

Winnebago County Board of Health Meeting
Tuesday, May 15, 2012 @ 6:30 p.m., 401 Division Street
Winnebago County Health Department

PRESENT: Angie Goral, Dr. Patricia Lewis, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Steven Lidvall, Inara McGroarty, James Powers Daniel Saavedra,
ABSENT: Ronald Gottschalk, Ann Thompson-Kelly, and Dr. Allen Williams

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

President Inara McGroarty called the meeting to order at approximately 6:35 p.m.

SETTING THE AGENDA: President McGroarty called for a motion to set the May 15, 2012 agenda. Mr. Bacon requested to add a Resolution in support of the proposed State tobacco tax to the agenda under new business. Luci Hoover moved Jim Powers seconded to set the agenda adding the Resolution under new business. All members voting aye, motion carried.

INTRODUCTION OF GUEST / PUBLIC PARTICIPATION: None

APPROVAL OF MINUTES: Luci Hoover and Daniel Saavedra seconded to approve the Board of Health minutes of April 17, 2012 as presented. All members voted aye, motion carried.

PRESENTATION: Mr. Bacon introduced Michelle Jahr, WCHD's Finance Officer. Ms. Jahr reviewed and requested Board member's feedback on ideas of a new format for finance / accounting tracking and reporting. The new layout should be more user-friendly in the ease of reading the report, and less burdensome on the use of paper. The report would still give the picture of the Department's financial status without all of the separate detail. Full details such as grant and health fund will continue to be tracked for auditing purposes, etc. After discussion and questions, the Board was in favor of the new format and was in consensus that it would be a good layout moving forward, but requested that the more detailed format (including the separation of health and grant fund) be presented at least quarterly.

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

The Board and staff commented on Center reports (measles, number of food and pool inspection).

Mr. Bacon commented on the appointment of the new State Health Director, Dr. La Mar Hasbrouck and provided his experience and educational background. Dr. Hasbrouck will be visiting with the regional administrators at a meeting to be held at the Health Department on Friday, May 25.

The Department is working on a couple of grants – statewide application for the Strong Starts grant and another grant involving chronic disease funding for the community. Both RFP's are due in June.

FINANCE COMMITTEE: The Finance Committee did not have a separate Committee meeting this month; therefore the following Finance business was conducted at the full Board meeting, with Dr. Lidvall chairing this part of the meeting.

1. REVIEW OF FINANCIAL REPORTS

The Department is doing well in the budgeted 2012 fiscal year. Various financial reports for the month of April 2012 were presented, reviewed and referred for audit.

Dr. Lidvall moved and Dr. Lewis seconded for approval of the health fund expenditures for the month of April 2012 as follows:

Health Fund..... \$263,281.61

All members voted aye, motion carried.

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

Grant Fund.....\$626,632.54

All members voted aye, motion carried.

2. RESOLUTION - VITAL RECORDS FEES

Dr. Lidvall moved and Luci Hoover and Dr. Helland seconded to approve the fee increase for copies of certified birth and death certificates as presented in the Resolution as follows:

The current fee for the initial copy of birth certificates will remain the same (\$12.00), additional copies will increase to \$5 (was \$4). Death Certificates will increase to \$17 (was \$15) and additional copies will increase to \$7 (was \$4). The handling fee for all mail or electronic requests will remain the same (\$3).

The Board asked questions regarding justification for the increase. With staff answering that the State of Illinois is increasing the Death Certificate Surcharge and the Department would like to recover that cost and the additional revenue will be applied towards the expense of a database program/software and contractual services to analyze local vital records data to identify and address emerging and changing public health issues both to our programming as well as reports to the community on a timely basis. Mr. Bacon also commented that perhaps additional support for this initiative could be sought from the Home Visiting grant received from the State because of the connection of services that need to be tracked in this program. Hopefully the databases and analysis will be started by the end of 2012. After discussion further discussion, all members voted aye, motion carried.

3. COLIFORM ANALYSES FOR PUBLIC WATER SUPPLY CONTRACT AMENDMENT (IEPA)

Dr. Lidvall moved and Dr. Halversen seconded to accept the grant amendment received from IEPA regarding coliform analyses for public water supply. The amendment increases the grant funding by \$9,900 (from \$56,000 to \$65,900) with a completion date remaining the same (June 30, 2013). After answering questions from the Board regarding implication of the increase, with staff answering that this amount would increase the number of test that can be run, all members voted aye to accept the IEPA Coliform analyses amendment. Motion carried.

4. HIV CARE CONNECT – RYAN WHITE

Dr. Lidvall moved and James Powers seconded to renew the HIV Care Connect – Ryan White Part B in the amount of \$818,732 (April 1, 2012 through March 31, 2013). This funding level remains the same as last year. All members voted aye to approve the renewal of the HIV Care Connect grant, motion carried.

5. IEMA CITIZEN CORPS GRANT RENEWAL (INFO ONLY)

Mr. Lidvall commented that the Department has received notice that IEMA is making available to the County \$4,900 from January 1, 2012 to December 31, 2012. Funds will be

used to continue the Citizen Corps Program. This agreement is signed by the County Chairman and no vote is required by the Board of Health.

6. FY'10 A-133 AUDIT MANAGEMENT DECISION LETTER FROM IL HEALTH CARE AND FAMILY SERVICES - HFS (INFO ONLY)

The Department received the FY10 A133 Audit Management Decision Letter stating the completion of its review of the OMB Circular A-133 Report on Winnebago County and the Health Department for the period of October 1, 2009 through September 30, 2010. The letter states that the deficiencies associated with the Health Department in 2010 have been corrected. Ms. Jahr commented regarding the adjustments and explanation given to HFS. This agenda item is for information only.

7. COUNTY FOLLOW-UP AUDIT REPORT (INFO ONLY)

The Department's original County audit in October 2011 was followed up by another audit (at the Health Department's request) in May. This follow-up audit report that is being shared with the Board presents a summary of the original audit reporting findings, WCHD's response to the findings and the results of the follow-up review conducted by the County Auditor's office. The follow-up audit finds that WCHD has effectively and acceptably addressed each of the findings. This agenda item is for information only.

FY 2013 BUDGET

Mr. Bacon reminded Board that the FY2013 budget needs to be voted on and sent to the County in June. After hearing this, the Board discussed a time most convenient to meet to hear the Department's proposed FY2013 budget and whether it would be advantageous to review the budget at a Finance Committee meeting prior to the Board meeting. Mr. Bacon asked for feedback regarding providing a summary of the budget versus a detailed budget (expenditure and revenue of each program). After discussion, the Board was in a consensus that the **Finance Committee would meet on Wednesday, June 13 at 5:30 p.m. to review the proposed budget.** Other Board members who are not part of the Finance Committee are welcomed to attend the meeting.

POLICY COMMITTEE BUSINESS.....May 8, 2012

1. POLICY COMMITTEE MINUTES (MAY 8, MEETING)

Angie Goral moved and Dr. Helland seconded to approve the Policy Committee minutes of May 8 as presented. All members voted aye.

The Policy Committee at their May 8 meeting reviewed a septic variance request for the property at 11577 Old River Road (Rockton, IL). The Committee tabled this request for a period not to exceed 60 days in order to obtain additional information.

PERSONNEL COMMITTEEMay 8, 2012

1. PERSONNEL COMMITTEE MINUTES MAY 8, 2012

Dr. Lewis moved and Luci Hoover seconded to approve the Personnel Committee minutes of May 8, 2012. All members voted aye, motion carried.

2. PROPOSED PERSONNEL POLICY CHANGES

The Personnel Committee reviewed the Personnel policy changes at their May 8 meeting. The Committee is in support of the recommended changes as presented. Mr. Guedet commented that the policies have been reviewed by States Attorney Charlotte LeClercq, but the Department is still waiting on feedback from Attorney Pirages. Hearing these comments

from Mr. Guedet, it was the consensus of the Board to wait until the Department receives feedback from the attorney and the Board will provide a vote on the policies once this feedback is received.

3. PREVIEW OF CLASSIFICATION COMPENSATION REVIEW

The Personnel Committee at their May 8 meeting reviewed the compensation classification plan and recommendations in detail. Mr. Guedet provided for the Board an overview of the job evaluation study, the proposed pay grade structure, strategy and options of moving employees toward the mid-point of market, projected cost, etc.

After discussion regarding the market approach to attract and retain well-qualified applicants, affordability based on the budget, etc. Dr. Lewis moved and James Powers seconded to support the structure and approach of the Compensation Philosophy Policy and to keep the budget in consideration when determining amount and frequency of pay increases. All members voted aye, motion carried.

NEW BUSINESS:

RESOLUTION IN SUPPORT FOR TOBACCO TAX

The Department is asking the Board to consider a Resolution in support of Illinois raising the tobacco tax by \$1 per pack of cigarettes. Smoking is a leading contributing factor to the major causes of death in Winnebago County and nationally. Overall health care costs attributed to smoking in Illinois are \$4.9 billion each year and the cost to the Illinois Medicaid program is \$1.8 billion each year. Studies show that increases in the price of tobacco products have a positive public health impact. This proposed tobacco tax increase combines fiscal and public health policy that will not only reduce the burden on Illinois's Medicaid program, but will also save lives, improve health, and prevent youth from initiating tobacco use. After discussion, Jim Powers moved and Dr. Helland seconded to approve the Resolution in support of the tobacco tax as presented. Dr. Halversen voted nay, all other members voted aye, motion carried.

UNFINISHED BUSINESS:

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

The Health Department will host an open house from 4:00 – 6:00 p.m. on Thursday, May 17 in celebration of the recently renovated facility at 401 Division Street.

Mr. Bacon invited Board members to WCHD's Black Male Health Community Action Team banquet scheduled for Thursday, June 14 at Klehm Arboretum. Please Let Judy Box-Brown know if you would like to attend.

EXECUTIVE SESSION: None

There being no further business, at meeting adjourned at approximately 8:20 p.m.

Approved by the Board of Health June 19, 2012
DATE

James Powers, Secretary
Winnebago County Board of Health
Board of Health 05/15/12