

# DUPAGE COUNTY BOARD OF HEALTH

## MEETING MINUTES

<b>Wheaton, Illinois</b>	<b>Sept. 14, 2023</b>
Board Members Present:	Dr. Douglas Chang, Mindy Finch, Paula Garcia, Saba Haider, Dr. Margaret Harrell, Dr. Nadeem Hussain, Dr. Uzma Muneer, Dr. W. Daniel Perez, Dr. Lawrence Schouten, President Sam Tornatore
Board Members Absent:	Dr. Lanny Wilson
State’s Attorney:	Trevor Prindle
Leadership Staff/Participating Staff Present:	Kathy Carey, Lori Carnahan, Adam Forker, Andrea Gargani, Chris Hoff, Jeff Lata, Penny Chanez, Mike Kiep, Larissa Olson

**CALL TO ORDER:** The Sept. 14, 2023 meeting of the Board Health was called to order at 6:23PM. Ten members were present. Quorum was met.

### **2. PUBLIC COMMENT**

Karen Rugg addressed the board on the ongoing flooding concerns at her residence in Itasca and adjacent properties including a nursing home. Ms. Rugg also shared photos with board members.

### **3. PRESIDENT’S REMARKS**

President Tornatore welcomed everyone to the September meeting of the Board of Health and shared the following comments.

- President Tornatore welcomed newly appointed board members Dr. Margaret Harrell and Paula Deacon Garcia,
- A presentation on the FY 2024 will be presented with the final budget to be voted on at the October meeting. Director Forker will also be presenting information on the upcoming cold/flu season and September as being National Suicide Prevention Month.
- On the agenda, members will be asked to approve the recent changes proposed to the agency’s employee handbook.

President Tornatore invited Rogene Kugler to the podium. A resolution of commendation was provided to Ms. Kugler for her more than 35 years of service to the Health Department.

President Tornatore requested a motion of acceptance of the resolution. Ms. Garcia motioned to accept. Seconded by Ms. Finch.

**Motion Passed.**

RESOLUTION OF COMMENDATION  
For  
ROGENE KUGLER, PUBLIC HEALTH SERVICES

WHEREAS, Rogene Kugler has dutifully served the DuPage County Health Department for more than thirty-five (35) years in the position of Public Health Nurse; and

WHEREAS, Rogene Kugler is recognized within the Health Department community as a driving force, influencing the advancement of Public Health Services in DuPage County; and

WHEREAS, Rogene Kugler contributed to the work in the Family Planning Program; and  
WHEREAS, Rogene Kugler positively contributed to the leadership of the Breast and Cervical Cancer Program by tirelessly supporting and advocating for women's needs and access to quality care; and

WHEREAS, Rogene Kugler was instrumental in providing STI services to the residents of our communities; and

WHEREAS, Rogene Kugler was integral in immunization efforts during H1N1 ensuring the residents of our communities were vaccinated; and

WHEREAS, Rogene Kugler has been an advocate in the Disease Intervention Specialist role assisting clients and community providers to navigate best practices specific to their diagnosis, further strengthening the health of the community; and

NOW THEREFORE, BE IT RESOLVED, that Rogene Kugler, through her dedication to the DuPage County Health Department as a Public Health Nurse and her advocacy for Health Department programs has served an important role in fulfilling the mission and values of the DuPage County Health Department.

BE IT FURTHER RESOLVED that I, Sam Tornatore, Board of Health President, and the Members of the Board of Health do hereby congratulate and thank Rogene Kugler on her contributions to the DuPage County Health Department and the residents of DuPage County.

Approved this 14th day of September 2023.

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Sam Tornatore, President  
DuPage County Board of Health

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Larry Schouten, M.D., Secretary  
DuPage County Board of Health

## **4. COMMUNITY HEALTH UPDATE**

Mr. Forker presented updates on the following:

### **Behavioral Health**

#### 1. Zero Suicide Initiative/Suicide Prevention Week

- September is National Suicide Prevention Month
- DCHD implemented the Zero Suicide Initiative - the foundational belief of Zero Suicide is that suicide deaths for individuals under the care of health and behavioral health systems are preventable.
- The Health Department will continue to provide messaging on suicide prevention efforts by the department including the 988 Suicide and Crisis Lifeline.

### **Communicable Disease and Epidemiology**

#### 1. Respiratory Health

- Staff continue to monitor any upticks to West Nile virus activity. *Fight the Bite* the personal protection index messaging continues to be promoted throughout the community and on the agency's social media platforms.
- COVID -19 updated boosters are anticipated to be available soon and are expected to cover emerging variants.
- RSV- vaccines/therapeutics are available this season.
- The CDC launched a national influenza vaccination campaign "Wild to Mild" intended to increase awareness that flu vaccinations lessen severity of flu symptoms.

### **Health Promotions**

- Members will be provided social media toolkits for their personal use and will feature the following:
  - a) September is National Suicide Prevention Month
  - b) Wild to Mild Flu Vaccination Campaign

### **Business Administration**

#### 1. FY 2024 Budget Presentation

- The budget reflects the increases in demand to:
  - a) Growing the Safety Net Population and the agency's ability to address underserved populations including increases in the those with Medicaid.
  - b) Workforce challenges still occurring in the public sector which has not bounced back as that of the private sector.
  - c) Emerging health threats particularly the increased need for mental health and substance use disorders services.
- Outreach Goals to address these demands will include the need to
  - a) Provide direct service
  - b) Educate and inform
  - c) Increase visibility
  - d) Build relationships
- Foundational Investments with budgetary impacts include
  - a) Repurposing space to accommodate more direct services for clients
  - b) Building of the Crisis Recovery Center slated to open in 2025.
- Budget revenues are anticipated in the areas of : grant funding, fees, ARPA funds and mirroring DPC by increasing the property tax levy for new construction only (projected to be \$175K)

- Budget expenditures include: annual merit increases, employer IMFR contributions increase from 7.8% to 8.2%, increased costs in employer health insurance costs, infrastructure investments, Behavioral Health expansion including staff increases.
- The FY 2024 will be voted upon at the October meeting of the Board of Health.

**5. APPROVAL OF MINUTES**

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President Tornatore asked for a motion to accept the August 10, 2023 minutes as presented. Dr. Chang motioned for the approval of the minutes of the August 10, 2023 meeting of the Board of Health. Seconded by Ms. Finch.

**Motion Passed**

**6. TREASURER’S REPORT**

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Mike Kiep presented the July 2023 Treasurers report. President Tornatore asked for a motion to accept the July Treasurer’s Report as presented.

Ms. Garcia motioned to accept the treasurer’s report as presented. Dr. Chang seconded the motion.

**Motion Passed**

<b>TOTAL Health Department Funds:</b>
Beginning Balance as of 7/01/2023: \$ 59,339,308.81
Total Receipts: \$ 2,998,135.40
Total Disbursements: \$ 3,849,478.73
Total Ending Balance as of 7/31/2023: \$ 58,487,965.48
FY 2023 Interest Earnings for July 2023: \$ 205,073.58 YTD: \$ 1,270,355.52

**7. CONSENT ITEMS**

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**7:1 Human Resource Transactions – Business Administration**

President Tornatore asked for a motion to accept the Human Resource’s transactions as presented. Ms. Garcia motioned to approve. Seconded by Ms. Finch.

**Motion Passed.**

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 06/29/2023 and 09/18/2023.

**7:2 Employee Handbook Changes – Business Administration**

President Tornatore asked for a motion to accept the employee handbook changes as presented. Ms. Garcia motioned to approve. Seconded by Ms. Finch. A copy of the employee handbook is available upon request.

**Motion Passed.**

## 8. ACTION ITEMS

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### *8:1–Grant Acceptances*

President Tornatore asked for a motion to combine the grant items # 8-1(a-d) as presented. Ms. Finch motioned to combine the grant items #8-1(a-d) as presented. Seconded by Ms. Garcia.

#### **Motion Passed**

President Tornatore asked for a motion to approve grant items #8-1(a-d) as presented. Ms. Garcia motioned to approve. Seconded by Ms. Finch.

A roll call vote was taken:

Ayes: Ms. Finch, Ms. Garcia, Ms. Haider, Dr. Harrell, Dr. Hussain, Dr. Muneer, Dr. Perez, Dr. Schouten, President Tornatore, Dr. Chang.

#### **Motion Passed**

### DEPARTMENT OF HEALTH AND HUMAN SERVICES – SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) – BEHAVIORAL HEALTH SERVICES – CONGRESSIONAL DIRECTIVE CRC

Behavioral Health Services wishes to accept a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) in the amount of \$1,000,000. Funding requested for this project will be used to support the planning phase of implementing the CRC model. This includes funding project staff, strategic planning consultants, communications planning, and an external recruiter.

The grant period for this project is September 30th, 2023, through September 29th, 2024.

This grant was not included in the FY 2023 Health Department Original Budget.

### **MOTION**

The DuPage County Board of Health here by approves the acceptance of the grant from the Substance Abuse and Mental Health Services Administration

### ILLINOIS PUBLIC HEALTH ASSOCIATION – COMMUNITY HEALTH SERVICES - HIV TESTING AND PREVENTION SERVICES

Public Health Services wishes to accept a grant from the Illinois Public Health Association for HIV testing and prevention services in the amount of \$123,843.24. This funding will be used for the provision of risk reduction interventions for HIV-positive and negative individuals, surveillance-based linkage to care interventions, surveillance-based partner services, and risk targeted HIV counseling and testing interventions. The grant period for this agreement is July 1, 2023, through June 30, 2024. This reflects an increase of \$28,705.14 in funding from the previous contract amount.

This grant is included in the FY 2023 Health Department original budget at \$50,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Public Health Association as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP)

Community Health Resources wishes to accept a grant from the Illinois Department of Public Health for Public Health Emergency Preparedness (PHEP) in the amount of \$412,916. This grant will be used to sustain emergency planning activities that focus on assuring compliance with the “Fifteen Core Public Health Capabilities” requirement that emphasizes public health’s role as a primary agency in the preparedness, response, and recovery phases of public health emergencies. The grant period for this agreement is July 1, 2023, through June 30, 2024. This reflects a decrease of \$3,000 in funding from the previous amended contract amount.

This grant is included in the FY 2023 Health Department Original Budget at \$410,916.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this grant agreement from the Illinois Department of Public Health as presented

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – STRENGTHENING ILLINOIS PUBLIC HEALTH ADMINISTRATION (SIPA-24)

Public Health Emergency Response wishes to accept a grant from the Illinois Department of Public Health for Strengthening Illinois Public Health Administration (SIPA-24) in the amount of \$350,000. This grant will be used to develop and maintain DCHD's public health workforce through training, professional development opportunities and addressing mental wellbeing concerns through building employee resilience. The grant period for this agreement is July 1, 2023, through Nov 30, 2027.

This grant was not included in the FY 2023 Health Department Original Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this grant agreement from the Illinois Department of Public Health as presented.

**8:2– Purchasing**

President Tornatore asked for a motion to combine the purchasing items (#8-2 a-d). Ms. Garcia motioned to combine grant items #8-2 (a-d) as presented. Seconded by Ms. Finch.

**Motion Passed**

President Tornatore asked for a motion to approve purchasing items #8-2 (a-d) as presented. Ms. Garcia motioned to approve. Seconded by Ms. Finch.

A roll call vote was taken:

Ayes: Ms. Finch, Ms. Garcia, Ms. Haider, Dr. Harrell, Dr. Hussain, Dr. Muneer, Dr. Perez, Dr. Schouten, President Tornatore, Dr. Chang.

**Motion Passed.**

## **PURCHASING**

- a) S-CAS-10-17-229 – Expenditure to Bertelsmann Learning (fka Relias) for learning management system in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds have been budgeted for this expenditure and staff recommends approval of the expenditure in an amount not to exceed \$76,991.04.
- b) P-BAS-08-10-183 – Professional Services Agreement to Roger C. Marquardt & Co. to provide consulting services as a lobbyist representing the DuPage County Health Department before the Executive Branch of State in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$34,992.00. There is no increase in expenditure from last year.
- c) P-PHS-09-09-097 – Professional Services to DuPage Health Coalition for the 2023 - 2024 flu vaccination campaign in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds have been identified in the budget and staff recommends approval of the expenditure in an amount not to exceed \$30,000.00.
- d) P-BHS-05-10-198 - Professional Services to Community Behavioral Health Care Association to provide advocacy and representation in legislative and state policy decisions for the Department in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision memo are included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$16,987.00.

## **MOTION**

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 8-2(a-d) as presented.

## **8. UNFINISHED BUSINESS**

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There was no unfinished business before the board.

## **9. NEW BUSINESS**

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There was no new business before the board.

## **10. EXECUTIVE SESSION**

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There was not a need for an executive session.

## **13. NEXT MEETING**

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The next meeting of the Board of Health is scheduled for October 12 2023, at 6:15PM

## **14. ADJOURNMENT**

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President Tornatore asked for a motion to adjourn.

Ms. Garcia motioned to adjourn. Seconded by Ms. Finch.

**Motion Passed**

*The meeting was adjourned at 7:45PM.*

Respectfully Submitted,

Dr. Lawrence Schouten, Secretary/Treasurer  
DuPage County Board of Health