

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

October 11, 2007

Board Members Present	Dennis Brennan, Scott Cross, Dr. Peter Doris, Gary Grasso, Dolores Kopp, Linda Kurzawa Edward Merkel, Pam Rion, Charlie Thurston, Dr. Robert Walz, and Dr. Lanny Wilson
Board Members Absent	None
Board Treasurer Present	John Novak
Leadership Staff Present	Karen Ayala, Dr. Rashmi Chugh, David Hass, Michael Kiep, Mary Lally, Tad Koeune, Maureen McHugh, Katy Yee, John Marc-Bilezikian (representing Dave Christiansen)
Health Department Staff Present	Maria Uribe, Catherine O'Reilly, Peggy Iverson, Mary Prignano, Issam Abu-Ghallous, Jane Wu, Jean McMahon, Kathleen Brower, Puneet Khan, Bette Lawrence-Water and Rose Karg
Public Present	Eric Abu-Ghallous, Melissa Milner, Tom Duffy, Karl Kiessling, Ryan Saini, and James Doherty, MD and Linda Shipero

CALL TO ORDER

President Kurzawa called the October Board of Health (BOH) meeting to order at 6:25 p.m. There were eleven members present for a quorum. See list above. Mr. Brennan joined us at 6:37pm and Mr. Grasso joined us at 6:35pm.

PRESIDENT'S REMARKS

President Kurzawa complimented staff on their work on the 2008 budget which the board would hear more detail during Mike Kiep's presentation. In November the board will be presented the budget for their approval along with election of officers.

SUBCOMMITTEE REPORTS

Executive – (BOS)

Maureen McHugh provided the board with an update on the Foundations for the Future project, the reconstruction is complete at Central office and all other locations. Friday staff will open and give employees a chance to see the front desk in operation. Board members were provided an update on the West Chicago group home in the memo included in the Board packet. There will be more information and a staff recommendation next month.

Community Health Services (CHS)

Karen Ayala provided the board with an update on the Tobacco Program's, the local American Cancer society Chapter recognized the DCHD-Tobacco Team in August for their innovative and

effective outreach campaign at the Reality Illinois/Chicago Bandits 4-day "Strike Out tobacco" event.

Emergency Disease Control (EDC)

Mary Lally provided the board with an update on TB Program, we have seen a decrease in clinic related services as a result of new Quantiferon TB Gold testing procedures. This year the number of people that tested for active TB have been reduced by 50% compared to 2006.

Environmental Health Services (EHS)

Tad Koeune provided the board with an update on rabies in bats, so far this year 106 bats have tested positive. Only 2 tested positive in DuPage County.

Mental Health Services (MHS)

John Marc-Bilezikian (representing Dave Christiansen) provided the board with an update on the Mexican Delegates that visited and how impressed they were with the Mental Health Services programs in DuPage County. The board was also made aware of the WeGo Together for Kids recognition as a national example for reducing school violence, Mental Health Services participates in this partnership grant providing treatment to students. West Chicago will be the focus of US Department of Education's monthly live nationally televised show Education News Parents Can Use. The show's theme is "Reducing School Violence: Keeping Children Safe and Ready to Learn". The show will air live on Tuesday, October 16, 2007 at 7:00pm on WDCB-TV (College of Dupage).

APPROVAL OF MINUTES

Mr. Merkel moved for approval of the minutes of the September 13, 2007 meeting. Ms. Roin seconded the motion. Motion passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance for September in Fund 70 was \$15,435,197.19. During the month of September we had receipts of \$8,499,621.03 with disbursements of \$3,187,052.90 leaving us an September ending balance in Fund 70 of \$20,747,765.32

With earnings this year of approximately \$82,296.95 in comparison to about \$106,478.26 last year. YTD we have just over \$851,832.93 compared to about \$685,086.73 a year ago.

Mr. Novak provided quarterly reports to the Board.

Mr. Thurston asked what is the Personal Property tax under fund 72? Mr. Novavk will provide the information.

Mr. Cross moved for the approval of the Treasurer's Report and to have it placed on file. Dr. Wilson seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

RESOLUTIONS

RECOGNITION OF BREAST CANCER AWARENESS MONTH-CHS

Community Health Services requested the DuPage County Board of Health to adopt a resolution proclaiming October as National Breast Cancer Awareness Month and promoting October 20, 2007 as National Mammography Day. Through resolution, the

Board of Health encourages women to consult their health care provider to obtain breast cancer screening and to increase awareness of early detection of breast cancer.

MOTION

The DuPage County Board of Health hereby proclaims October as National Breast Cancer Awareness Month and October 20, 2007 as National Mammography Day, as presented.

Ms. Rion moved for the approval of the motion. Ms. Kopp seconded the motion.
Motion passed

Mr. Cross presented Bette Lawrence-Water with the resolution.
The signed resolution is included with the official copy of the minutes.

DESIGNATED HOLIDAY SCHEDULE 2008

Board of Health has adopted a closed holiday schedule as a benefit to employees. The holiday schedule should be consistent with other DuPage County offices and departments. In 2008 all other DuPage County Government offices shall be closed for twelve (12) designated holidays, rather than eleven (11).

MOTION

The DuPage County Board of Health hereby adopts 2008 Holiday schedule be designated as DuPage County Health Department holidays for 2008 as presented.

Mr. Cross moved for the approval of the motion. Mr. Brennan seconded the motion.
Motion passed.

CONSENT ITEMS

Mr. Cross made a motion to combine the Consent Items. Dr. Wilson seconded.

HUMAN RESOURCES TRANSACTIONS – BUSINESS OPERATIONS SERVICES

All employees hired and changing status are filling vacant budgeted positions. The Changes of Status have not caused any increase in the budget.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 01/08/07 and 10/02//07.

FUND TRANSFERS – BUSINESS OPERATIONS SERVICES

The Business Operations Services requests DuPage County Board of Health approval of the transfer of funds to the designated line items in the FY 2007 budget as set forth on the attached budget transfer form.

MOTION

The DuPage County Board of Health hereby approves the transfer of funds to the designated line items in the FY 2007 budget as set forth in the attached Schedule of Transfers.

Mr. Cross moved for the approval of the Consent Items. Dr. Wilson seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Mr. Grasso, Ms. Kopp, Mr. Merkel, Ms. Rion, Mr. Thurston, Dr. Walz, Dr. Wilson, President Kurzawa and Mr. Brennan

Nays: None

Motion Passed.

OLD BUSINESS

None

PRESENTATION

Maureen McHugh gave a presentation on FQHC Expansion/Addison

Mike Kiep gave an overview of the FY2008 Budget.

The slides of the presentations are included with the official copy of the minutes.

NEW BUSINESS

Mr. Merkel made a motion to combine Items # 11 A through C. Ms. Rion seconded.

Motion passed.

APPROVAL OF DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO ENTER INTO A LONG TERM LEASE – BUSINESS OPERATIONS SERVICES

The expansion of Federally Qualified Healthcare Centers (FQHC) in DuPage County is a vital component of the DuPage Healthcare Safety Net Plan. In July 2007 Access Community Healthcare Network received federal approval to operate an FQHC in the Addison / Bensenville area. After researching a site location in the Addison area it has been determined that our Addison Public Health Center meets the needs of the community. Partnering with Access Community Healthcare Network in joint site location provides DuPage County residents the opportunity to obtain affordable healthcare in one location.

Access Community Healthcare is the recipient of a \$950,000.00 CDBG grant that can be utilized for capital related to this expansion of services. In order to execute a long-term lease agreement with Access that will allow them to expend the CDBG dollars for renovation of the Health Department's Addison Facility, the Board of Health expressly delegates to the DuPage Health Department Executive Director authority to enter into a long-term lease agreement with Access Community Healthcare Network.

MOTION

The DuPage County Board of Health hereby approves the Delegation of Authority as presented.

PERSONNEL POLICIES – NEW POLICY – WORKPLACE SAFETY AND VIOLENCE PREVENTION

As it is the practice of the Board of Health to adopt Personnel Policies that provide employees with a comprehensive employment resource, including guidelines pertaining to standards for workplace conduct, the Human Resources Department is proposing the following addition to the Employee Handbook:

- Personnel Policy 6.10 – Workplace Safety and Violence Prevention

The addition of this policy represents the Health Department’s commitment to maintaining a safe environment for staff and visitors.

MOTION

The DuPage County Board of Health hereby approves the addition of the Workplace Safety and Violence Prevention Policy as presented.

GRANT ACCEPTANCE

BREAST AND CERVICAL CANCER PROGRAM - COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant amendment from the Illinois Department of Public Health for the Breast and Cervical Cancer Program for \$143,895. The total award for the grant will be \$522,645 for the period July 1, 2007 through June 30, 2008. This 38% increase in grant funding has been provided based on an increase in the caseload assigned to DuPage County from 825 cases to 1085 cases for this grant period. Therefore, \$68,000 of the increase has been designated for hiring additional case management staff recommended below.

Authorized Position List Revision

Department Name: 902 - Community Health Services Reporting Unit: 231-BCCP

Addition or Deletion/#	Status	Bi-Wkly Hrs.	Job Code# / Job Title Salary Grade	Salary Range		Actual / Hiring Salary	Benefit Cost	Total Annual Cost
				Min	Max			
Addition (1)	1070	40	#7334 / Case Manager Salary Grade: 110	\$15.99/hr	\$23.99/hr	\$16,640	\$2,496	\$19,136
Addition (1)	1010	75	#7335 / Case Manager Assistant Salary Grade: 109	\$26,702	\$40,054	\$26,702	\$10,681	\$37,383
							Net Cost or Net Saving:	\$56,519

Status:	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

Benefit Cost:	
Full-Time:	40%
Part-Time:	15%
Temporary:	8%

Justification for Change: DuPage County Health Department has seen an increase in the caseload for this program from 825 cases to 1085 cases.

In the event that the funding for these positions, or other positions funded by this grant, shall cease, the Community Health Services Department will review the need for the continuation of the funding and related position list head count.

MOTION

The DuPage County Board of Health hereby approves acceptance of the grant amendment of \$143,895 from the Illinois Department of Public Health for the Breast and Cervical Cancer Program as presented.

BREAST AND CERVICAL CANCER OUTREACH PROGRAM - COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Illinois Department of Public Health for the Breast and Cervical Cancer Outreach Program for \$6,000 for the period July 1, 2007 through June 30, 2008. In FY 2007, a start-up grant of \$6,000 was received, and then increased by \$10,000, to fund outreach services. Funds will be used to continue the outreach services begun last year. The FY 2008 grant could be increased if additional funding becomes available.

MOTION

The DuPage County Board of Health hereby approves acceptance of the grant of \$6,000 from the Illinois Department of Public Health for the Breast and Cervical Cancer Outreach Program as presented.

FAMILY CASE MANAGEMENT GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Family Case Management, wishes to accept a 3.4% Cost of Living Adjustment from the Illinois Department of Human Services for the Family Case Management Program in the amount of \$51,100. This additional funding will be used to offset property tax support for the program. The total award for the grant will be \$1,553,800 for the period July 1, 2007 through June 30, 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the Cost of Living Adjustment from the Illinois Department of Human Services for the Family Case Management Program Grant in the amount of \$51,100 as presented.

FAMILY PLANNING PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a 3.0 % Cost of Living Adjustment from the Illinois Department of Human Services for the Family Planning Program in the amount of \$12,100 for the period ending June 30, 2007. This additional funding will be used to purchase medical supplies. The total award for the grant will be \$414,000 for the period July 1, 2007 through June 30, 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the Cost of Living Adjustment from the Illinois Department of Human Services for the Family Planning Program Grant in the amount of \$12,100 as presented.

**PUBLIC HEALTH PREPAREDNESS AND RESPONSE FOR BIOTERRORISM
GRANT – EMERGENCY AND DISEASE CONTROL**

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health for participation in the Public Health Preparedness and Response for Bioterrorism program. The grant is \$149,037 for the 11-month period of August 31, 2007 through July 31, 2008 and represents 30% of the total grant allocation.

MOTION

The DuPage County Board of Health hereby approves acceptance of the grant of \$149,037 from the Illinois Department of Public Health for Public Health Preparedness and Response for Bioterrorism program as presented.

Dr. Doris requested that the long term lease with Access Community Health Network (Item 11 (2)), be sent to the board members prior to final signature by the Executive Director.

The motion to approve the Combined New Business Items #11 A through C was made by Ms. Rion seconded by Mr. Cross. A roll call vote was taken.

Ayes: Ms. Rion, Mr. Thurston, Dr. Walz, Dr. Wilson, President Kurzawa, Mr. Brennan, Mr. Cross, Dr. Doris, Mr. Grasso, Ms. Kopp and Mr. Merkel.

Nays: None

Motion passed.

NEXT MEETING – November 8, 2007

Reminder: BOH meetings are held on the second Thursday of each month.

ADJOURNMENT

Mr. Cross made the motion to adjourn. Dr. Wilson seconded it. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Scott J. Cross, Secretary
DuPage County Board of Health