

Peoria County Board of Health Minutes of June 15, 2015 Meeting

MEMBERS PRESENT: Ms. Harant Dr. Trachtenbarg

Ms. Simpson Ms. Sullivan Dr. Roehm Ms. Williams

Mr. Baker

MEMBERS ABSENT: Ms. Groves-Allison Dr. Hippler

Dr. Wortham Rev. Duren

Dr. Na'Allah

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

Meredith Littell, Assistant Director of Infectious Disease Carey Panier, Assistant Director of Environmental Health Melissa Hall Adamson, Director of Community Health Policy &

Planning/Assistant Administrator Dr. Susan Bishop, Director of Dental

LaVonne Sammis Michelle Bailey

OTHERS PRESENT: Anne Bowman, Hult Center for Healthy Living

Denise Bailey, Women's Pregnancy Center Julie Philyaw, Women's Pregnancy Center

Leah Royer, Children's Home

Item 1 - Call to Order

Meeting was called to order at 6:03 pm by Ms. Harant. She stated that due to a quorum not being present, informational items would be discussed.

Item 2 - Pledge of Allegiance

Item 3 - Comments from Public

There were no comments from the public.

Item 4 - President's Comments

Ms. Harant provided the Board with an update regarding the Administrator Recruitment Committee, which met on June 4th. The job posting is appearing in numerous online publications and was in the Journal Star Sunday. The deadline for submission of applications is August 3rd with the Committee meeting on August 6th at 4:00 pm to review the submissions. An update will be provided to the Board at its August 17th meeting.

Dr. Trachtenbarg entered the meeting at 6:06 pm creating a quorum.

Ms. Harant thanked Dr. Roehm for his many years of service on the Board of Health. She presented him with a gift from the Board. Dr. Roehm stated that it has been an honor to serve on the Board and that he is leaving the Board in good hands. He added that the changes he has seen at the Health Department during his time on the Board have been incredible.

<u>Item 5 - Consent Agenda Items</u>

A motion was made by Ms. Sullivan to approve the consent agenda items. Motion was seconded by Ms. Simpson. Motion carried (7, 0).

Item 6 - Administration & Governance Committee Report

There was no report from the Administration & Governance Committee.

<u>Item 7 - Community Health Services Committee Report</u>

Ms. Sullivan stated that the Committee is requesting funding to support the implementation of the FLASH (Family Life and Sexual Health) curriculum in District 150. Ms. Hall Adamson gave a presentation regarding the requested funding, which would be used for: training, two Turning Point Clicker Systems, and assessment/evaluation of the pilot. Training would be for 50 participants for one day at a cost of \$12,400.00; the Turning Point Clicker Systems are \$3,600.00; and the assessment/evaluation of the pilot is \$4,000.00 for a total request of \$20,000.00. Ms. Hall Adamson stated that the Turning Point Clicker Systems could be utilized for other activities. She also stated that the Health Department would pay for these items/activities directly. A motion was made by Ms. Sullivan to approve the Reproductive Health Funding Request. Motion was seconded by Dr. Roehm. Motion carried (7, 0).

<u>Item 8 - Health Protection Services Committee Report</u>

In the first item of business, a motion was made by Ms. Simpson to approve the new Food Safety Inspection Tool. Motion was seconded by Dr. Trachtenbarg. Mr. Hayes stated that Environmental Health staff worked with the food service industry and Food Safety Workgroup regarding the proposed new inspection tool. The Workgroup is supportive of the new tool, which focuses on critical violations rather than the current 100 point scale. Enforcement policies will be brought to the Board later for approval. In response to a question regarding how the change will be reported to the public, Mr. Hayes stated that an educational campaign is being developed; there are also plans to meet with the media to explain the change as well. Motion carried (7, 0).

In the next item of business, a motion was made by Dr. Trachtenbarg to approve the request to waive the Food Safety License Fee for Gifts in the Moment (gitm). Mr. Hayes stated that gitm utilizes a mobile food van for fresh produce; pre-ordered eggs can also be delivered from the van and this requires a seasonal license with a fee of \$175.00. He added that gitm has been informed that the type of license currently required only covers the produce and eggs. If products are expanded, this would change. Dr. Trachtenbarg amended his motion to the waiver of the fee only covers pre-ordered eggs. Mr. Baker stated that he does not like making exceptions and also pointed out that the Health Department helps fund the mobile food van. Motion defeated (3, 4-Trachtenbarg, Baker, Williams, Harant).

In the next item of business, a motion was made by Ms. Simpson to accept the proposal for the new Environmental Health Database Software System. Motion was seconded by Mr. Baker. Mr. Hayes stated that the bid proposal recommended for approval is in the amount of \$127,053.00; however, he is confident he can negotiate this amount to under \$90,000.00. Mr. Hayes stated that the goal is to have the new system in place by January 1, 2016. LaVonne Sammis stated that she is not sure why money is being spent on something that already has a system in place when facing a budget deficit. Motion carried (7, 0).

Item 9 - Administrator Comments

In the first item of business, a motion was made by Dr. Roehm to approve the Financial Services Report. Motion was seconded by Ms. Simpson. Motion carried (7, 0).

In the next item of business, Mr. Chance provided the Board with a Legislative Update. He reviewed the list of bills that have passed the General Assembly and await the Governor's signature.

In the next item of business, Mr. Chance stated that the next meeting of the Internal Strategic Planning Committee is scheduled for July 9th. He added that the Strategic Planning Retreat is scheduled for Saturday, July 25th at a location to be determined. Currently, the process is in the data collection phase. It is hoped that the Plan will be ready for adoption by the Board at the December meeting with implementation in early 2016.

In the next item of business, Mr. Chance stated that the Marshall County Board of Health meets on June 24th. There is an action item on the agenda regarding approving a Contract for Services with the Bureau County Health Department. If approved, the Bureau County Health Department would assume service delivery in Marshall County on December 1, 2015. The next step would be for the Marshall County Board of Health to notify the Peoria City/County Health Department of their intent to cancel their contract with PCCHD as of November 30, 2015. Mr. Chance stated that, once that notice is received, the Department has responsibilities regarding the Collective Bargaining Agreement in terms of laying off staff. In response to a question, Mr. Chance stated that the contract between the Marshall County Board of Health and PCCHD requires at least a 90 day notice regarding termination of the contract.

In the next item of business, Mr. Chance stated that one of the functions of a high performing accredited local public health department is to remind the Board of its roles and responsibilities. Information was included in the packet regarding those roles and responsibilities. Mr. Chance stated that he also shared a report with the Board recently from NACCHO regarding trends in local health departments. Ms. Harant suggested that the information regarding roles and responsibilities be presented to the Board in smaller sections. It was decided that Ms. Huber and Ms. Grubb will discuss with the Administration & Governance Committee how best to accomplish this task. Mr. Chance stated that a celebration recognizing the Health Department's achievement of becoming accredited will be held on Tuesday, June 30th at 8:00 am. A picture will be taken of staff with the accreditation plaque; employees will then sign a poster with the picture.

In the next item of business, Mr. Chance stated that included in the agenda packet was some of the information utilized during the Institute for Healthcare Improvement's (IHI) site visit with Healthy Central Illinois. IHI's model for regional population health improvement is being implemented across the country; IHI also has clients in other countries. Mr. Chance stated that the Healthy Central Illinois Board of Directors needs to decide if the right stakeholders have been engaged to move to the next phase, which includes a new governance structure. The HCI Board postponed making that decision at its last meeting; a workgroup was formed to conduct some additional work and report to the Board at its July meeting. Mr. Chance stated that the biggest obstacle is funding. He added that OSF is willing to invest in the next phase; however, he has not received a response from Unity Point. He added that he will remain Managing Director of Healthy Central Illinois for the time being. Mr. Chance stated that the Board may be asked for funding for this project in the future if the HCI Board proceeds with the next phase.

Item 10 - Old Business

There was no old business.

Item 11 - New Business

Ms. Huber distributed revised information regarding the Department's reserve fund. She stated that developing the FY16 budget is difficult, particularly in terms of the State of Illinois FY16 budget and revenue streams being unknown. The current draft FY16 budget for the Health Department has a deficit of \$1.2 million. There was discussion regarding the reserve fund. Mr. Chance stated that he and Ms. Huber met with the County Administrator regarding reducing the IT Maintenance Fee. Part of that discussion included Mr. Chance stating that he feels strongly that, based on the last three budgets, it is time for the County Board to review the tax levy for the Health Department. Mr. Chance stated that the current proposed FY16 budget decreases the number of FTEs by 11. Four of those positions are Marshall County staff, six are positions that are currently unfilled, and one is the Lead Program Manager due to the HUD Lead Grant expiring this year. He added that WIC funding is being decreased by \$50,000.00 this year; Emergency Preparedness funding is expected to remain level; less Medicaid billing is being done due to fewer immunizations being given; it is unknown what effects will be seen in Dental; HIV/AIDS services have been decreased and the position previously held by Mr. McClallen is being eliminated. Mr. Chance stated that personnel expenses are increasing and almost two thirds of the budget is personnel costs. There was discussion regarding the requirements in the State Statutes as well as what programs are required to be a certified health department. Mr. Chance stated that the four programs required are food protection, potable water supply, onsite wastewater, and infectious disease. Other programs are discretionary. After much discussion, the Board asked Ms. Huber to develop several budget scenarios and the effects of each both internally and externally. Ms. Huber will determine if committee meetings are needed in July or if a special Board of Health meeting can be held in place of the committee meetings.

Ms. Harant thanked Mr. Chance for his service to the Health Department. Mr. Chance stated that it has been a pleasure working with the Board and staff.

Item 12 - Adjournment

Being no further business, a motion was made by Mr. Baker to adjourn the meeting. Motion was seconded by Ms. Sullivan. Motion carried (7, 0).

Meeting adjourned at 7:44 pm.

Respectfully submitted,

Kristin Grubb, BS Secretary Pro-Tem