



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

PRESENT: Dr. Wortham
Ms. Harant
Mr. Baker

ABSENT: Ms. Williams

STAFF PRESENT: Greg Chance, Public Health Administrator
Kristin Grubb, Administrative Assistant
Melissa Hall Adamson, Director of Community Health Policy &
Planning/Assistant Administrator
Gene Huber, Director of Financial Services

Summary of Action Items:

- Approved January 26, 2015 Meeting Minutes
- Approved the Strategy for FY16 Budget Development
- Approved Recommendation of Dr. Hippler, Rev. Duren, and Ms. Simpson being Re-appointed to the Board of Health
- Approved Internal Fund Transfer to Support Care & Treatment Board's Ability to Fulfill its Mission

Follow-up Issues for Next Meeting:

- Standardized Process for Public Health Administrator Performance Evaluation

Meeting Minutes

Meeting was called to order at 5:30 pm by Dr. Wortham.

There were no public comments.

A motion to approve the January 26, 2015 meeting minutes was made by Ms. Harant. Motion was seconded by Mr. Baker. Motion carried (3, 0).

Ms. Huber reviewed the FY2016 Budget Roll Out Schedule. Mr. Chance stated that the Health Department may be working with some unknowns due to questions surrounding the FY16 State of Illinois budget. He stated that the Senate passed an amendment to the FY15 budget this afternoon with a 2.25% cut across the board. It is not known if this cut will be annualized. Mr. Chance stated that the Health Department has stopped grant discretionary spending. The Personal Property Replacement Tax was not cut for FY2015; however, there is a possibility of this being cut in the FY2016 State budget. A motion to approve the strategy for FY16 budget development was made by Mr. Baker. Motion was seconded by Ms. Harant. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that there are three Board of Health members with terms expiring June 30th who have expressed interest in being re-appointed to the Board-Dr. Hippler, Rev. Duren, and Ms. Simpson. If approved, the recommendation for re-appointment will go the Board of Health in April and then to the County Board. Dr. Roehm's term is also expiring

June 30th; however, he does not wish to seek re-appointment. Dr. Roehm is actively recruiting a dentist to replace him; this recommendation may go directly to the Board of Health. A motion was made by Ms. Harant to approve the recommendation of Dr. Hippler, Rev. Duren, and Ms. Simpson being re-appointed to the Board of Health. Motion was seconded by Mr. Baker. Motion carried (3, 0).

In the next item of business, Ms. Harant shared the performance evaluation tool that has been used previously for conducting the Public Health Administrator's evaluation. Ms. Harant stated that there has not been a standardized process for the Administrator's performance evaluation. There was discussion regarding how to proceed and also setting a policy for a standardized process in the future. It was decided that Survey Monkey will be utilized to send out the questions on the current performance evaluation tool. The Public Health Administrator job description will also be sent as well as Mr. Chance's summary of his projects for the past year. Board members will be asked to complete the survey by April 13th, with an Executive Session being held at the April Board of Health meeting to conduct the performance evaluation. Ms. Harant will work on creating a standardized process for the future.

In the next item of business, Mr. Chance shared the Strategic Planning Timeline and Strategic Planning Committee members list. The initial meeting of the Strategic Planning Committee was held this week. It was decided that Survey Monkey will be utilized to poll the Board members regarding their preference for the date of the Strategic Planning Retreat in July.

In the next item of business, Mr. Chance distributed an updated list of pending legislation in the Illinois General Assembly, with the highlighted bills being the ones of most interest to the Health Department and Board due to subject matter. The Committee decided to proceed with creating talking points for Board members to utilize in meetings with area legislators. Mr. Chance will send the talking points to the Board and see who is interested in attending meetings with legislators. Concerns regarding the FY16 budget can be included in those discussions.

In the next item of business, Mr. Chance stated that the Health Department provides the administrative support role to the Care & Treatment Board, which has been challenged with a budget for FY15. There are not enough funds for the Care & Treatment Board to fulfill grant commitments to service providers. The County Board Chair is attempting to find the best way to get money into the Care & Treatment Board fund while waiting for property tax money; \$550,000.00 in grants was awarded to service providers. One option is to transfer money from the Board of Health's fund to the Care & Treatment Board fund with \$275,000.00 being paid back this year and the remaining \$275,000.00 next year. A motion was made by Ms. Harant to approve the internal fund transfer to support the Care & Treatment Board's ability to fulfill its mission as long as this action is only taken after other options are exhausted. Motion was seconded by Mr. Baker. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that the Community Health Services Committee will be asked to approve moving the Child & Family Health program area to the Community Health Policy & Planning Division. The two grants in Child & Family Health are WIC and APORS. There have been challenges with staff turnover. Mr. Chance stated that the two programs are not affecting the factors that contribute to poor birth outcomes in Peoria County. WIC should be complementary to a program that addresses the real issues families are facing. In order to change the organization's culture and think more comprehensively, Mr. Chance is recommending that Child & Family Health be part of the Community Health Policy & Planning Division. There was discussion regarding the regulations of the WIC program.

Being no further business, the meeting adjourned at 6:40 pm.