



Peoria County Board of Health Minutes of January 11, 2016 Meeting

MEMBERS PRESENT: Mr. Baker Dr. Trachtenbarg
Dr. Hippler Ms. Sullivan
Ms. Groves-Allison Ms. Williams
Ms. Simpson Dr. Anderson
Dr. Na'Allah

MEMBERS ABSENT: Dr. Wortham Ms. Harant
Rev. Duren

STAFF PRESENT: Gene Huber, Director of Finance/Interim Public Health
Administrator
Wil Hayes, Director of Environmental Health
Melissa Hall Adamson, Director of Community Health Policy &
Planning/Assistant Administrator
Kristin Thornburg, Director of Child & Family Health
Jean Bellisario, Director of Infectious Disease
Monica Hendrickson, Epidemiologist
Carey Panier, Assistant Director of Environmental Health
Meredith Littell, Assistant Director of Infectious Disease
Dr. Susan Bishop, Director of Dental
Emily Connors, Human Resource Manager
Kristin Grubb, Compliance Officer/Administrative Assistant

OTHERS PRESENT: Elliott Murray, League of Women Voters
Dr. Ellen Hailemelocot, OSF Dental Resident
Matt Pearce, U of I Dental Student

Item 1 - Call to Order

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

Item 2 - Pledge of Allegiance

Item 3 - Comments from Public

There were no comments from the public.

Item 4 - President's Comments

A motion was made by Ms. Sullivan to approve the Medical Director Contract. Motion was seconded by Ms. Simpson. Motion carried (9, 0).

A motion was made by Ms. Sullivan for the Board to hold monthly meetings and determine the need for committees in the future. Motion was seconded by Ms. Simpson. Motion carried (9, 0).

Dr. Trachtenberg stated that information regarding Board meeting attendance was included in the agenda packet; he added that the Board has been fairly lax regarding attendance requirements. Ms. Huber stated that Ms. Harant asked her to ask the Board members to put the meeting dates on their calendars and to notify Ms. Grubb if unable to attend a meeting. Ms. Huber stated that there have been several instances when late in the afternoon the day of a meeting it has not been known if a quorum will be present. Meetings have been canceled at the last minute. Dr. Trachtenberg stated that it would help to receive meeting invitations in electronic format so the dates are easily added to members' calendars. Ms. Grubb stated that she did send invitations in Outlook format a few weeks ago. In response to a question regarding the threshold for attendance, Ms. Huber read from the Bylaws that "Members missing three (3) or more scheduled Board or Committee meetings in any twelve (12) consecutive months may be considered to be in neglect of their duties and may be referred by the Board of Health President to the Chairman of the Peoria County Board for removal unless they present just reason to the President."

Item 5 - Consent Agenda Items

A motion was made by Mr. Baker to approve the consent agenda items. Motion was seconded by Dr. Hippler. Motion carried (9, 0).

Item 6 - Administrator Comments

The Financial Services Report was reviewed by Ms. Huber. A motion was made by Mr. Baker to approve the Financial Services Report. Motion was seconded by Ms. Simpson. Motion carried (9, 0).

Item 7 - Executive Session

There was consensus among the board to move Item 7 to the end of the agenda.

Item 8 - Old Business

There was consensus among the Board to move Item 8a to the end of the agenda.

Ms. Huber stated that Ms. Harant asked that the list of questions regarding Strategic Planning be included in the agenda packet. Ms. Huber stated that her recommendation is that 2016 be used for education and also for developing a better Plan to implement in 2017. She stated that the current plan can be extended through 2016. Ms. Huber stated that several terms have been introduced to staff; therefore, she would like to spend time with both staff and the Board making sure everyone has the same understanding of what the Health Department is working on and how everything fits together. She stated that she thinks if employees have a better understanding and know what their role is this will help with their level of involvement. In response to questions regarding the affect extending the current Strategic Plan would have on Accreditation and the length of the Plan, Ms. Huber stated that she will verify; however, her understanding is that Accreditation would not be affected as long as a Strategic Plan is in place and that typically Plans are for three years. Regarding continuing to work with the consultant, Ms. Huber stated that this would need to be discussed as the Board had approved to extend the contract through March or April. Ms. Sullivan stated that she supports Ms. Huber's recommendation because the Plan being worked on seems to be the same as the current Plan. In response to a question regarding how she plans to conduct education, Ms. Huber stated that she would look at emphasizing information at the monthly General Staff meetings, an agency

newsletter is being developed, email would be utilized and having leaders in programs areas to distribute information. Dr. Hippler asked if there is an opportunity to provide education regarding what other health departments are doing. Ms. Huber stated that this is a good idea and she will look into this. She added that the IPLAN deadline is September; issues identified in the IPLAN could provide direction for the Strategic Plan. There was further discussion regarding the consultant with several Board members expressing their opinion that the consultant is no longer needed at this time.

In the next item of business, Ms. Huber reviewed the changes to the FY2016 Budget. Ms. Williams stated that Ms. Huber is now on a collaborative committee consisting of County Board members and elected officials. Ms. Williams added that she informed that Chairperson of the Health, Public Safety, and Justice Committee that she would like to see more information regarding what the Health Department provided to the Committee. A motion was made by Ms. Sullivan to approve the revised FY2016 Budget. Motion was seconded by Dr. Na'Allah. Motion carried (9, 0).

Item 9 - New Business

Ms. Hendrickson provided a brief summary of the 2014 Peoria County Maternal & Child Health Report. She stated that the information will be sent to community partners. There was discussion regarding how the Board wants staff to present information such as this Report and then act on it. Board members suggested pulling together others who work on the same issues, releasing information to start conversations in the community, reviewing evidence regarding interventions and expected results, and conducting a root cause analysis. Ms. Hendrickson stated that the information in the Report will be presented at grand rounds in February; she added that perhaps someone from that group would be interested in working on any projects/initiatives. Dr. Hippler suggested that the information be provided as part of the Community Health Needs Assessment; even if this area is not chosen as a priority, there may be individuals interested in getting involved to address issues.

In the next item of business, Ms. Panier stated that the Food Safety Enforcement Procedure is being revised for it to come into line with the new grading system. The Board will be asked to approve the revised Procedure at its February meeting. Mr. Hayes stated that the Food Safety Workgroup was involved in the process of revising the Procedure.

Ms. Sullivan asked about the decrease in the number of clients being seen in the STD clinic as reflected in the information in the agenda packet. Ms. Bellisario stated that there has been an increase in the availability of testing elsewhere. There was discussion regarding what could be done to bring clients back to the Health Department or their family doctor for testing rather than testing being done in emergency departments.

At 7:01 pm, a motion was made by Ms. Sullivan to enter Executive Session regarding personnel. Motion was seconded by Mr. Baker. Motion carried (9, 0).

At 7:44 pm, the Board returned to regular session.

A motion was made by Dr. Hippler to approve the recommendation from the Search Committee regarding the Public Health Administrator position offer. Motion was seconded by Dr. Anderson. Motion carried (9, 0).

Item 10 - Adjournment

Being no further business, a motion was made by Ms. Sullivan to adjourn the meeting. Motion was seconded by Ms. Simpson. Motion carried (9, 0).

Meeting adjourned at 7:45 pm.

Respectfully submitted,

Kristin Grubb
Secretary Pro-Tem