

## CHAMPAIGN COUNTY BOARD OF HEALTH

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### Monthly Meeting Tuesday, May 25, 2010

#### **Call to Order**

The Board of Health (BOH) held its monthly meeting on May 25, 2010 in the Lyle Shields Meeting Room at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 6:02 p.m. by Board President Julian Rappaport.

#### **Roll Call**

Board members present at the time of roll call were Prashanth Gowda, Stan James, John Peterson, Cheryl Ramirez, Julian Rappaport, Bobbi Scholze, and Betty Segal. The staff member present was Kat Bork (Board of Health Secretary).

The absent Board members were Brenda Anderson and Mark Huls.

Also present were Deb Busey (County Administrator), Lynn Canfield (Associate Director of Developmental Disabilities), Candi Crause (Infectious Disease Prevention & Management Director), Carol Elliott (CUPHD Board Chair), Nancy Greenwalt (Smile Healthy Executive Director), Bob Keller (Illinois Public Health Association Consultant), Julie Pryde (CUPHD Administrator), Jim Roberts (CUPHD Environmental Health Director), and Andrea Wallace (CUPHD Finance Director).

#### **Approval of Agenda/Addendum**

**MOTION** by James to approve the agenda and addendum; seconded by Segal.

Pryde asked for Item I on the agenda to be changed to “Consultant Report” without the Illinois Public Health Association designation because the association did not endorse the report. This change was accepted as a friendly amendment.

**Motion carried as amended with unanimous support.**

#### **Approval of Minutes**

**MOTION** by Ramirez to approve the April 27, 2010 minutes; seconded by Peterson.  
**Motion carried with unanimous support.**

#### **Public Participation on Agenda Items Only**

Shelia Ferguson, CEO of the Mental Health Center of Champaign County, announced that Julie Pryde was awarded the June Henderson Memorial Award by the University of Illinois School of Social Work on April 25<sup>th</sup>. The Board applauded Pryde’s achievement.

Pryde wanted to be sure she would have the chance to comment on Keller's report and inquired if she should make her comments now or when the report is presented later in the meeting. Rappaport remarked tonight was an opportunity for Keller to make a presentation and for Board members to ask questions to ensure they understood the report. He suggested in-depth discussion about the report be deferred to a study session between now and next meeting. His intent was to not delve too deeply into the report tonight and not take any action. Scholze wanted Pryde to have the same opportunity to ask questions as the Board members. Pryde wanted the opportunity to comment because the report was being accepted in a public meeting and neither she nor her staff were interviewed for it. Rappaport wanted to focus on questions to make certain the Board understands the recommendations Keller describes in his report. He verified Pryde would be welcome to make recommendations in a future study session and agreed Pryde would be included in the question and answer session following the presentation.

Carol Elliott, as the CUPHD Board Chair, said it appeared the original contract for the consultation report was with the Illinois Public Health Association and that was something to think about. Rappaport said it was his understanding that the BOH's contract is with Bob Keller, who chose to run it through IPHA for convenience in handling the finances. He supposed it was not the BOH's intention to involve IPHA with respect to professional advice. He views the relationship as being entirely between Bob Keller and BOH in order to receive professional advice from an individual consultant. James disagreed and said he thought Peter Tracy would find a consultant with expertise to produce the report through IPHA. If this procedure was not followed, James wondered why an RFP process was not followed and why Keller was selected. He viewed the consultant report as a situation where someone with no legal standing with any group is giving the Board an opinion. Discussion continued over the contractual relationship between the BOH, Bob Keller, and IPHA. Keller explained he has a contract with IPHA, who then bills Champaign County for his services. The consultant report was delivered under terms of the contract. IPHA has, at least temporarily, indicated that they do not want their name associated with the report. There will be no payment coming to Keller from the BOH. Any monies exchanged will be between Keller and the IPHA.

### **Correspondence and Communications**

#### **Distribution of Public Health Levy for FY2010**

Busey provided a memo documenting the actual distribution of the public health levy for FY2010 between CUPHD and the BOH. This was provided for information only and there were no questions.

### **Smile Healthy**

Greenwalt announced her next report will include information about the second annual Last Chance Dental Clinic for grade school aged kids to receive the required dental exam for school. The clinic was full with kids receiving exams, cleanings, sealants, and fluoride treatments. They saw about 50 kids and were very proud of their work. She remarked the demand for dental services is incredible and continues to grow.

**MOTION** by Scholze to receive and place on file the Smile Healthy monthly report for April 2010; seconded by Peterson. **Motion carried with unanimous support.**

### **CUPHD**

#### **Approval of CUPHD Invoice – April 2010**

Peterson noted the HINI grant billing was higher and asked what caused the increase in the total invoice. Wallace explained the core services are billed each month at 1/12 of the total budget. The grant activity is the only thing that changes. The only new activity was the 2-3 tests performed in May through the County Well Water Testing Program. Peterson asked about the total Tobacco Free Program line item. Wallace answered it was about \$23,000 and all expenses are reimbursed by the grant. Peterson asked if Busey could provide the BOH with a year-to-date look at the budget's condition at a future meeting.

**MOTION** by Peterson to approve payment of the CUPHD April 2010 invoice; seconded by Segal. **Motion carried with unanimous support.**

#### **Administrator's Report**

The Administrator's May report was distributed to the BOH and had been emailed prior to the meeting. Pryde did not have anything to add and asked if the Board was viewing the division reports on CUPHD's website.

Scholze asked for more information about the public health situation in Hoopeston and Rantoul mentioned in the report. Pryde explained that Hoopeston formally had a large migrant community, but now Rantoul has become the central migrant community. She met with an Illinois Migrant Council Advocate about the likelihood of TB or other infectious disease outbreaks in this population's compact housing units. Pryde noted that multiple migrant families often eat from a common source and share living quarters, increasing the possibilities of a food-borne illness outbreak.

Gowda inquired about how the increased required local match for the Emergency Preparedness Grant will impact the BOH. Wallace stated that some grants are requiring a higher local match so the grants are not the sole funding source of the program. The Emergency Preparedness Grant will require a 10% match (up from 5%), starting in August. James asked about the impact on the BOH budget, as the change impacts the current fiscal year, and whether the BOH could refuse the grant. Pryde verified the BOH has the right to refuse grants, as evidenced by the Vermilion County Health Department. The BOH could consider the cost impact when they choose whether or not to approve the grant. Wallace thought the grant award notification would come in July. Busey asked if the grant application could be presented to the BOH in June to determine if they want to accept the grant terms before it is awarded. Pryde agreed. Wallace said CUPHD typically used flu clinic or training activities revenue to pay for match requirements. Pryde spoke about practicing a mass pill dispensing in Rantoul and Unity West.

Pryde said she received a call from the Department of Human Services today about taking over some of the lead agency responsibilities from the Vermilion County Health Department. She has no idea what this will entail, but she assured the Board she would expect cash up front for these services. It will be discussed at the next CUPHD Board meeting.

**MOTION** by Scholze to receive and place on file the Administrator's report for May 2010; seconded by James. **Motion carried with unanimous support.**

#### CUPHD Monthly Division Reports – April 2010

The monthly division reports for Administrative Training, Environmental Health, Human Resources, Infectious Disease, Maternal & Child Health, and Wellness & Health Promotion were posted on CUPHD's website at <http://www.c-uphd.org/monthly-reports.html>.

#### **Consultant Report**

##### Reformation for the Future: Champaign County Board of Health Consulting Report & Presentation

Keller proceeded with a PowerPoint presentation of the information in his report. He will send Busey a copy of the PowerPoint document for the record. The report lays out options for guiding principles and recommendations as suggested alternatives. The observations are Keller's own and the report does not critique any organization's quality of work, such as the BOH or CUPHD.

The alternatives to the current service contract included establishing a countywide health department (Sangamon County is an example), a multiple-county health department or consolidated health department, a standalone county health department with its own staffing, or continuation of the CUPHD contract. Keller reviewed the positive and negative elements of each alternative. His recommendations for potential courses of action were divided into short-term, mid-term, and long-term categories. The short-term recommendations involved revising the agenda format, adopting a formal quarterly program and fiscal reporting criteria with data sets, and establishing a formal evaluation process of the Administrator by the BOH. The mid-term recommendations included beginning the negotiation process for the next contract period with CUPHD no later than July 1, 2011; establishing an ad hoc executive advisory body comprised of representative from both the BOH and CUPHD Board, and exploring alternative options for service delivery on a parallel track. The long-term recommendation was for the Champaign County community to pursue studying the establishment of a countywide local health department through an independent citizens' task force or involvement of a civic group. Keller cited the most difficult aspect would be an organizational culture change and thanked others who assisted with the report.

Rappaport thanked Keller for the presentation and opened the floor to any questions. Ramirez voiced appreciation for the way the report laid out the alternatives for the BOH. She noted any action taken would be up to the will of the two public health boards and the community. Busey asked if Keller meant to suggest the contract negotiations commence no later than July 1, 2012 to allow for an 18-month timeframe and Keller confirmed she was correct.

Pryde asked if McLean County Public Health Board members had unfettered access to staff when Keller was the Administrator. Keller explained board members had access to him as the Administrator and the Administrator will then coordinate the staff. Pryde said the CUPHD Board has similar access to her and she hires and fires all staff. The CUPHD Board does not tell her what programs they will offer every year or what will be the agency's focus. Instead those elements come from staff, the IPLAN, conversations staff has with other agencies, and what grant funding is available. If she receives an HIV grant, then she offers those services through the public health district. Keller concurred and added that some direction comes from governing boards regarding what services are offered by the department, while avoiding micromanaging staff. The Administrator should direct individual staff; this is not done by the governing board. His comments in the report about control of staff, even unfettered, were intended to be done through the Administrator.

Rappaport wanted to hold a study session in June to discuss the report in further detail because a regular business meeting is not a good time for open-ended problem solving. Potential dates for the study session were discussed. Pryde stated June is a big month for public health conferences that CUPHD staff attends. The Board agreed to move its regularly scheduled meeting on June 29<sup>th</sup> to 5:30 p.m. and then hold a study session immediately after the business meeting.

**MOTION** by Peterson to receive and place on file the Reformation for the Future: Champaign County Board of Health Consulting Report & Presentation; seconded by Ramirez.

Keller volunteered to answer any future questions or clarify any information via telephone.

**Motion carried with one vote against by James.**

### **Other Business** **Election of Officers**

Rappaport opened the floor to nominations for President and confirmed he will be leaving the BOH when his term expires at end of June. Peterson said Rappaport was the most effective President the BOH has had and the Board thanked him for his service.

**MOTION** by Peterson to elect Bobbi Scholze as Board of Health President; seconded by James. **Motion carried with unanimous support.**

**MOTION** by Peterson to elect Cherryl Ramirez as Board of Health Secretary; seconded by James. **Motion carried with unanimous support.**

**MOTION** by Scholze to elect John Peterson as Board of Health Treasurer; seconded by Segal. **Motion carried with unanimous support.**

Peterson acknowledged the BOH needs to start working on its FY2011 Budget. The BOH has prepared budgets using two different models in the past: 1. a Budget Subcommittee

consisting of 2 members works on the budget and presents it to the full BOH or 2. the budget is developed in meetings with the full BOH. The Board discussed the budget preparation timeline. Busey suggested the BOH needed to receive the FY2011 CUPHD budget request from Pryde and Wallace and the FY2011 Smile Healthy budget request from Greenwalt in the budget template format before the BOH commence its review. She asked if the FY2011 requests would be ready for the June 29<sup>th</sup> meeting. Wallace said she could not have the budget request ready because she would be at conferences throughout the majority of June. Busey recommended budget matters be dealt with by the full BOH and perhaps an extra meeting be scheduled in early July to receive the budget information. The BOH has to present its budget to the County Board before the BOH's August meeting. The BOH would likely have to hold an extra meeting in July to complete the budget. Pryde stated Wallace could provide a pretty close budget estimate at the June 29<sup>th</sup> meeting. The FY2011 budget will be close to last year's budget. James asked if Pryde was certain all the grants would be awarded. The BOH will need to have the information about grants that are demanding increased local match funds. Wallace said the grants were the only unknown at this point. Pryde said services will not be provided if grants are not awarded. The Board agreed to proceed with Busey's recommendation regarding the timeline and meeting as a full board to address the budget.

### **Approval of Closed Session Minutes**

**MOTION** by James to approve the April 27, 2010 closed session minutes; seconded by Segal. **Motion carried with unanimous support.**

### **Public Participation on Non-Agenda Items Only**

There was no public participation on non-agenda items.

### **Adjournment**

The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Kat Bork  
Board of Health Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*