

Winnebago County Board of Health Meeting
Tuesday, June 19, 2012 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Angie Goral, Ronald Gottschalk, Dr. John Halversen, Luci Hoover, Dr. Steven Lidvall, Inara McGroarty, James Powers, Dr. Allen Williams

ABSENT: Dr. Patricia Lewis, Dr. David Helland, Daniel Saavedra, and Ann Thompson-Kelly

STAFF PRESENT: Mike Bacon, Judy Box-Brown, Dee Dunnett, Lisa Gonzalez, Steve Guedet, Michelle Jahr, Todd Kisner, Attorney Charlotte LeClercq, and Larry Swacina

President Inara McGroarty called the meeting to order at approximately 6:30 p.m.

SETTING THE AGENDA: President McGroarty called for a motion to set the June 19, 2012 agenda. President McGroarty requested a brief report from Angie Goral (member of the Mental Health Advisory Committee) be shared regarding the Mental Health Advisory Committee. Jim Powers moved and Dr. Williams seconded to set the agenda adding the report by Angie Goral on Mental Health Advisory Committee activities under New Business. All members voting aye, motion carried.

INTRODUCTION OF GUEST / PUBLIC PARTICIPATION: None

APPROVAL OF MINUTES: Luci Hoover and Dr. Williams seconded to approve the Board of Health minutes of May 15, 2012 as presented. All members voted aye, motion carried.

PRESENTATION: Mr. Bacon and Center Directors presented an overview of the FY2013 proposed budget. Mr. Bacon provided a brief background of the financial state of public health in general, as well as WCHD's strategic ends and priorities. Mike reviewed assumptions that shaped the budget including projected grant reductions, increases in employee compensation to move the Department closer to the recently-determined market rates, and capital outlay needs not included in the budget. He also reviewed opportunities that were not directly reflected in the proposed budget, but offered potential for budget growth and improvement. Each Director reviewed specific features of their Center's budget. Michelle Jahr, WCHD's Finance Officer, commented on the employee health insurance adjustment that was made since the June 13 Finance Committee meeting. The budget was adjusted to reflect health insurance changes beginning January 1, 2013, not October 1, 2012.

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board packet.

Jim Powers complimented the staff on the level of representation and partnership that the Health Department has with different organizations in the community.

FINANCE COMMITTEE..... WEDNESDAY, JUNE 13

The Finance Committee met on Wednesday, June 13. On behalf of the Finance Committee, Dr. Lidvall (Finance Committee Chair) provided the following finance business presented at the June 13 meeting:

1. FINANCE COMMITTEE MINUTES OF JUNE 13, 2012

Dr. Lidvall moved and Angie Goral seconded to approve the June 13, 2012 Finance Committee minutes as presented. All members voted aye, motion carried.

2. REVIEW OF FINANCIAL REPORTS

Various financial reports for the month of May 2012 were presented, reviewed and referred for audit.

Dr. Lidvall moved and Luci Hoover seconded for approval of the health fund expenditures for the month of May 2012 as follows:

Health Fund..... \$352,079.48

All members voted aye, motion carried.

Dr. Lidvall moved and Jim Powers seconded for approval of the grant fund expenditures for the month of May 2012 as follows:

Grant Fund.....\$684,421.54

All members voted aye, motion carried.

3. WCHD PROPOSED FY 2013 BUDGET

The Board heard the FY2013 budget presentation and also received an overall summary sheet and a slightly revised budget spreadsheet based on the health insurance adjustment that Finance Officer Michelle Jahr explained during the presentation.

Dr. Lidvall moved and Dr. Halversen seconded to approve the Department’s FY 2013 budget as presented (Revenue 12,719,821, Expenditures 12,736,280 – shortfall of \$16,459 between revenue and expenditures). All members voted aye, motion carried.

After discussion regarding the estimated cost of the software as outlined in the Capital Outlay Needs, Dr. Lidvall moved and Jim Powers seconded to approve that the capital expenditures be include in the FY 2013 budget and prioritized as follows: 1) Financial Software, not to exceed \$75,000, 2) Environmental Health Software, not to exceed \$55,000). All members voted aye, motion carried.

The Court Street parking lot capital request will be taken out of the County’s enterprise fund. The Electronic Health Records will be part of the capital plan, but not included at this time.

Dr. Lidvall mentioned the recommendation from the Finance Committee for a Departmental five to ten year long-term capital plan. The long-term capital plan could be worked on during the fall and possibly provided as a presentation to the Board sometime this winter.

Mr. Bacon and Board congratulated managers on an exceptional job of streamlining the FY’13 budget process.

4. LEASE AGREEMENT FOR COMPUTERS

Dr. Lidvall moved and Angie Goral seconded to approve a one-year lease extension to the Department’s current computer lease in the amount of \$45,525.48. After answering questions regarding extension of the current lease versus a new lease arrangement, all members voted aye, motion carried.

5. MAJOR EXPENDITURE REQUESTS:

a. EPA Lead Renovation, Repair and Painting Rule Training

Dr. Lidvall moved and Luci Hoover seconded to approve the expenditure in the amount of \$12,000 to support training and education to community members around lead safe homes. This is a budgeted item through the HUD lead grant. All members voted, aye, motion carried.

b. Signage for 401 Division Street

Dr. Lidvall moved and Angie Goral seconded to approve the expenditure of \$5,200 for the Health Department's 401 Division Street location. Completion of the Division Street renovations project did not include the necessary internal signage. This item is not budgeted, but is necessary in order to have clients find their way around the building. After discussion, all members voted aye, motion carried.

c. Auxiliary Power Back-up Units for 401 Division Street Equipment

Dr. Lidvall moved and Dr. Halversen seconded to approve the budgeted expenditure of \$7,000 for auxiliary power back-up units (5) for 401 Division Street equipment. All members voted aye, motion carried.

d. Additional Network Switch for Division Street (1st Floor)

Dr. Lidvall moved and Jim Powers seconded to approve the budgeted expenditure not to exceed \$15,300 for additional network switch for 401 Division Street. All members voted aye, motion carried.

e. Digital Projection Wall and Controller for Incident Command Training Room

Dr. Lidvall moved and Jim Powers seconded to approve the budgeted expenditure of not to exceed \$26,000 for digital projection wall and controller for the Incident Command Training Room. Dr. Lidvall explained that in the event of an major incident, this purchase would allow community partners to come together and have an area that would allow projection of multiple inputs (computer, television, DVD, etc) to multiple screens in the IC/Training Room at 555 North Court. Mr. Guedet commented on an additional benefit regarding educational training opportunities that this equipment would allow. All members voted aye, motion carried.

f. Wireless Computer Access for Both Court and Division Street Facilities

The wireless computer access for both Court and Division Street was discussed at the Finance Committee meeting, but the expenditure request was not presented at the meeting. Dr. Lidvall moved and Jim Powers seconded to approve the major expenditure request of \$12,007 for wireless computer access for the Department's Court and Division Street locations. Dr. Halversen questioned the remaining balance amount, with Mr. Guedet apologizing that the wrong budget amount was used and the revenue for this expenditure is within the overall line item budget. After discussion regarding public access to the network (will be closed wireless / password protected and not open to the public), all members voted aye, motion carried.

6. IDHS Maternal, Infant and Early Childhood Home Visiting Program Grant (MIECHVP)

Dr. Lidvall moved and Angie Goral seconded to approve the IDHS MIECHVP grant in the amount of \$13,333 for FY 2012. This grant is for community system development and is an extension of the current MIECHVP grant. All members voted aye, motion carried.

7. UICOM and WCHD Medical Services Agreement Renewal (services at SLHC)

Dr. Lidvall moved and Dr. Williams seconded to approve the renewal agreement with UICOM to provide medical director oversight /clinical consultation and nurse practitioner services at Department’s School-Linked Health Center (July 1, 2012 – June 30, 2013). The cost of this agreement is \$74,025. After discussion regarding legal review clarification, Jim Powers abstained and all others members voted aye, motion carried.

POLICY COMMITTEE BUSINESS.....No Meeting

PERSONNEL COMMITTEENo Meeting

PROPOSED PERSONNEL POLICY CHANGES

At the May 2012 Board meeting the Personnel Committee expressed their support of the recommended Personnel Policy Handbook changes pending final legal review from the outside attorney (Jim Pirages) before casting a final vote. The attorney’s feedback has been received with very minor changes from what had been reviewed by the Board and essentially approved (waiting final legal review) at the last Board meeting. Mr. Bacon commented that there was one new added policy that the Board had not reviewed and that is Policy G14 Influenza and Other Vaccinations. The Policy states that influenza vaccination will be offered annually and the policy would require signing a consent or declination for the annual influenza vaccination. If declining the vaccine other precautions will be taken to protect others. Mr. Guedet commented that this policy has been reviewed by legal counsel and is modeled after the policy from SwedishAmerican.

After further comments, Jim Powers moved and Luci Hoover seconded to adopt the personnel policy handbook changes as presented. All members vote aye, motion carried.

NEW BUSINESS:

MENTAL HEALTH ADVISORY COMMITTEE

At the request of Board President, Angie Goral (also Mental Health Advisory Committee member) presented a brief overview of the activities of the established Mental Health Advisory Committee appointed by the County Chairman in December 2011 in accordance with a new State Statutes requirement. This Committee’s first meeting was in March 2012 and they continue to working on the structure of the Committee, establishing bylaws, etc. The Committee is also reviewing the implications of the Singer Zone closing and the importance of transitional planning and the development of the necessary community resources. Minutes of the Mental Health Advisory Committee are routinely included in the Board packet as “Information Sharing.”

Mr. Bacon commented on the proposed community-based system of care that would likely be more efficient and effective in serving client needs upon the closing of Singer. Phil Eaton, CEO of Rosecrance, is taking the lead in this newly designed system approach. Negotiations are in the works with the State to try and get some of the dollars from the closing of Singer back to Rockford to support these important services

UNFINISHED BUSINESS: NONE

CORRESPONDENCE AND INFORMATION: Various materials were included in the Board packet for information purposes.

President Inara commented on the Black Male Health Community Action Team Banquet and the speaker's comments on "collectively" working together. Ms. McGroarty suggested that in the future when we are looking at updating the Department's vision statement that perhaps the word "collectively" be added.

Congratulations to Dr. Williams! Dr. Williams was recognized with a leadership award at Booker Washington's first "25 Black Leaders to Watch Awards and Dinner Celebration."

EXECUTIVE SESSION: None

There being no further business, Jim Powers moved, Angie Goral seconded and all voted aye to adjourn the meeting at approximately 8:35 p.m.

Approved by the Board of Health July 17, 2012
DATE

James Powers, Secretary
Winnebago County Board of Health