

**Winnebago County Board of Health Meeting
Tuesday, November 27, 2012 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

PRESENT: Angie Goral, Dr. David Helland, Ronald Gottschalk, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, Inara McGroarty, Ann Thompson-Kelly

ABSENT: Dr. John Halversen, James Powers, Daniel Saavedra, Dr. Allen Williams

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

President Steven Lidvall called the meeting to order at 6:30 p.m.

SETTING THE AGENDA:

President Lidvall noted that an executive session would be needed towards the end of the meeting to discuss matters related to personnel. After this notation, the agenda was accepted.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: None

RECOGNITION OF PAST PRESIDENT INARA MCGOARTY

President Lidvall presented a plaque to Inara McGroarty for her dedicated service as president of the Board of Health for the past two years. Comments were made by Ms. McGroarty and Mr. Bacon.

APPROVAL OF MINUTES: Ronald Gottschalk moved and Dr. Lewis seconded to approve the Board of Health minutes of October 16, 2012 as presented. All members voted aye, motion carried.

PRESENTATION: Larry Swacina, Environmental Health Director, presented an overview of swimming pool inspections and regulations. Items covered in his presentation included pool water quality Issues, pool related illness, pool management and safety factors, inspection of water treatment equipment, pool water testing and WCHD's proposed ordinance update to comply with the new IDPH Health Facilities and Regulation(210 ILCS 125/): Swimming Facility Act taking effect January 1, 2013. Mr. Swacina answered questions from the Board regarding his presentation.

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board packet for the member's information.

Congratulations to Mark Hunter! Mr. Hunter, WCHD's Black Male Health Program Coordinator, was honored at the Rockford Chamber of Commerce event as one of our community's "Twenty People You Should Know". Mark is involved in many aspects of the community and is congratulated on receiving such an honorable recognition.

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 acting as chair in the absence of the newly appointed Chair, Dr. Halversen.

1. Review of Financial Reports

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

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

Health Fund..... \$1,013,051.48

All members voted aye, motion carried.

Mr. Bacon commented that with the new fiscal year (beginning October), as discussed in prior Board and Finance Committee meetings, the health and grant funds have been combined and now only reflect total health fund expenditures and revenue.

2. Grant and Grant Renewals:

a. Stand Against Cancer (two contracts – Lead Agency and FQHC)

Dr. Lidvall moved and Dr. Lewis seconded to approve the renewal of the lead agency Stand Against Cancer Grant (from Springfield Urban League) in the amount of \$5,000 (July 1, 2012 through June 30, 2013). All members voted aye, motion carried. This grant is decreased by \$7,000 from last year.

Dr. Lidvall moved and Angie Goral seconded to approve the renewal of the Stand Against Cancer Grant (FQHC) in the amount of \$6,000. All members voted aye. This grant is a decrease of \$9,000 from last year. Fund decreases in these grants will affect the community's patient access to screening and diagnostic services.

b. Illinois Breast and Cervical Cancer Program (IBCCP) Grant Amendment #1

Dr. Lidvall moved and Ann Thompson-Kelly seconded to approve the FY'13 IBCCP grant amendment in the amount of \$31,250 which will bring the total amount of the FY2013 grant to \$556,610. All members voted aye.

Dr. Lidvall commented that even with the increase this grant is still down approximately \$143,000 from last year. Ms. Dunnnett commented that this amendment increases the number of clients to be served (additional caseload assignment of 1,276), but does not allow increase in personnel cost to meet the demand. Ms. Dunnnett answered questions from the Board regarding referrals, waitlist, etc. The Board commends the staff for their efforts in meeting the challenges of this grant with the limited funds available.

c. WIC Breastfeeding Peer Counselor Grant Amendment

Dr. Lidvall moved and Luci Hoover seconded to approve the FY'13 WIC Breastfeeding Peer Counselor Grant Amendment in the amount of \$12,500 bringing the total amount of the grant to \$17,500. All members voted aye, motion carried.

3. Family Case Management Grant Adjustment (Info Only)

The Department has received notice from Illinois Department of Human Services that the Health Department will be receiving additional funding to support an intensive level of prenatal case management. The amount of the grant for an 8 month period is \$240,000. The award will be in the form of an amendment to the Family Case Management grant. To answer a question from Dr. Lidvall, Lisa Gonzalez commented that this would be

additional case management dollars that will support high risk pregnant women management. These funds were previously Target Intensive Prenatal (TIP) Case Management dollars at the State level. Since TIP no longer exists, it is now being called high risk case management. No action is required by the Board at this time.

4. Major Expenditure Request

Dr. Lidvall moved and Angie Goral seconded to approve an expenditure request in the amount of \$6,500 for lead contractor training required by the HUD Lead Grant. After discussion regarding the 10% discount regarding minimum attendance and questions answered by Larry Swacina, Mr. Gottschalk moved and Dr. Lewis seconded to amended the motion to reflect the expenditure amount to be \$5,850, all members voted aye. All members voted aye, to the motion as amended for contractor training in the amount of \$5,850.

5. Federal Sequestration Letter/Flyer (Info Only)

The Board reviewed a draft letter to be sent to federal representatives concerning sequestration. The letter is urging Congress and the President to work together to ensure sequestration does not take effect and urges a balanced approach to deficit reduction that does not include further cuts to nondefense discretionary (NDD) programs which include public health. The health department in particular has already suffered a \$2.3 million (16%) funding reduction and if enacted sequestration could result in approximately \$500,000 in additional funding reductions. The Board discussed the wording in the letter regarding the NDD category. Mr. Bacon will revise the wording, as encouraged by the Board, to more directly address the public health system funding reduction concerns. It is important that we get the letter out ASAP. Once the letter is revised it will be mailed to federal representatives and also shared with Board members. This matter is information only and no action is required by the Board.

POLICY COMMITTEE BUSINESS.....No Meeting

Modification of County Swimming Pool Code to Comply with State Code

Dr. Lewis moved and Ann Thompson Kelly seconded to approve the changes in the County Swimming Pools Ordinance as presented. The modifications are necessary to comply with the State Swimming Facility Act (IDPH Health Facilities and Regulations – 210 ILCS 125/) which takes effect January 1. 2013. All members voted aye, motion carried.

As stated in the presentation by Mr. Swacina, the primary changes are: all pool enforcement authority with IDPH, all pool construction permitting with IDPH, LHD’s need to either abandon local programs or be a state program delegate and adopt state ordinance.

PERSONNEL COMMITTEENovember 13

Dr. Lewis commented on the Personnel Committee meeting held on November 13. The Committee collated Board feedback on the administrator’s annual evaluation and put together a recommendation that was sent to all Board members. This recommendation will be discussed in executive session.

1. Personnel Committee Minutes of November 1, 2013

Discussion was held regarding official voting on Committee meeting minutes, it was clarified that all Committee members can vote regardless if they were or were not present at the meeting. With that, Dr. Lewis moved and Ronald Gottschalk seconded to approve the personnel committee minutes for November 13, 2012. All members voted aye, motion carried.

2. Workforce and Leadership Development Plan

The Workforce and Leadership Development Plan outline developed by the Department's leadership team in partnership with Leading Edge was included in the Board's packet for their review.

The Board acknowledged the importance of WCHD proceeding with its planned workforce and leadership development initiative. The outline provides some background and general strategies for promoting workforce and leadership development within the Department, as well as key steps in assembling a plan. Key steps included: communications plan, planning team, ID of critical positions, position analysis / assessment, develop plan, monitor, assess and update. Mr. Bacon provided comments on the national workforce assessment tool used as a guideline for the plan. Mr. Bacon directed the Boards attention to the summary worksheet which will be an integral part of the plan, identifying positions that will represent turnover in the coming few years and where we might have opportunities to grow staff capability to move into those responsibilities / positions.

Also in support of workforce leadership and development, Mr. Bacon informed the Board that UIC, SPH has asked the Health Department to partner with them in their involvement on a grant they have received from NACCHO in support of workforce development, assessment, and training. WCHD will be working with the School of Public Health to do this assessment for our entire workforce and to develop training strategies going forward.

At the request of the Personnel Committee, Leading Edge Consultants will join the Board at perhaps the January meeting for a more complete overview of this as we continue to move forward. The Personnel Committee will continue to work with the leadership staff regarding this and will bring periodic reports to the Board.

QUALITY IMPROVEMENT AD HOC COMMITTEE.....No Meeting

NEW BUSINESS: NONE

UNFINISHED BUSINESS:

Board of Health Committee Assignments

Now that Dr. Lidvall has accepted the position of Board President and ex-officio on all committees, Dr. John Halversen has accepted the position Finance Committee Chair taking the place of Dr. Lidvall.

Inara McGroarty, as past-president has requested to be placed on the Policy and Personnel Committees.

President Lidvall asked if any member would like to shift Committees, with no requests being made to shift Committees. QI Committee membership was discussed. Since it

was determined that according to Roberts Rules ex-officials can participate and vote, the QI Committee membership will remain the same.

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

It was a consensus of the Board to forego a December BOH meeting, as we have been able to do in recent years, unless necessary. Mr. Bacon will email Board members no later than December 11 to let them know whether a meeting is needed or not.

The Department will again sponsor the annual holiday food drive for clients in need during the holiday season. Monetary donations would be truly appreciated to support this effort. This has been a successful event and Mr. Bacon thanked the BOH for their past contributions towards this effort.

An invitation and welcome was extended to the Board to join the staff for the Annual Holiday Party on December 14.

EXECUTIVE SESSION:

An executive session was needed to discuss matters related to personnel. At 8:05 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1) President Steven Lidvall moved to go into closed session. A roll call vote was taken, with all members voting aye.

The meeting adjourned executive session at 8:40 p.m. and continued with regular session with no action being taken in executive session.

ACTION TAKEN AFTER RECONVENING REGULAR SESSION:

Dr. Patricia Lewis moved to accept the WCHD director's review, Ann Thompson-Kelly seconded and all voted aye. Next, Dr. Lewis moved to adjust the director's salary with a 4% raise and Inara McGroarty seconded and all voted aye, motion carried.

There being no further business, the meeting adjourned at 8:45 p.m. with all business concluded.

Approved by the Board of Health January 15, 2013
DATE

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health

Note: The regularly scheduled Board meeting would have been Tuesday, November 20, but a quorum was not possible; therefore, the Board meeting took place on Tuesday, November 27.