

CHAMPAIGN COUNTY BOARD OF HEALTH

Monthly Meeting

Tuesday, February 20, 2007

Call to Order & Roll Call

The Champaign County Board of Health held its monthly meeting on February 20, 2007 in Meeting Room 2 at Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 6:08 p.m. by Kim Winston. Upon roll call, the following board members were found to be present: Stan James, Susan Maurer, John Peterson, Carrie Storrs, and Kim Winston. Julian Rappaport and Thomas O'Rourke had sent emails stating they could not attend the meeting. Others present were Kat Bork, Deb Busey, and Susan McGrath.

Public Participation

There was no public participation.

Monthly Reports (January 2007)

CIDES

Maurer said the CIDES report had not been received. Winston asked if the CUPHD Administrator was notified of this meeting. McGrath stated he was notified of the meeting, as was the CIDES representative. Maurer said there were two monthly reports on the website and they were not the most current. The Board discussed the school dentists and would like a report on this activity. Maurer stated a second dentist has been hired to begin seeing adults and the program is looking for a third. Maurer reported 20 county kids were receiving services, but she was not certain what the definition of "county kids" actually was.

Winston asked if the County's van is being utilized. Peterson said the County has a van but he did not know what it is being used for. Busey confirmed the County owns a van and recently spent \$1,300 on automobile maintenance for it. Winston thought the van was being used for home nursing services. Storrs noted the last report showed there were 19 home nursing clients, of which 10 received a visit during the previous month. The committee discussed previous reports. Maurer stated a prior report indicated the cost per visit was listed as \$500. Peterson said that is twice as much as he would charge in the emergency room. Storrs said the Board does not know what services are provided between visits, such as referrals and making appointments for clients, which would add to the cost. McGrath said the Board was supposed to have a report on those activities as well.

Correspondence and Communications

There were no correspondences or communications. McGrath reported that she and Mr. Grosser planned to schedule a meeting, but have been unable to do so. Busey stated the Board of Health now has a web page on the Champaign County website with a link to CUPHD. The web

page includes notices of meetings, agendas, minutes, and documents that were received at last month's meeting. The committee thanked Busey. Storrs indicated there is no after hours contact number or person designated on the CUPHD website. She requested after hours contact information for the County Health Department be posted on the Board of Health's web page, even if it's a direction to call CUPHD or METCAD. Storrs explained the matter arose from an infectious disease situation on a Friday and the physician felt it could not wait until Monday to be reported. No after hours contact for CUPHD could be found. McGrath stated she would contact the CUPHD Administrator promptly to obtain an after hours contact number and request it be posted on both the Board of Health and CUPHD websites.

Treasurer's Report

Report from the Champaign County Administrator

Busey distributed the report. Peterson stated he appreciated Busey preparing this report for the Board. Peterson asked Busey to provide an overview of her report. Busey explained the report is presented in the same format as the General Corporate Fund is reported to the County Board Finance Committee every month and the format can be changed at the Board's request. The report includes the current and previous year's budget, plus the amounts that were actually received and spent. Busey gives a budget projection based on a time series in many instances with historical data. It is too early in the fiscal year to make many projections, but Busey provided three projections. One projection was for the Well Water Permits line, which Busey has projected at \$15,000. The Well Water Permits revenue line is currently budgeted at \$19,500, but only \$15,000 in revenue was received last year and this year's revenue is coming in slower than it did last year. The second projection is for EPA Public Water Systems Supervision line. No revenue was received for this line in the previous fiscal year though \$1,550 was budgeted to be received. The Board has again budgeted \$1,550 in revenue for this line and nothing may be received. On the positive side, Busey anticipated that the Board would receive more revenue from the Investment Interest line this year based on interest rates. Investment Interest is currently budgeted to receive \$28,500 and Busey estimated \$34,500 would be received this year. She explained the budget report shows both the total Board of Health budget and the budget with the removal of the property tax revenue that is collected to be given to CUPHD. This provides an accurate view of the Board of Health's true budget. Busey reported the \$55,000 Health Protection Grant was received today and has been deposited. The Health Protection Grant arrives in two installments. The committee discussed grants and estimated revenue from grants. Peterson said they were told last fall that the amount of the Health Protection Grant would be increased.

Busey reported that the expenditures look to be on target. Her one concern is that the Professional Services Contract line was budgeted for \$710,963 in expenditures last year and only \$659,044 was spent. Busey will check to see if the Board of Health only paid for eleven months last year and might have to catch up this year. Peterson stated the Board was not billed for empty positions last year and will not be billed for empty positions this year. The Board of Health's fund balance is in a strong position at 39%. The fund balance should remain substantially the same this year. The fund balance grew in FY2006, but a deficit of \$12,000 is projected for FY2007. The Board of Health commended Busey for the quality her report.

Approval of Invoice submitted by CUPHD for 12/06 (carryover from January 30, 2007 agenda)

MOTION by Peterson to approve the invoice submitted by CUPHD for 12/06; seconded by Maurer.

Peterson stated the Board of Health is upholding their end of the agreement from last fall to be invoiced for 1/12 of the total budget each month. The billing period started December 1st. He noted the Board has not received an invoice for January 2007, likely because the meeting is being held earlier in the month than usual.

Motion carried.

Report from the CUPHD Administrator

The CUPHD Administrator was not present at the meeting.

Old Business

Report from the Chair regarding January 16, 2007 Study Session

Winston thought the study session was productive and indicated all members present at tonight's meeting were at the study session. Deb Fruitt is attempting to make contacts for nursing services. The Board might be able to make those same contacts and provide a good product for less money. Maurer said Fruitt thought hiring a Case Manager/Social Worker was a great idea. Maurer advised Fruitt that the Board might go in another direction. The Board could form an *ad hoc* committee to provide better oversight. James spoke about a recent national news report about a woman in Florida who provided home health care for the elderly. Some elderly people want someone to visit with and help them with their medication. This can save money. Winston remembered that Parkland used to have a program that required their nursing students to visit senior citizens. Maurer thought this program still existed, but might not be done consistently. Storrs was concerned that not all the clients were being seen on a monthly basis. In September 16 out of 24 clients were seen, in October 7 out of 19 clients were seen, and in November only 9 out of 21 clients were seen. The breakdown said every client was seen monthly or bimonthly. Peterson noted the Board was told there were two full-time equivalent nurses covering both the county and the cities. Peterson was concerned that the Board of Health will be subsidizing the activities of this program. He noted the new building would be an increase in overhead for CUPHD and could mean an increase in administrative costs. The new building will not cause CUPHD to realize an economy in scale in terms of overhead though it will mean administrative efficiencies. Storrs inquired how much CUPHD estimates they have been subsidizing the County programs. Peterson said CUPHD's initial analysis was that the County cost CUPHD \$1.4 million. The Board does not believe this figure is accurate. Maurer said the Board has not seen a breakdown of the actual costs as promised.

New Business

Discussion and action on fees for the Environmental Health Program

Storrs noted Palazzolo sent a list of fees for environmental health. McGrath said the Board of Health asked Palazzolo for the actual cost of services as well as the fees. The list Palazzolo sent was the fees with comparison to other counties, but not what the actual costs are. Storrs had an email from Gary Bird to Palazzolo that stated a Category 1 food permit cost CUPHD \$720 and a Category 3 permit cost \$120. Storrs wondered why the cost was \$720. A Category 1 permit requires three visits a year and a business pays \$400 for the permit. The Board discussed the inspections and reviews when businesses are noncompliant. James asked if a business is fined if an inspector has to return because the business was not originally in compliance. There is no fines schedule currently in place because there is no ordinance support to apply fines. McGrath said the Board of Health could contact Gary Bird or Vito Palazzolo and request a cost breakdown of a permit for a compliant business versus a noncompliant business. The Board discussed the fees versus actual costs. Maurer asked what could happen if a business is not in compliance. McGrath explained the court could be petitioned to close a business for noncompliance. James asked if the inspectors were just checking the food or if they inspected whether the building was safe. McGrath confirmed the inspectors checked to see if the building was safe. James said he has been asked by members of the public how certain restaurants stay open when they block fire exits and commit other violations. James asked if the inspection reports are public knowledge or are posted anywhere. McGrath said a person can submit a Freedom of Information Act request for the reports. She stated they can publish a report that lists the inspection scores for the restaurants in Champaign County. Winston asked if the CUPHD Administrator could be asked to provide a report on the inspection scores.

Action to authorize payment of fee for Board to join Illinois Association of Boards of Health

MOTION by Peterson to authorize payment of fee for Board to join the Illinois Association of Boards of Health; seconded by Storrs. **Motion carried.**

Appointment of Subcommittee regarding potential joint efforts with Champaign County Mental Health Board

MOTION by Peterson to contact the Mental Health Board to indicate that Julian Rappaport and Carrie Storrs are appointed to serve on a joint subcommittee with Mental Health Board members regarding potential joint efforts with Mental Health Board; seconded by Maurer.

Busey and McGrath recommended working in conjunction with Mental Health Board members on the subcommittee so that Rappaport and Storrs could speak to each other on issues without violating the Illinois Open Meetings Act.

Motion carried.

Motion to form an *ad hoc* investigate alternatives for service delivery of Board of Health programs by community organizations and agencies within and outside Champaign County, including other County Health Departments

Peterson noted the Board already has a subcommittee in existence to look at contract revisions and they could take this item. Maurer asked where the subcommittee was on the contract. Peterson said they kind of gave up.

MOTION by Peterson to assign the duties of investigating alternatives for service delivery of Board of Health programs by community organizations and agencies within and outside Champaign County, including other County Health Departments to the contract subcommittee consisting of Julian Rappaport, John Peterson, and Tom O'Rourke; seconded by James.

Busey reminded the Board that whenever a subcommittee meets they must notice it 48 hours in advance, have an agenda, and have a secretary take minutes. Peterson confirmed they were aware of these requirements. James asked why look into other services before they know how they will pay for the services or if grants can be obtained. Storrs explained the Board had discussion last month concerning the uncertainty about some of the services currently being delivered, their cost, and whether they will be offered in the future. The Board wanted to explore what services are available in the community because they are concerned if they wait until the contract is renewed it will be too late in the game to be looking for alternatives. The Board can then make a more informed decision about whether they want to renew the contract or what they will do if CUPHD does not renew the contract. CUPHD could subcontract environmental services provided outside of the cities. The Board of Health should know what options are available.

Motion to form an *ad hoc* investigate alternative funding for Board of Health programs, including grant research and application, and raising the Board of Health Levy

The Board deferred this agenda item because the Board has a budget item to work with the Mental Health Board on grant writing.

Adoption of a Resolution Designating the National Incident Management System (NIMS) as the Basis for Incident Management for the Champaign County Health Department (carryover from January 30, 2007 agenda)

MOTION by Peterson to adopt a Resolution Designating the National Incident Management System (NIMS) as the Basis for Incident Management for the Champaign County Health Department; seconded by Storrs. **Motion carried.**

Adoption of 2007 Meeting Schedule

Busey stated the Board's regular meeting in August is scheduled for the same night the County Board will be conducting its annual Legislative Budget Hearings. She recommended

moving the Board of Health meeting up a week to August 21st. The Board concurred with this recommendation. Peterson noted the change in February.

MOTION by Maurer to adopt the amended 2007 meeting schedule; seconded by Winston. **Motion carried.**

Other Business

There was no other business.

Adjournment

Winston declared the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary