

DUPAGE COUNTY BOARD OF HEALTH

MEETING MINUTES

Wheaton, Illinois	October 12, 2023
Board Members Present:	Dr. Douglas Chang, Mindy Finch, Paula Garcia, Saba Haider, Dr. Margaret Harrell, Dr. Nadeem Hussain, Dr. W. Daniel Perez, Dr. Lawrence Schouten, President Sam Tornatore
Board Members Absent:	Dr. Uzma Muneer, Dr. Lanny Wilson
State’s Attorney:	Trevor Prindle
Leadership Staff/Participating Staff Present:	Kathy Carey, Lori Carnahan, Dr. Rashmi Chugh, Adam Forker, Chris Hoff, Jeff Lata, Penny Chanez, Mike Kiep, Larissa Olson

CALL TO ORDER: The October 12, 2023 meeting of the Board Health was called to order at 6:23PM. Nine members were present. Quorum was met.

2. PUBLIC COMMENT

Karen Rugg addressed the board on what she perceives as an ongoing flooding problem 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 October meeting of the Board of Health and shared the following comments.

- The FY 2024 budget is included on the agenda for member’s approval. Asst. Director of Finance Mike Kiep reached out to each board member individually to answer any questions, Increased investments to expand behavioral health services and staffing in 2024 are reflected in the proposal and are part of the lead up to the opening of the agency’s Crisis Recovery Center in 2025.
- Director Forker will address the recent changes and transition of the agency’s Heroin/Opioid Prevention and Education (HOPE) Taskforce to the DuPage County Chair Conroy’s DuPage Council on Strengthening the System for Mental Health and Substance Use Care (DCSS)
- Appearing on the agenda is a resolution to formally authorize the use of previously budgeted funds for the FY2023 staff salary increases based on performance.
- The agency recently received two federal grants. The agency’s Prevention Leadership Team (PLT) is receiving a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) to improve mental health and prevent substance use disorders. Second, and the Environmental Health team is receiving a grant from the U.S. Consumer Product Safety Commission (CPSC) to continue the efforts of the Protect Swimmers 10M program and prevent child drowning. Both awards are the result of a highly competitive process

4. COMMUNITY HEALTH UPDATE

Mr. Forker presented updates on the following:

Business Administration

1. The DuPage Council on Strengthening the System for Mental Health and Substance Use Care (DCSS)
 - The HOPE Taskforce which had a primary focus to address the opioid crisis and substance use disorders among residents will be transitioned to the DCSS and will be co-chaired by DuPage County Chair Deb Conroy and Executive Director Forker.
 - The focus of the DCSS will include both substance use care and mental health program development, supporting infrastructure and policy recommendations and other related issues.
 - Membership will include a diverse group of stakeholders.

Public Health

1. Legislative Goals

- The Health Department continues to work with the lobbyists Roger C. Marquardt and Company Inc. whose focus includes work on legislation that addresses public health priorities.
- The department also works with other regional health departments under the Northern Illinois Public Health Consortium (NIPHC) and the Community Behavioral Health Association (CBHA) to advance legislation addressing public health concerns and issues.
- The department developed a resource guide for legislators which highlights legislative priorities concerning areas of public health.

2. RxBOX

- The Health Department's successful RxBOX program which launched in 2009 to address the need for proper disposal of unused medications, protect the environment and save lives will be transitioned to the implementation of a manufacturer led collection program after Governor Pritzker signed legislation to fund Illinois medication take-back programs.
- The last DCHD sponsored collection date will be held on 10/18. To date more than 162,000 pounds of unused medications have been collected.

Health Promotions

- Members will be provided social media toolkits for their personal use and will feature the following:
 - a) Red Ribbon Week (10/23-10/31)
 - b) Open Enrollment in the Healthcare Marketplace

5. APPROVAL OF MINUTES

President Tornatore asked for a motion to accept the Sept. 14, 2023, minutes as presented.

Dr. Chang motioned for the approval of the minutes of the September 14, 2023, meeting of the Board of Health. Seconded by Ms. Finch.

Motion Passed

6. TREASURER’S REPORT

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

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

Motion Passed

TOTAL Health Department Funds:
Beginning Balance as of 8/01/2023: \$ 58,487,965.48
Total Receipts: \$ 3,233,543.51
Total Disbursements: \$ 4,445,692.72
Total Ending Balance as of 8/31/2023: \$ 57,275,816.27
FY 2023 Interest Earnings for August 2023: \$ 208,498.22 YTD: \$ 1,478,853.74

7. CONSENT ITEMS

7:1 Human Resource Transactions – Business Administration

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

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 09/11/2023 and 10/31/2023.

8. ACTION ITEMS

8:1 – RESOLUTION – Salary Increase Guidelines

President Tornatore asked for a motion to approve the resolution for the salary increase guidelines and compensation structure.

Ms. Garcia motioned to approve the resolution as presented. Seconded by Ms. Finch.

Motion Passed

SALARY INCREASE GUIDELINES AND COMPENSATION STRUCTURE - BUSINESS ADMINISTRATION

The Board of Health approved the FY2023 budget during the Board of Health meeting in October 2022. Included within the FY2023 budget was the funding for a Salary Increase Program; therefore, the following resolution, Resolution BOS #23-04 shall act to formalize the salary increase amount included in the budget.

RESOLUTION
(BA 23-04)

SALARY INCREASE PROGRAM GUIDELINES

WHEREAS, it is the goal of the DuPage County Health Department to attract, retain, and motivate qualified personnel through its salary practices; and

WHEREAS, it is necessary to provide consistent guidelines for establishing and implementing salary increases.

NOW THEREFORE, BE IT RESOLVED, that the Salary Increase Program funding amount for FY2023 will be established through a 3.0% merit pool budget for all eligible positions, and

BE IT FURTHER RESOLVED, that salary increases will be effective October 14, 2023, and subject to the following guidelines:

1. Salary increases will be distributed to eligible employees, hired prior to December 1, 2022, in accordance with Employee Handbook policy.
2. Salary increases will be distributed based on merit and each employee's overall job performance.
3. The percentage increase which may be granted will be from 0% to 4% based on merit and overall job performance.
4. In those cases where an employee is at the maximum of the salary range and is being recommended to receive a salary increase, the increase will take the form of a Performance Bonus to be paid as a lump sum and will require approval of the Service Unit Director / Deputy Director and the Director of Organizational Development. Any exceptions to this practice must be approved by the Executive Director.

BE IT FURTHER RESOLVED, that the Director of Organizational Development is hereby directed to ensure that these guidelines are implemented; and

BE IT FURTHER RESOLVED, that the Administrative Assistant be directed to transmit copies of this resolution to the Executive Director, Board Treasurer and Service Unit Directors / Deputy Directors.

Approved and adopted this 12th day of October 2023, at Wheaton, Illinois.

Sam Tornatore, President
Board of Health

Dr. Lawrence Schouten, Secretary/Treasurer
Board of Health

8:2-Grant Acceptances

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

Motion Passed

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

A roll call vote was taken:

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

Motion Passed

ILLINOIS DEPARTMENT OF PUBLIC HEALTH - DENTAL SEALANT PROGRAM – SECOND AMENDMENT

Public Health Services wishes to accept a grant amendment from the Illinois Department of Public Health for the Oral Health Promotion Program in the amount \$26,000 and extends the contract end date to June 30, 2024. The new award amount total is \$92,625. This innovative programming with community-level impact on an inter-generational and life course approach to oral health promotion and prevention. The program is tied to Health People 2030 and Division of Oral Health objectives. The grant period for this agreement will be October 1, 2022, through June 30, 2024.

This grant is included in the FY 2023 Health Department Original Budget at \$35,950.

MOTION

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES – SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) - CENTER FOR SUBSTANCE ABUSE PREVENTION – PREVENTION LEADERSHIP TEAM PROGRAM

The DuPage County Health Department wishes to accept a grant from the U.S. Department of Health and Human Services-SAMHSA, Center for Substance Abuse Prevention in the amount of \$125,000. This grant represents year-ten of a ten-year project with total funding estimated to be \$1,250,000. The Drug Free Communities grant is focused on the prevention of teen substance use, (alcohol, marijuana, and prescription drugs), in DuPage County. The term for this grant agreement is September 30, 2023, through September 29, 2024.

This grant was included in the FY 2023 Health Department Original Budget in the amount of \$125,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Department of Health and Human Services as presented.

DEPARTMENT OF HEALTH AND HUMAN SERVICES – SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) – STRATEGIC PREVENTION FRAMEWORK – PARTNERSHIPS FOR SUCCESS (SPF-PFS)

The DuPage County Health Department wishes to accept a grant from the U.S. Department of Health and Human Services-SAMHSA, Center for Substance Abuse Prevention in the amount of \$375,000. This grant represents year-one of a five-year project with total funding

estimated to be \$1,875,000. The funds will unify DuPage County organizations and coalitions to improve health equity by targeting two priority drug misuse categories: marijuana and alcohol misuse among a defined countywide population of focus. Project strategies will specifically address both preventive and recovery-oriented focused substance misuse problems for: (1) youth ages 11 to 18; and (2) adults over age 18. There will be two specific culturally relevant and trauma-informed emphases: (1) strengthening coalition-building capacity and substance misuse reduction in high-risk communities and (2) coordinating substance use prevention messaging and stigma reducing strategies and campaigns for LGBTQ+ communities to positively impact social norms, reduce risk factors, and improve protective factors. The term for this grant agreement is September 30, 2023, through September 29, 2024.

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

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Department of Health and Human Services as presented.

ILLINOIS PRIMARY HEALTH CARE ASSOCIATION (IPHCA)- NAVIGATOR GRANT

Client Access wishes to accept a grant from the Illinois Primary Health Care Association (IPHCA) for Navigator services in the amount of \$117,500. This funding will be used to fund a minimum of two Federally trained Navigators for Affordable Care Act enrollment services and outreach activities as well as education to the community on health coverage. This reflects an increase of \$500 in funding from the previous amended contract amount. The grant period for this agreement is August 27, 2023, through August 26, 2024.

This grant was included in the FY 2023 Health Department Original Budget at \$90,500.

MOTION

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

UNITED STATES CONSUMER PRODUCT SAFETY COMMISSION – POOL SAFETY GRANT PROGRAM

The DuPage County Health Department wishes to accept a grant from the U.S. Consumer Product Safety Commission for Pool Safety in the amount of \$378,853.67. The Pool Safety funds will be used to (1) strengthen the capacity of northern Illinois health departments to improve VGBA compliance through collaboration, standardization of materials and sharing of resources; (2) address gaps in knowledge and enforcement of VGBA compliance of private pools and spas through enforcement training at the municipality level; (3) serve as a bridge to the Illinois Department of Public Health on VGBA compliance, with statewide replication at the forefront; and (4) reduce child drownings and near-drownings through water safety/drowning prevention education to the pool industry and general public, particularly the high-risk population. This reflects an increase of \$87,042.67 in funding from the previous contract amount. The term for this grant agreement is September 13, 2023, through September 12, 2025.

This grant was included in the FY 2023 Health Department Original Budget At \$110,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Consumer Product Safety Commission as presented.

8:3– Purchasing

President Tornatore asked for a motion to combine the purchasing items (#8-3 a-f). Ms. Finch motioned to combine grant items #8-2 (a-f) as presented. Seconded by Ms. Garcia

Motion Passed

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

A roll call vote was taken:

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

Motion Passed.

PURCHASING

a) S-PHS-03-13-131.a – Third year Bid renewal to Armbrust Plumbing for costs associated with plumbing services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$60,000.00.

b) P-BRS-11-09-090.a – Third year Request for Proposal renewal to Baker Tilly for Professional Auditing Services in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this service and staff recommends approval of the expenditure in an amount not to exceed \$70,350.00.

c) S-PHS-09-10-285.a – Second year renewal to Alpha Building Maintenance Services Inc. for cleaning services for Health Department facilities 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 \$169,716.00.

d) C-BRS-10-09-258 – Purchase to Warehouse Direct and Office Depot for office supplies, Joint Purchase, in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval checklist is included, and staff recommends approval of the expenditure in an amount not to exceed \$80,000.00.

e) S-BRS-10-13-122 – Joint purchase to CDW-G for twelve-month subscription to Nutanix’s Xi Leap disaster recovery service in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this service and staff recommends approval of the expenditure in an amount not to exceed \$45,000.00.

f) C-BRS-08-11-116 – Joint purchase to 8X8, Inc., for second year of three-year license for new cloud telephone system in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda Items # A – F as presented.

8:4– Resolution – FY 2024 Budget

President Tornatore asked for a motion to approve the FY2024 Budget as presented. Ms. Finch motioned to approve. Seconded b Ms. Garcia

A roll call was taken: Ms. Finch, Ms. Garcia, Ms. Haider, Dr. Harrell, Dr. Hussain, Dr. Perez, Dr. Schouten, President Tornatore, Dr. Chang,

Motion Passed

FY 2024 BUDGET – BUSINESS ADMINISTRATION

Business Administration has finalized the FY 2024 Budget proposal for your consideration. This proposal has been approved by Health Department Leadership, balances revenues with expenditures with utilization of funds on hand for Health Department operations as provided for in the General Fund (70), Social Security Fund (71) and IMRF Fund (72) and includes authority to utilize the Infrastructure Fund (73) for Board of Health approved projects. This budget also includes balanced revenue and expenditures for Grant Applications to be used for accepting unforeseen or unplanned grant funding during the fiscal year.

Business Administration is requesting that the DuPage County Board of Health adopt the FY 2024 Budget contingent upon DuPage County Board approval.

RESOLUTION
(BA: 23-05)
DUPAGE COUNTY HEALTH DEPARTMENT
FY 2024 BUDGET

WHEREAS, at the September 14, 2023, Board of Health meeting, the FY 2024 Budget was presented and reviewed with the Board of Health; and

WHEREAS, the final FY 2024 Budget for the General Fund (70), Social Security Fund (71), IMRF Fund (72) is balanced;

WHEREAS, the Health Department Infrastructure Fund (73) will be used for Board of Health approved projects; and

WHEREAS, the final proposal for the FY 2024 Budget appropriation for the General Fund (70), Social Security Fund (71), IMRF Fund (72) and Health Department Infrastructure Fund (73) is presented on the following page. Therefore, Business Administration, with the approval of the Executive Director, requests the Board of Health adopt the FY 2024 Budget as presented.

NOW, THEREFORE BE IT RESOLVED that the DuPage County Board of Health hereby adopt the DuPage County Health Department's FY 2024 Operating Budget including the General Fund (70), Social Security Fund (71) and IMRF Fund (72) for a combined total of \$135,416,624 and the Health Department Infrastructure Fund for a total of \$10,000,000.

Dated this 12th day of October 2023 in Wheaton, Illinois.

Sam Tornatore, President
DuPage County Board of Health

Attest: _____
Dr. Lawrence Schouten, Secretary/Treasurer

**COMPANY 3000 - HEALTH DEPARTMENT
FISCAL YEAR 2024 APPROPRIATIONS
INCLUDES GRANT APPLICATIONS**

	<u>70 HEALTH GENERAL FUND</u>		
PERSONNEL		\$ 47,536,246	
COMMODITIES		\$ 16,695,366	
CONTRACTUAL		\$ 25,109,958	
CAPITAL OUTLAY		\$ 39,835,000	
TOTAL FUND 70 APPROPRIATION		<u>\$ 129,176,570</u>	
	<u>71 HEALTH SOCIAL SECURITY FUND</u>		
PERSONNEL		\$ 3,075,034	570525
TOTAL FUND 71 APPROPRIATION		<u>\$ 3,075,034</u>	
	<u>72 HEALTH IMRF FUND</u>		
PERSONNEL		\$ 3,165,020	579475
TOTAL FUND 72 APPROPRIATION		<u>\$ 3,165,020</u>	
			1150000
TOTAL OPERATIONS APPROPRIATION - FUND 70, 71 & 72		<u>\$ 135,416,624</u>	\$0
	<u>73 HEALTH INFRASTRUCTURE FUND</u>		
CAPITAL OUTLAY (1)		\$ 10,000,000	
TOTAL INFRASTRUCTURE APPROPRIATION - FUND 73		<u>\$ 10,000,000</u>	

(1) To be used for Board of Health approved infrastructure projects.

9. UNFINISHED BUSINESS

There was no unfinished business before the board.

10. NEW BUSINESS

There was no new business before the board.

11. EXECUTIVE SESSION

There was no need for an executive session.

12. NEXT MEETING

The next meeting of the Board of Health is scheduled for November 9, 2023, at 6:15PM

13. ADJOURNMENT

President Tornatore asked for a motion to adjourn.
Ms. Finch motioned to adjourn. Seconded by Ms. Garcia.
Motion Passed

The meeting was adjourned at 6:54PM.

Respectfully Submitted,

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