

**Winnebago County Board of Health Meeting
Wednesday, March 20, 2013 @ 6:00 p.m., 555 North Court Street
Winnebago County Health Department**

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

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

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

OTHERS PRESENT: Terry White and Gerry Olson (Leading Edge Consultants), Eric Junco (UIC, MPH Student)

President Steven Lidvall called the meeting to order at 6:10 p.m.

SETTING THE AGENDA: A quorum was not present at the beginning of the meeting; therefore, agenda items not requiring a vote (Center Reports, New Business, Unfinished Business, Information Sharing) were presented first, followed by the BOH Retreat and then returning to the agenda once other members arrived to achieve a quorum.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Welcome to Eric Junco (UIC, MPH student) attending the meeting as one of his class assignments.

APPROVAL OF MINUTES: Luci Hoover moved and James Powers seconded to approve the Board of Health minutes of February 19, 2013 as presented. All members voted aye, motion carried.

PRESENTATION: None

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

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. Halversen chairing this part of the meeting.

1. Review of Financial Reports:

Angie Goral moved and James Powers seconded for approval of health fund expenditures for the month of February 2013 as follows:

Health Fund..... \$934,392.13

All members voted aye, motion carried.

2. Grant Renewals:

a. Susan G. Komen Grant Renewal

Dr. Helland moved and Dr. Williams seconded to approve the Susan G. Komen Grant in the amount of \$12,000 (January 1, 2013 through December 31, 2013). This grant is \$2,000 higher than the previous year. All members voted aye to approve the Susan G. Komen grant renewal, motion carried.

b. HOPWA Grant Renewal

Dr. Halversen moved and Ronald Gottschalk seconded to approve the renewal of the HOPWA grant in the amount of \$252,820.97 (January 1, 2013 through December 31, 2013). This grant is an increase of approximately \$31,700 than the previous year. After discussion, all members voted aye, motion carried.

3. Major Expenditure Request: Computers and Microsoft Office Software (HPP Center, Ryan White – RW Program)

WCHD's Health Promotion and Protection Center, Ryan White Program is requesting an expenditure in the amount of \$7,979.82 to purchase new computers and Microsoft Office Software to replace a fleet of computers purchased in 2007 for the RW Program staff. The current equipment is unable to be upgraded to meet IDPH Provide Enterprise database software requirements. After discussion, Dr. Halversen moved and Ronald Gottschalk seconded to approve the expenditure in the approximate amount of \$7,979.82 to purchase computers and Microsoft Office Software for the Ryan White Program, with all members voting aye.

4. FY2013 Budget Review

Mr. Bacon discussed the possible outcome of the sequestration and the impact on WCHD funding. He pointed out the various programs impacted as outlined on the handout and the total of \$162,165.91 that may be lost. Additionally, Mr. Bacon discussed the WCHD budget shortfall which, after careful review by Finance appears to be nearly \$174,000. With these large deficits ahead, Mr. Bacon explained that we may again be looking at layoffs, furloughs and/or program elimination. Board members asked what action Mr. Bacon was requesting and it was that the management team be empowered to make the necessary adjustments thru the various means outlined to balance the budget. Dr. Helland moved and James Powers seconded that Mike Bacon and the management staff be given the authority to act, as necessary, to balance the budget with the full confidence of the Board. The motion passed with all members voting aye, except Dr. Lidvall voting nay.

POLICY COMMITTEE.....No Meeting

PERSONNEL COMMITTEENo Meeting

QUALITY IMPROVEMENT COMMITTEE.....No Meeting

NEW BUSINESS / OTHER MATTERS: NONE

UNFINISHED BUSINESS: NONE

BOH RETREAT (Strategic Planning): See attached meeting notes

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

EXECUTIVE SESSION: None

There being no further business, it was moved by Ronald Gottschalk and seconded by Dr. Williams to adjourn the meeting at 9:09 p.m.

Approved by the Board of Health May 21, 2013
Date

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health

NOTE: *For this month of March, the BOH meet on Wednesday, March 20 instead of the regularly scheduled third Tuesday of the month to conduct the meeting in conjunction with the BOH Retreat.*

**Winnebago County Health Department
Board of Health Strategic Planning Retreat
Wednesday, March 20, 2013 @ 6:00 p.m.
555 North Court Street**

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

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The last WCHD strategic plan was developed in 2007 and an updated plan is needed. The retreat, facilitated by Leading Edge (Gerry Olson and Terry White), focused on strategic planning as the Department moves forward. As mentioned in prior Board meetings, the Retreat would address current health priorities, identify significant trends and link these trends to strategic ends, critical issues currently facing public health, workforce and leadership development, etc.

Mr. Bacon commented on the materials included in the Retreat packet. Mr. Olson and Mr. White explained the purpose of a strategic plan (vision / roadmap, allows us to connect the critical with the controllable, respond to change) and set the ground rules for dialog during the retreat (suspend judgment, critically evaluate issues).

Mr. Olson highlighted some of the points in the Centers for Disease Control and Prevention, Office for State, Tribal, Local and Territorial Support, *Topic: Health Department of the Future* document that he felt were relevant to be considered as objectives in the strategic planning process (collaborative opportunities, core services in public health – defining what is important, opportunities for shared services, workforce development – succession planning)

REVIEW OF MISSION, VISION AND VALUES

The Board reviewed and discussed the current Mission, Vision and Values statements. After deliberation it was a consensus that the Mission and Vision were still suitable statements, but the Values needed to be refined.

The Board and management team broke into three workgroups to discuss the current Department values and each group to choose three that they felt were most important. After a methodical review and discussion, it was a consensus that the Department's values would be reduced from the original eleven values to four values describe as follows: *responsiveness, resource for the community, expertise, and collaboration.*

REVIEW OF ENVIRONMENTAL SCAN QUESTIONS

Mr. Bacon provided a PowerPoint presentation with a review of the linkage between strategic planning, community health improvement plan and quality improvement plan,

followed by the chronology of changes that the Department has gone through since the last strategic plan in 2007. He also commented on the Healthy Community Study priorities and Health Department priorities, overall health outcomes in the U.S., the current 2013 *County Health Rankings* where Winnebago County ranks 82 out of 102 and the need to advance the health of this community in partnership with other entities.

As a follow up to Leading Edge and the BOH Personnel Committee's suggestion in developing the agenda for the retreat, the presentation provided a description of mandatory services for LHDs in Illinois and a summary of the responses from the management team regarding the four environmental scan (SWOT) questions provided by Leading Edge Consultants.

The management team's responses provide some perspective on the environment within which public health practice must continue to evolve including 1) key changes, 2) primary opportunities, 3) challenges, and 4) defining success. The responses also stands as a feedback document for the purpose of bringing forward the most important issues facing the organization and establish a consensus on strategic direction for the organization.

Following is a summary of the management team's response to the question regarding:

➤ **Key Changes:**

- Unprecedented period of change
- Recognized role to prevent, detect and control health problems
- Addressing workforce skills
- Information system / IT

➤ **Opportunities:**

- Developing systems of aligned providers to improve health
- Less clinic, more population-based services
- Data sharing, "meaningful use"
- Value of prevention to improving health and reducing health care costs
- Prevention and Public Health Trust Fund

➤ **Challenges:**

- Division – Transformational to meet opportunities or emphasize shoring up current services and address the rest as resources develop
- Funding, recession, skepticism of government role
- Overinvestment in treatment, diverting funds from other societal needs (i.e. education, business development, etc.)
- Identifying / develop new leadership at all levels

➤ **Defining Success:**

- Commitment to evidence-based, informed practice
- Reliable funding
- Continuous quality improvement

- Competent workforce (e.g. policy development, administration / management, communication, collaboration, core programs, inter-professional teams)
- Transparency

Following the presentation by Mr. Bacon and discussion between Board and staff, Leading Edge (Mr. Olson) moved the agenda to focus on critical issues to be identified from all of this.

CRUCIAL ISSUES

The Board and directors were separated into two workgroups to discuss critical issues facing the county's health and WCHD. The following summarizes the issues developed by each group.

Crucial Issues Discussion

- (Group 1)
 - Shape the dialogue with government, CBO's, health systems, and other community partners to broaden the definition of complete community care.
 - Clear priorities for services.
 - Workforce development.
 - Infrastructure (IT, etc.)
 - Accreditation
- (Group 2)
 - Identify/establish core services.
 - 'Upstream services'
 - Advocacy
 - Education
 - Non-duplication of service
 - Workforce Development

WCHD's management team and Leading Edge Consultants will review the critical issues as presented and develop a draft strategic plan for the Boards review.