HEALTH COMMITTEE MEETING MINUTES May 24, 2013

County Board Members in attendance: Millie Dyer, John Almer, Teryl Lundeen, Deb Warning, Vicki

Geiger

Absent: None

County Employees in attendance: Dan Hoppe, Grundy County HR, Ron Severson, Board Chair, David Welter, Board Vice-Chair, Jason Helland, States Attorney

Public Health Members in attendance: Dian Brown, Mike Boyle, Susan Hudson, Ventress Herron

Guests: Joan Harrop, Board of Health President

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Call to Order: M. Dyer, Health Committee chair, called the meeting to order at 8:30 a.m.

Approval of Agenda: J. Almer made a motion to accept the agenda as presented. V. Geiger seconded. Motion carried.

Review of Minutes: The Health Committee minutes from April 19, 2013 were approved to be placed on file for the June 2013 County Board meeting. J. Almer made a motion to accept the Health Committee minutes from April 19, 2013 as presented. V. Gieger seconded the motion. Motion carried.

The Board of Health minutes of April 17, 2013 and April 22, 2013 were reviewed and accepted as presented.

Public Comment: none

Staff Update: There are currently six open positions at the Health Department. These include: Bookkeeper, Financial Manager, Part-time Public Health Nurse, Senior Programs Director, Volunteer Coordinator, and Administrator. D. Hoppe reported the screening process has begun for the Financial Manager position along with re-working the Bookkeeper job description. Currently D. Brown is Interim bookkeeper and M. Boyle is Interim Administrator.

Review of Administrator's Report

The May 2013 Administrator's report was approved as presented on a motion made by J. Almer and seconded by D. Warning. Motion carried. (see attached)

Division Reports:

Mental Health Report: S. Hudson reported the division has been approved to receive grant dollars funded by the Community Foundation. This grant will allow the current case managers hours to be increased to full time. Additional duties will be associated with the grant such as developing procedures for meeting the basic needs of people with mental illness in the community. Donations for the prescription drug program have been received from the Eagles and Morris Lions Club. S. Hudson addressed concerns with the increasing numbers of homeless people with mental health and substance abuse illness. S.Hudson stated space is still a barrier in executing services for the division. S. Hudson stated "We have the need and the funding; now we need the space."

J. Almer motion to approve the Mental Health Report as presented. T. Lundeen seconded. Motion carried.

Environmental Health Report: M. Boyle reported there has been one new facility opened. Water samples for people affected by the flood have been sent in for testing at no charge to the resident. West Nile trap stations have been placed out in the community along with the birds being accepted for West Nile Virus testing. M. Boyle attended numerous meetings in relation to the flood.

J. Almer motioned to accept the Environmental Health report as presented to be placed on file. D. Warning seconded. Motion carried.

Senior Programs Report: V. Herron updated the Committee on the two bills which have passed the Illinois House and Senate relating to outstanding bill payments for CCU services. The second bill passed allows for information sharing electronically through the use of data sharing agreements between Social Security Administration, the Department of Employment Security, the Department of Healthcare and Family Services, the Department of Human Services, the Department of Revenue, the Secretary of State, the U.S. Department of Veterans Affairs, and any other governmental entities. V. Herron also covered information on the Medicaid Match for CCP participants. On May 29 the division will be hosting an Older Americans Recognition Party from 1-3pm at the Administration Building to honor Older Americans. North Eastern Illinois Area on Aging conducted an audit on May 1, 2013 to address the release of funds. The division worked with several seniors who were affected by the flood.

J. Almer motioned to accept the Senior Programs report as presented to be placed on file. T. Lundeen seconded. Motion carried.

Nursing Report: M. Boyle reported in J. Bailey absence. J. Bailey attended a Family Case Management meeting where a lot of the upcoming focus will be on pregnant women. Case load numbers are expected to increase by 10%. Five of the Nursing staff will be attending the Public Health Emergency Preparedness Summit in June. A free school physical clinic is scheduled for June 26th. The search continues for a TB physician to fill the resigned Dr. Cohan's position.

J. Almer motioned to accept the Nursing report as presented to be placed on file. T. Lundeen seconded. Motion carried.

Other Business

none

Cash Receipts / Financial Report:

M. Boyle reviewed the Cash Receipts and Expenditures for April 2013. Motion to approve the Cash Receipts and Expenditures for April 2013 was made by J. Almer and seconded by V. Geiger. Motion carried.

Review and Signing of Claims:

M. Boyle distributed the prior approved May 2013 Claims by the Board of Health for review and signing. J. Almer made the motion to pay the Claims as presented, T. Lundeen seconded. Motion carried.

EXECUTIVE SESSION

At 9:57 am, the Committee went into Executive Session to discuss litigation issues on a motion made by J. Almer and seconded by T. Lundeen. On a roll call vote, said motion prevailed by the following vote, Ayes Health Committee members: Dyer, Lundeen, Geiger, Warning, Almer. Total ayes: 6; Nays: none. Absent: none.

At 10:22 am the Health Committee returned to open session on a motion made by J. Almer and seconded by V. Geiger. Motion carried.

RESULTS OF EXECUTIVE SESSION

J. Almer motioned to accept the resolution for the forensic audit discussed in Executive Session and forward it on to the Finance Committee with a positive recommendation. On a roll call vote said motion prevailed by the following vote: Ayes Health Committee members: Dyer, Lundeen, Geiger, Warning, Almer. Total ayes: 6; Nays: none. Absent: none.

Adjournment: Motion to adjourn was made by J. Almer and seconded by T. Lundeen to adjourn. Motion carried. The meeting adjourned at 10:24 am.

Minutes Taken by D. Brown Edited by M. Boyle

TO: Grundy County Board of Health

FROM: Michael Boyle, Interim-Administrator

DATE: May 10, 2013 for the May 15, 2013 Board of Health meeting

SUBJECT: Interim-Administrators Report for April

Financial Issues:

Being approximately 42% of the way through the Fiscal Year, we are on solid footing financially at this time. This month saw 185,967.92 in revenues received bring our year to date revenues to \$570,052.61 which is slightly more than 50% of the budgeted revenues for the year.

Additionally, we had expenditures of only \$119,987.35 bringing the year to date expenditures to \$624,201.22. Of the \$464,300.00 we are afforded from the County General Fund, we have used \$54,148.61.

At time we know of \$37913.04 which we are owed from the State of Illinois. Currently, revenue totaling \$17,858.24 has been approved for payment to us and is waiting to be released from the State Comptroller's office. Conversely, as there is \$20,054.80 in Public Aid payments that have not yet been released for payments.

Grants:

As of the date of this report, we were verbally informed that the Senior Program funds have not been reinstated, however, the audit has been completed, the findings will be copied to us in the week of May 13th. A response to the issued report will be required prior to the determination to release funding.

The Tobacco Grant was completed, signed by Ms. Shoemaker and submitted to the Illinois Department of Public Health on April 24, 2013.

No other substantial grant activity to report at this time.

Departmental Emergency Response Activities:

On April 18, 2013, the EOC was activated and Kay Lynn Shoemaker manned the Health Department desk until later that evening. The EOC did close overnight.

On April 22, 23 and 24th, 2013, staff from the Health Department stepped in to assist in the flood recovery efforts by:

- going to the shelter and Municipal EOC's to offer counseling assistance for those who may need it:
- engaging volunteers to help in the offloading and distribution of clean up supplies;
- stepping in to offload clean up kits and related supplies from Red Cross trailers;
- loading trucks to take supplies to various locations that had been impacted by the flooding and delivering them to people in need of those supplies;

Staff Issues/Updates:

Currently we have the following staffing vacancies within the department:

- 1. Volunteer Coordinator (PT 28 hrs) (vacancy posted)
- 2. Well and Septic Coordinator (FT 37.5 hrs) (vacancy posted)
- 3. Director of Senior Services (as of May 3, 2013) (FT 37.5 hrs)
- 4. Public Health Administrator (FT 37.5 hrs) posted
- 5. Fiscal Manager (37.5 hrs) posted

The grievance regarding the book keeper/fiscal officer position is still unresolved.

Meeting Attended:

Meetings attended by Kay Lynn Shoemaker, other than the EOC flood briefing on April 23rd and 24th are not known at this time.

- 1. EOC briefing on flood incident recovery efforts on April 23rd and 24th.
- 2. Non-Governmental Organization (NGO) meeting on flood recovery activities April 24th in Admin. Bldg,
- 3. Flooding Incident Hot Wash on April 30th at the EOC
- 4. Chicago Metropolitan Service Area RBFI check-in and update via teleconference on April 30th.

Projects:

The basic framework for the next budget will begin to be assembled in the next week. Once it is assembled, it will be brought to the Board of Health for presentation, discussion and recommendations on cuts as we seek to develop an acceptable budget document. The preliminary document will also be presented to the Health Committee on the meeting shortly thereafter also seeking input on cuts to assure an acceptable budget is prepared for recommendation and approval.

Training Attended: None known

COMMITTEE MEETING SIGN IN SHEET

DATE: $5/24/3$ COMMITTEE	Health
COMMITTEE MEMBE	DC ATTEMPING
COMMITTEE MEMBERS ATTENDING	
COMMITTEE CHAIRPERSON / Collection	Meger
MEMBERS:	·
1. Jakoben	4 Teryl Lundon
2. John M. H.	5.
3. Alb Warning	6
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