

**Winnebago County Board of Health Meeting
Tuesday, October 16, 2012 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

PRESENT: Angie Goral, Dr. John Halversen, Ronald Gottschalk, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, Inara McGroarty, James Powers, Daniel Saavedra

ABSENT: Dr. David Helland, Ann Thompson-Kelly, Dr. Allen Williams

STAFF PRESENT: Mike Bacon, Judy Box-Brown, Dee Dunnett, Dana Esparza, Lisa Gonzalez, Steve Guedet, Attorney Charlotte LeClercq, Todd Marshall, Larry Swacina (*Tammy Rieger and Karen Gugliuzza were present at the beginning of the meeting to administer flu shots to Board members*)

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 October 16, 2012 agenda. Dr. Lidvall moved and James Powers seconded to accept the agenda as presented with all members voting aye, motion carried

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: The Board welcomed staff members Dana Esparza (presenter for tonight's presentation) and Karen Gugliuzza (nurse administering flu shots)

Appreciation was expressed to Board of Health members who contacted County Board members regarding the Health Department's 2013 budget deliberations. Special recognize goes to Jim Powers for his effort in talking with County officials. All of the contacts were very instrumental in resolving the County's issues regarding WCHD's FY'13 Budget.

APPROVAL OF MINUTES: Luci Hoover moved and Ron Gottschalk seconded to approve the Board of Health minutes of September 18, 2012 as presented. All members voted aye, motion carried.

PRESENTATION: In observance of Lead Poisoning Prevention Week (October 21 through October 28) Dana Esparza, WCHD's Lead Program Manager, presented an overview of the lead program. Ms. Esparza reviewed sources that contain lead, symptoms and effects of lead poisoning, county statistics and active cases, and the health department's role in lead prevention (screenings, nurse assessment, education, inspection / risk assessments and options for lead mitigation). The CDC Advisory Committee recommendations lowering blood lead levels of concern could increase by five-fold the number of children locally needing environmental follow-up.

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

President McGroarty thanked the staff for attending the meetings and providing the monthly reports.

Mr. Bacon thanked the Board for their support over the last several of weeks of debate prior to the County Board vote on the overall County budget for FY'13.

FINANCE COMMITTEE.....9/9/12. The Finance Committee did meet this month, but a quorum was not present; therefore the following Finance business was conducted at the full Board meeting tonight, with Dr. Lidvall chairing this part of the meeting.

1. Finance Committee Notes

Notes from the Finance Community meeting was presented as information only.

2. Review of Financial Reports

Various financial reports for the month of September 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 September 2012 as follows:

Health Fund..... \$437,850.96

All members voted aye, motion carried.

Dr. Lidvall moved and Angie Goral and Daniel Saavedra seconded for approval of the grant fund expenditures for the month of September as follows:

Grant Fund.....\$592,185.18

All members voted aye, motion carried.

2. Clinical Fee Schedule

Dr. Lidvall commented on the concern of the Board (at a prior Board meeting a couple months ago) regarding the increase of fees not being affordable for the patients. At the September 9 meeting, Mr. Bacon, Michelle Jahr, and Steve Guedet provided an introduction and information on the process and methodology used to develop three sets of fees (i.e. medical service costs, laboratory costs, and pharmaceutical costs). These costs were calculated based on information from the Family Planning Service area. The intent is to establish a fee schedule that allows recovery of "reasonable cost" of providing services. An integral part of this process is a schedule of sliding fees for individuals with family incomes between 101% and 250% of poverty. Further discussion at this meeting was regarding the opportunity for improved coding and billing, keeping in context the matter of affordability. A copy of the proposed fees by CPT Code and the assumptions used in calculating the proposed fees was included in the Board packet for their review. After discussion, Dr. Halversen moved and Jim Powers seconded to approve the fee schedule as presented, with all members voting aye, motion carried.

3. FY2013 Budget Alignment (Info Only)

Dr. Lidvall reviewed the discussion held at the September 9 meeting regarding the additional challenge brought about by the County's decision to minimize any increase in the tax rate, which has resulted in less levy resources for FY'13 than originally submitted to the County back in June. Mr. Bacon commented on opportunities identified for reducing expenditures, which are unfortunately offset by the need for additional expenses. The ultimate difference between expenditures and revenue is now at \$170K which is about \$24K more than what was submitted to the County in June. Mr. Bacon commented on

the desire to not use the proposed pay adjustments that have been established for staff (for FY'13) to balance the budget and the importance of proceeding with the planned movement towards the market regarding compensation and to implement the plan effective November 1.

The Department has a process identified and previously reviewed with the Board of Health that will aid in making adjustments in the budget going forward. This may represent an impact on select services that may need to be targeted for elimination or significant modification. Other opportunities for savings might come from moving the School-Linked Health Center and from Central intake efficiencies.

This information is provided for the Boards awareness and to seek feedback, concerns or ideas they may have. No vote required.

4. Grant and Grant Renewals:

a. IL Tobacco-Free Communities with REALITY IL Components.

Dr. Lidvall moved and Dr. Halversen seconded to approve the renewal of the IL Tobacco Free Communities with REALITY IL grant in the amount of \$126,359 (July 1, 2012 through June 30, 2013). All members voted aye, motion carried. This grant has an increase in funding (approximately \$20,000) from the prior year.

Mr. Bacon commented that Medicaid health expenditures related to tobacco alone in Illinois are \$1.5 billion every year and only a little over \$5 million is spent on tobacco prevention statewide. This grant funding is part of the prevention spending.

5. Major Expenditure Request: Avaya Telephone Software Maintenance

The Board reviewed the expenditure request in the amount of \$37,422.90 for Avaya telephone software maintenance. This software must be maintained for the telephone system that was purchased. The software maintenance is for three years beginning October 1, 2012 through September 30, 2015. Dr. Lidvall moved and Dr. Halversen seconded to approve the expenditure in the amount of \$37,422.90 for Avaya telephone software maintenance. As a recommendation, the Board suggested staff check with the company to see if there are options as to how the three year payment can be made (i.e. broken down and paid each year) and if so, pay according to the way it works out best. After further discussion all members voted aye to approve the expenditure of \$37,422.90 for the Avaya telephone Software maintenance, motion carried.

Dr. Lidvall thanked Dr. Halversen for chairing the Finance Committee business at last month's meeting.

POLICY COMMITTEE BUSINESS.....No Meeting

PERSONNEL COMMITTEENo Meeting

A link to the public health administrator's evaluation form has been emailed to Board members. Please let Dr. Lewis know if you have not received this email. It is requested that the evaluation form be completed by October 19. The Personnel Committee will meet

on the regularly scheduled committee meeting night of Tuesday, November 13 to review the feedback from Board members. Dr. Lewis will email a reminder to all Personnel Committee members regarding the November 13 meeting.

QUALITY IMPROVEMENT AD HOC COMMITTEENo Meeting

1. WCHD's Quality Improvement Plan Version 2

Mr. Powers reported on feedback / comments received from Board members regarding the Quality Improvement Plan. A main issue received as a comment was the concern that implementation of the Plan may create additional burden on the staff. Mr. Bacon and Mr. Powers had discussed this concern, with Mr. Bacon commenting further. Mr. Bacon feels that at the outset it probably will represent some additional training time, change in habits, etc, but ultimately this needs to be the part of WCHD's culture. Once the Department gets over the initial threshold it should become routine. In response to the concern, it is the thoughts of the BOH Quality Improvement Committee that as part of the structure of implementing the Plan to perhaps minimize initial burden, staff should focus on targeting outcome measurements around services we already do and introduce new ones as we improve upon the initial measures.

After discussion Daniel Saavedra moved and Dr. Halversen seconded to approve the Department's Quality Improvement Plan Version 2 as present. All members voted aye, motion carried.

Ms. Goral commended the Ad Hoc Committee and staff for creating this exceptional well-developed Plan as an in-house project and saving money by not outsourcing this work.

NEW BUSINESS:

2013 Holiday Schedule

Historically WCHD has tried to follow the County's holiday schedule and is proposing to do the same for the year 2013 by being closed on designated holidays. Dr. Lewis moved and Dr. Lidvall seconded to approve the 2013 holiday schedule as presented. All members voted aye, motion carried.

UNFINISHED BUSINESS:

1. Nominating Committee report

Dr. Lewis presented the report and recommendations from the Nominating Committee for Board of Health officers. It is the recommendation of the Committee to elect the following slate of officers:

- Dr. Steven Lidvall, President
- James Powers, Vice President
- Ron Gottschalk, Secretary

Dr. Lewis moved and Dr. Halversen seconded for approval of the above slate of officers. President McGroarty asked if there were any nominations from the floor. With there being no other nominations, all members voted aye to accept the slate of officers as recommended, motion carried.

Congratulations to the new officers and thank you to President Inara McGroarty for a job well done as president the past two years!

President McGroarty suggested some form of event be held for legislators and local elected officials to bring awareness to the health department's activities and as an ongoing relationship with these representatives. Dr. Lidvall commented on the conversation he and Mr. Bacon have had regarding recognizing the Department's community involvement / partnership with health systems, faith-based groups and other entities.

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

Thank you to the Tammy Rieger and Karen Gugliuzza of the Health Protection and Promotion Center for providing flu shots tonight!

Mr. Saavedra suggested emailing the BOH packets instead of sending by postal mail, this would save paper, postage and be more convenient. After a brief discussion, it was decided that we will give this a trial run next month. If any Board member would like their packet to continue to be sent by mail, please let Judy Box-Brown know.

EXECUTIVE SESSION: None

There being no further business, the meeting adjourned at approximately 7:55 p.m.

Approved by the Board of Health: November 27, 2012
DATE

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health