th, July 20th, September 21st, and November 16th.

In the next item of business, Mr. Chance stated that State Statute requires that the Health Department submit an Annual Report to the County Board within 90 days following the end of the Fiscal Year. The draft Annual Report presented to the Committee includes draft financial figures; these figures will be unaudited when the Report is finalized. Ms. Adamson summarized the Report. Mr. Chance stated that once the Board approves the Report, it is forwarded to the County Board as a matter of public record. A motion to approve the draft 2014 Annual Report was made by Ms. Williams. Motion was seconded by Mr. Baker. Motion carried (3, 0).

In the next item of business, Mr. Chance summarized the 2014 Performance Management outcomes.

In the next item of business, the 2015 Performance Management Plan was reviewed by Ms. Ingold and Ms. Stewart. Mr. Chance stated that the objectives and outcomes are more measurable in the 2015 Plan than those in the 2014 Plan. A motion to approve the 2015 Performance Management Plan was made by Mr. Baker. Motion was seconded by Ms. Williams. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that his understanding, based on discussion at the December Board of Health meeting, was that the Board would like to try a different approach for public policy advocacy rather than hosting the annual breakfast with legislators. The approach of reviewing the legislative agenda and Board members meeting with legislators individually will be

taken to the Board at its February meeting with legislative issues being brought back to the Committee at the March meeting.

In the next item of business, Ms. Huber reviewed the financial services report, including the quarterly variance report. She stated that if the FY14 financial status ends in a deficit, it would be a small deficit.

In the next item of business, Mr. Chance stated that, as part of State Statute, the Board is required to review its Executive Session minutes to determine if those minutes should remain confidential. Ms. Grubb stated that the recommendation from the State's Attorney's Office is that all minutes currently being held in confidence remain as such. A motion to approve the State's Attorney's recommendation to keep Executive Session minutes held confidential was made by Ms. Williams. Motion was seconded by Mr. Baker. Motion carried (3, 0).

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