



**Peoria County Board of Health
Administration & Governance Committee Meeting
May 18, 2015**

PRESENT: Dr. Wortham
Ms. Harant
Mr. Baker
Ms. Williams

STAFF PRESENT: Greg Chance, Public Health Administrator
Emily Connors, Human Resources Coordinator
Gene Huber, Director of Finance
Melissa Hall Adamson, Director of Community Health Policy &
Planning/Assistant Administrator

Summary of Action Items:

- Approved minutes of March 16, 2015 meeting
- Approved recommendation of Dr. Wortham being reappointed to the Board of Health

Follow-up Issues for Next Meeting:

Meeting Minutes

Meeting was called to order at 5:33 pm by Dr. Wortham.

There were no public comments.

A motion to approve the March 16, 2015 meeting minutes was made by Ms. Harant. Motion was seconded by Mr. Baker. Motion carried (3, 0).

Mr. Chance stated that some changes were made to the Performance Management Plan which was adopted by the Board of Health in December. Mr. Chance stated that, while the document is that of the Board of Health, he has the authority to make changes based on recommendations from the Performance Management Council. Based on the Performance Management criteria, the Finance Program Area was removed from the Performance Management Plan for this year. More work needs to be done regarding applying objective standards and appropriate outcomes measures in the Finance Program Area as Performance Management culture evolves. One of the Infectious Disease Performance Management Plan objectives was revised in an attempt to be more effective in terms of measurable improvements. The HIV/AIDS Program dashboard was removed upon Mr. McClallen's departure. Some activities have been absorbed into in Infectious Disease program in terms of surveillance. Work continues with IDPH to ensure individuals diagnosed with HIV/AIDS are connected with a healthcare provider; work is also being done to try to prevent secondary infections. Mr. Chance stated that, due to staffing challenges, the activity regarding repeat teen pregnancies in Child & Family Health was suspended. Ms. Connors stated that the Administration/Human Resources objectives are all on target. A QI project has been initiated to revamp and standardize the employee performance evaluation process across the agency.

In the next item of business, Mr. Chance stated that this first draft of the FY16 budget reduces FTEs by 11 positions, all of which are currently unfilled except one. The one filled position is that of the Lead Safe Peoria Program Manager. The HUD Lead Grant expires at the end of June. Notice was received regarding a funding opportunity from HUD so the Health Department will be applying for Lead Hazard Abatement funding. However, whether or not funding is awarded will likely not be known until late September/early October. The health insurance costs were kept at level funding; however, Mr. Chance stated he is waiting to hear from County Administration on what to expect. The IT maintenance rate was kept the same; however, it is hoped that this amount will be reduced. Mr. Chance stated that the biggest issue is the State of IL budget, which is not expected to be done until, at the earliest, sometime in June. No expenses or revenues regarding Marshall County were included in the draft budget as it is expected that the contract will end November 30, 2015. Mr. Chance reminded the Committee that the 2014 budget projected a loss of about \$670,000.00; however, the year ended with a surplus of about \$361,000.00. In response to a question regarding staffing and unfilled positions, Mr. Chance stated that there are other positions still open that are not going to be eliminated. He added that funding for the WIC and Tobacco grants are both being cut. Mr. Chance stated that the draft budget does not include any potential increase in the tax levy. Ms. Huber distributed a document showing the history of the tax levy for the Health Department. There has been no increase on a % basis since 2009. Mr. Chance suggested that this is the time for the Board of Health to present facts to the County Board and request more of an investment in the Health Department. The revised draft budget document presented to the Board of Health in June will likely have a request for an increase in the tax levy. Mr. Chance stated that the budget will continue to be worked on and there are some other places in which additional savings could be made. The draft budget includes continued funding of the obesity risk factor grant to gitm, YMCA, and Hult. There are additional funds in Administration Program Area for discretionary funding pending for Strategic Planning or other issues.

A motion was made by Ms. Harant to approve the recommendation of Dr. Wortham for reappointment to the Board of Health. Motion was seconded by Mr. Baker. Motion carried (3, 0).

In the next item of business, Mr. Chance stated that, based on action that the Marshall County Board of Health took, as well as continuing negotiations between the Marshall County Board of Health and Bureau County Health Department, it is expected that all parties will reach an agreement and the transition of Marshall County Board of Health utilizing the Bureau County Health Department as its vendor will occur beginning with the new fiscal year on December 1, 2015. This should be confirmed at the June 24th Marshall County Board of Health meeting. The Management Team is anticipating this transition and working with counterparts at the Bureau County Health Department regarding grants. In response to a question regarding staff being affected, Mr. Chance stated that there are four PCCHD employees who work at the Marshall County Health Department. Those staff members will be terminated with the option to bump per the labor agreement. Once a letter from the Marshall County Board of Health has been received initiating termination of the contract, layoff notices will be given to those staff members.

Current or Future Public Health Issues/Challenges/Opportunities

Mr. Chance stated that a Strategic Planning focus group session for Board members is scheduled for next Tuesday at 4:30 pm via webinar/conference call. The Strategic Planning Retreat is scheduled for July 25th.

Mr. Chance reminded the Committee of the special Board of Health meeting scheduled for Thursday, May 28th.

Mr. Chance stated that a plaque recognizing the Health Department's achievement of national accreditation will be coming in the next few weeks. An internal celebration will be planned. With Accreditation comes the opportunity to further look at when and how the Community Health

Improvement Plan is conducted. The Health Department continues to be engaged with the hospitals regarding the development of a Community Health Needs Assessment. Mr. Chance stated that Dr. Hasbrouck, previous IDPH director, had encouraged local health departments to seek accreditation so that their IPLAN cycle would mirror that of the accreditation cycle. The current IDPH Administration has been silent on this issue.

Mr. Chance stated that Healthy Central Illinois had a positive experience with Institute for Healthcare Improvement staff during their site visit in early May. A number of sessions were held for community stakeholders to attend. The health care system session was very well attended; very good discussions were held and there was a lot of interest in Healthy Central Illinois being a neutral convener to drive action around population health improvement. The next steps for Healthy Central Illinois are to find funding for an Executive Director position and recruit additional stakeholders to fill a newly adopted governance structure.

At 6:08 pm, the Committee entered Executive Session.

At 6:38 pm, the Committee returned to regular session.

Being no further business, the meeting adjourned at 6:38 pm.