

1 CHAMPAIGN COUNTY BOARD OF HEALTH

2
3 Monthly Meeting
4 Tuesday, July 10, 2007
5

6 **Call to Order & Roll Call**

7
8 The Champaign County Board of Health held a monthly meeting on July 10, 2007 in
9 Meeting Room 2 at the Brookens Administrative Center, 1776 East Washington, Urbana. The
10 meeting was originally scheduled for June 26, 2007, but had to been rescheduled due to power
11 outage at the Brookens Administrative Center. The meeting was called to order at 6:00 p.m. by
12 Kim Winston. Upon roll call, the following Board members were found to be present: Stan James,
13 Nezar Kassem, Susan Maurer, John Peterson, Julian Rappaport, and Kim Winston. Winston stated
14 Dr. Gowda would not be present. Prashanth Gowda and Thomas O'Rourke had called to say they
15 were unable to attend the meeting. Others present were Deb Busey (County Administrator of
16 Finance & HR Management), Victoria Christensen (Champaign County Senior Services), Darlene
17 Kloeppel (Regional Planning Commission), Susan McGrath (State's Attorney's Office), Julie Pryde
18 (CUPHD Interim Administrator), Julia Rietz (State's Attorney), and C. Pius Weibel (County Board
19 Chair).
20

21 **Public Participation**

22 **Introduction and Welcome to CUPHD Board Member Pius Weibel**

23
24 The Board welcomed Weibel. Weibel announced a search is on to fill positions at CUPHD.
25

26 **Election of Officers**

27
28 **MOTION** by Peterson to elect Rappaport as Board of Health President; second by Maurer.
29 There were no other nominations. **Motion carried.**

30
31 **MOTION** by Peterson to elect Maurer as Board of Health Secretary; seconded by
32 Rappaport. There were no other nominations. **Motion carried.**

33
34 **MOTION** by Maurer to elect Peterson as Board of Health Treasurer; seconded by
35 Rappaport. There were no other nominations. **Motion carried.**

36
37 Winston congratulated the new officers.

38
39 Carrie Storrs entered the meeting after roll had been taken.
40

41 **Approval of Minutes**

42
43 Maurer requested the word "accurate" be changed to "adequate" on Page 5 of the May 22,
44 2007 minutes in the middle of the second paragraph. Maurer asked that the spelling the Dr.
45 Gowda's name be confirmed. The Board of Health discussed the minutes. James suggested the
46 Board of Health minutes contain line numbers so the Board could more easily locate a particular
47 line in the minutes.
48

49 **MOTION** by James to approve the Board of Health regular session minutes of April 24,
50 2007, May 22, 2007, and the June 12, 2007 study session as amended; seconded by Maurer.
51 **Motion carried.**

52
53 **Monthly Reports**

54 **CIDES Report May 2007**

55
56 Jill Myers, RDH the CIDES Program Coordinator, asked if there was any specific
57 information the Board desired to have, as she is new to the position. Maurer noted the Board has
58 requested to know the number of different children being served as opposed to children seen in
59 follow-up appointments. The Board discussed the CIDES report. In response to a question
60 regarding when the CIDES budget materials were due, Peterson stated the week before the meeting
61 on August 21st would be when budget materials would be needed to be included on the August
62 agenda for consideration. McGrath recommended CIDES communicate with Busey regarding the
63 budget format.

64
65 The Board discussed how to access the monthly reports on the CUPHD intranet. Some
66 Board members have not received their reports. Storrs asked, concerning home visits, if the Board
67 was aware they are down to thirteen clients. Peterson said the Board did receive a great deal of
68 information on programs from the Interim CUPHD Administrator at the last meeting. The home
69 visits program is functioning at a lower level than what the Board expected it to operate. McGrath
70 said she would print out hard copies of the CUPHD monthly reports for the Board when Julie Pryde
71 gives her a password to the CUPHD Intranet.

72
73 **Correspondence & Communications**

74 **Illinois Bioterrorism Summit 2007**

75
76 McGrath announced she would not be attending the Illinois Bioterrorism Summit because
77 none of the State's Attorneys in the area received enough notice about it. She hopes Marilyn
78 Conden from the Illinois Department of Public Health will come and do the training again for
79 people in this area that cannot attend the summit.

80
81 Winston said she received a report card on the state of children in Champaign County and it
82 was relatively good compared with other counties.

83
84 **June 2007 Newsletter from Illinois Association of Boards of Health**

85
86 McGrath said the Illinois Association of Boards of Health, an organization to which the
87 Champaign County Board belongs, does have a newsletter but they were sending it to Winston.
88 Winston stated she has not been getting the newsletter. McGrath contacted the association and they
89 should be sending future newsletters to her office so the Board will get regular copies of it.

90
91 Storrs volunteered to represent the Board of Health at the meeting in Alaska. McGrath
92 stated a leadership training session is coming up in October. Storrs said this would be an opening
93 session for the Leadership Institute, which is a year long fellowship program. They are wanting
94 boards of health to participate in the program. McGrath confirmed the Board of Health has money
95 available in their budget for conferences and training. Storrs said she would be going to the session

96 regardless of being a Board of Health representative, so if someone else was interested in going then
97 the Board could use the money to help defer that person's expenses instead of hers. She did not
98 want to prevent another Board member from attending the session. The Board insisted that Storrs
99 accept some money towards the expense of her going to the session. The Board discussed the
100 amount of funding for the leadership training session.

101
102 **MOTION** by Winston that the Board provide funding for Storrs to attend the leadership
103 training session as a Board of Health representative; seconded by Rappaport. **Motion carried.**

104
105 Storrs asked if she should apply for one of the Leadership Institute scholarships to attend the
106 session. Winston and Maurer encouraged her to do so.

107
108 **ADDENDUM**
109 **Approval of Request for Expenditure of Bioterrorism Grant Money to Purchase Communications**
110 **Equipment in the Sum of \$19,100**

111
112 McGrath stated that one of the reasons that Pryde was at the meeting was to request the
113 Board approve an expenditure from the bioterrorism grant money to purchase communications
114 equipment. Bill Keller, the Champaign County Emergency Management Agency Director,
115 provided a lengthy letter about the equipment that is attached to the addendum. Additional
116 information about the cost of the purchase of the equipment was also attached to the addendum.
117 Storrs asked when the information was sent to Board members. McGrath said it was emailed
118 yesterday. Storrs said she did not receive it. Pryde spoke about the purchase of mobile
119 communications equipment. The radios would speed the communications for emergency response
120 agencies during emergency situations. James asked if EMA needed this equipment for the truck.
121 McGrath confirmed that was correct. James asked if each entity had to purchase its own radios.
122 McGrath said that was correct. James asked about federal funds to cover this cost. McGrath said
123 EMA has applied for federal money, but she does not know the status of the grant application. She
124 said the Board of Health needs to approve the expenditure this month, which is the reason for the
125 addendum. Storrs asked if there was only one company who could provide the equipment.
126 McGrath stated the County has a bid process that is required by its Purchasing Policy for any
127 expenditure in excess of \$10,000.

128
129 **MOTION** by Storrs to approve the purchase of communications equipment; seconded by
130 James. **Motion carried.**

131
132 Maurer reported that she attended the CUPHD Board meeting and found it interesting.
133 There were only two board members present, Pius Weibel and Carol Elliot. Maurer stated the
134 CUPHD Board has their Interim Administrator, Julie Pryde, on a really short leash. Pryde is taking
135 everything to the Board for approval, including every contract. Maurer said the CUPHD Board
136 approved quite a few things at their meeting, among them grants that include the County. They
137 approved the generator purchase. The Children's Advocacy Center is giving away furniture and
138 still has quite a bit left. CAC and CUPHD are still ironing out the details for CAC to be housed at
139 the Kenyon Road facility. Pryde said at 7:00 AM tomorrow she would be meeting with
140 Champaign-Urbana Mass Transit District and the City of Champaign to discuss bus service to the
141 new CUPHD building. Storrs asked if the MTD was resistant to the idea. Pryde said the MTD is

142 being beyond helpful and understanding about the complex situation. The CUPHD will need to
143 have sidewalks and all kinds of things. MTD has already offered the use of a little bus.

144

145 Vacancy on Board of Health to fill position of Kim Winston

146

147 McGrath confirmed that a person must be appointed as a new Board of Health member
148 because the Board will have only eight people when Kim Winston's term expires because she did
149 not request reappointment. The Board discussed the difficulties in finding qualified people willing
150 to take the time to serve on the Board. McGrath stated two people have submitted applications to
151 the County Board Chair for appointment to the Board of Health. Storrs asked if Winston remains
152 on the Board until a new members is appointed. McGrath said that was correct.

153

154 Treasurer's Report

155 Report from Champaign County Administrator Deb Busey

156

157 **MOTION** by Peterson to receive and place on file the report from County Administrator
158 Busey; seconded by Rappaport. **Motion carried.**

159

160 Approval of Invoices Submitted by CUPHD for 4/07 and 5/07

161

162 Storrs asked if the Board of Health was no longer paying CUPHD exactly 1/12 of the annual
163 amount each month. Storrs noted the invoices were for different amounts and not 1/12 of the total
164 payment. McGrath said it was the Board's decision how to make payment. Peterson stated the
165 Board of Health agreed to pay 1/12 every month so CUPHD would not have to itemize. There
166 might be a bit of confusion at CUPHD. Peterson spoke about how the Board of Health agreed to be
167 billed the same amount every month instead of receiving itemized bills at the time of budget
168 negotiations in a show of good faith. Subsequently, other issues with the budget and CUPHD have
169 arisen. The Board of Health has had questions about the level of services that they have received.
170 Peterson admitted he thinks this issue of payment should be revisited. Peterson suggested paying
171 the bills and disregarding the previous policy. Peterson asked if the Board was over budget in any
172 of the amounts on the invoices. McGrath answered no. McGrath said the home nursing amount has
173 not changed.

174

175 **MOTION** by Storrs to pay the invoices submitted by CUPHD for April 2007 and May 2007
176 as presented; seconded by Peterson. **Motion carried.**

177

178 Peterson said they are meeting next week about the budget. He has spoken with Pryde and
179 her bookkeeping staff that the Board of Health will likely contract out the home nursing service
180 portion.

181

182 Report from Interim CUPHD Administrator

183

184 Pryde reported that the Director of Finance position is still vacant. Garry Bird has retired as
185 the Director of Environmental Services, and Jim Roberts, who is presently on staff, has been hired
186 to fill that vacancy. The Board discussed the staffing situation at CUPHD. Rappaport asked Pryde
187 if there was something the Board of Health could do to improve communication and better stay
188 aware of issues that affect the County, especially since the Board of Health is a volunteer board of

189 healthcare professionals who juggle their responsibilities with full-time jobs. Pryde said the best
190 thing is to scan the CUPHD website. Pryde said a group meets every week and the Board could get
191 a summary of those meetings. Pryde answered Rappaport questions about a dental program. Pryde
192 said the no-show rate is so high that it is beyond anything CUPHD has ever seen. No-shows are
193 happening even in the HIV case management appointments where staff calls the patient a day
194 before and an hour before the appointment to remind them. Pryde said they are trying to hire a
195 dentist. Pryde said there is a demand for services from SSI and Medicaid clients. Peterson said a
196 previous dentist was heavily criticized for trying a format to handle the no-shows. No-shows
197 continue to be real issue because people want free services, but then do not appear for the
198 appointment. Pryde is working on a format that will hopefully improve the situation, but it is a
199 work-in-progress. The Board continued to discuss the delivery of dental services and if anything
200 could be done to improve clients showing up for appointments. Pryde spoke the space and
201 equipment that is available. Peterson reminded the Board that the previous CUPHD Administrator
202 told them that the money the County would realize from Medicaid was not worth billing for. Pryde
203 disagreed with that notion.

204

205 The Board and Pryde discussed the state of other programs. Pryde said they have
206 immunizations every day for children and adults. The Board and Pryde discussed working with
207 senior citizens. Winston thanked Pryde for her report.

208

209 **Old Business**

210 **Report from Budget Subcommittee meeting June 12, 2007 and Discussion Regarding FY08 Budget**

211

212 Peterson announced the Budget Subcommittee met in June and laid out parameters for
213 getting work done. The Budget Subcommittee discussed wanting an idea about core costs.
214 McGrath said Appendices A and B outlines the various services the Board of Health should have
215 been receiving from CUPHD for the money expended by the Board. Peterson said the
216 subcommittee preliminarily discussed putting a line item in the budget to specifically pay for 10%
217 of the CUPHD Administrator's salary. This would be done in an effort to make it contractually
218 clear that the Board of Health was paying part of the Administrator's salary and was therefore
219 entitled to service. Before the Board of Health was paying 10% overhead costs to CUPHD without
220 specifically defining what it was paying for. The Board of Health discovered this payment was not
221 ensuring them secretarial help, website support, or an Executive Director from CUPHD. The Board
222 wants to make clear what services they should be receiving. Storrs noted a separate line item would
223 pay for the CUPHD Administrator's time, but asked if it would also cover other administrative
224 costs. She asked how it affects the overall budget. Peterson said his perspective is that the Board
225 will learn what Pryde comes up with. Rappaport said there are two parts to this issue, the financial
226 accounting and having an Administrator who is willing to work with the Board of Health. By
227 clearly designating that the Board of Health is paying part of the CUPHD Administrator's salary,
228 they are entitled to the Administrator's time. Peterson stated the Board should not really have to do
229 this, but it has become necessary. The County represents 10% of CUPHD's budget with its tax
230 revenues and the portions federal and state grants directed to County residents. Storrs said she does
231 not object to the idea, but wanted to know if the Board could afford it. Peterson said he anticipates,
232 with this budget discussion, the Board will find that their actual expenses are not as high as what
233 they were being told. The Board had been told by Garry Bird that he had given accurate figures in
234 terms of the cost of delivery of services in the County. The Board was then told by the CUPHD's

235 previous Finance Director that they were hundreds of dollars short in paying for services. Peterson
236 thinks the Board will receive more accurate figures with Pryde as the Interim Administrator.

237

238 Report from Contract Committee Meeting June 18, 2007

239

240 The Board and McGrath discussed the contract with CUPHD. McGrath said the Contract
241 Subcommittee has suggested a particular motion to clarify the language in the contract about the
242 Executive Director's responsibilities to the Board of Health. Winston said the Contract
243 Subcommittee wants clarification that the CUPHD Administrator will also function as the Board of
244 Health's Executive Director. McGrath said the current contract with CUPHD says if the Board
245 elects to not continue the contract, they must give CUPHD a twelve-month notification that they do
246 not wish to renew the contract. The discussion needs to begin about certain paragraphs in the
247 current contract, such as the responsibilities of the CUPHD Administrator to the Board of Health.
248 Discussion about the contract continued. Storrs asked Weibel if the CUPHD Board was receptive
249 to the concept of funding a percentage of the Administrator's salary. Weibel said he could not say
250 because the CUPHD Board has not discussed it. Rappaport commented there needs to be way for
251 the CUPHD Board and the Board of Health to have a discussion about this issue and reach some
252 resolution on it. Weibel suggested having it as an agenda item at a study session. Storrs asked if
253 the intent was to set the Board of Health's contribution at 10% of the Administrator's salary prior to
254 the November 2008. McGrath and Peterson confirmed that was the purpose of the motion listed on
255 the agenda. Storrs suggested the Board make a motion, if it is necessary, to authorize or support the
256 Contract Subcommittee and Budget Subcommittee in negotiations, on the premise that the Board
257 would like an amendment to the contract to include a clarification of the Administrator's
258 responsibilities and the Board of Health's payment for those responsibilities instead of a payment of
259 10% of the Administrator's salary. This is recommended in part because the Board is not certain
260 whether it represents 10% of the Administrator's responsibilities. The intention is to clarify the
261 Administrator responsibilities for the Champaign County Health Department and that the Board is
262 willing to pay for the fulfillment of those responsibilities. Rappaport said the current contract is
263 completely dependent on the Board's relationship with the person who holds the CUPHD
264 Administrator position. There needs to be a more formal arrangement. Weibel stated the CUPHD
265 Board would likely say it needs to ask its attorney for an interpretation of the contract and the
266 Administrator's responsibilities to the Board of Health. James wanted some clarification regarding
267 the Administrator's responsibilities in reporting to the Board of Health because the previous
268 Administrator did not respond to such requests even though the Board was paying for his service.
269 James would like the price and responsibilities to be mutually agreed upon by the Board of Health
270 and CUPHD Board. James would like the Board to spell out their expectations and then negotiate.
271 Peterson is fine with leaving it as a flexible issue. He noted this issue was originally raised because
272 the Board and the Administrator disagreed over the interpretation of the contract and because the
273 Board did not think it was getting the services it has been paying for. This change would be
274 explicitly buying executive service. McGrath summarized the discussion for a motion.

275

276 **MOTION** by Peterson to request the CUPHD Board to place on their July 25th Board
277 agenda the issue of the services provided by their Administrator to the Board of Health pursuant to
278 the contract and the cost of those services; seconded by Rappaport. **Motion carried.**

279

280 The Board discussed who could attend the July CUPHD study session. Weibel said the
281 meetings are at the Kenyon Road facility and described where to park.

282 Report from Ordinance Review Subcommittee

283
284 McGrath explained the membership of the Ordinance Review Subcommittee has changed
285 because Winston is leaving the Board of Health, leaving only one member on the subcommittee. It
286 is recommended that the Board appoint another member to the subcommittee or abolish it. Winston
287 asked if any other Board members were interested in being on the subcommittee.
288

289 **MOTION** by Winston to abolish the Ordinance Review Subcommittee and appoint Storrs to
290 liaison with the State's Attorney's Office to review and update the Public Health Ordinance;
291 seconded by James. **Motion carried.**
292

293 Storrs felt it would be inappropriate to ask for Rappaport to be on a search committee when
294 the position of CUPHD Administrator is not currently vacant. The Board concurred. Maurer told
295 Weibel if there ever is an opening, the Board would like to be represented on the search committee.
296

297 Presentation from Darlene Kloepfel (RPC) Regarding Home Nursing Proposal

298
299 Kloepfel was asked to come before the Board to make a proposal concerning home nursing.
300 Kloepfel was not sure what types of services the Board of Health wished to purchase. Her
301 understanding was the Board wanted some activities to help make an early identification of issues
302 that are going on with seniors in their homes and potentially do referrals and/or liaison with them to
303 obtain services for which the County might provide funding. Currently, Champaign County has
304 Senior Services through the Regional Planning Commission. Kloepfel provided statistical data on
305 the elderly population in the County and the requests for services they have heard from seniors.
306 RPC was picturing that the Board of Health would potentially be hiring a person that would be a
307 part of RPC's Senior Services team who would be doing what the Senior Services staff does
308 currently with information referral, liaison, and advocacy. This would be in addition to the person
309 helping to start some kind of new community-based system. Kloepfel called it a neighborhood
310 watch for seniors. This would be someone who can check on seniors and contact a professional if
311 further intervention was needed. It is a semi-professional kind of activity because it requires
312 assessment skills. Kloepfel said there are many issues concerning a position, such as training and
313 liability, which would need to be discussed. Kloepfel advised that much of the work could not
314 done by volunteers because people are counting more on volunteers as social services budgets
315 across the country are tightened. RPC's goal would be to use existing services. Kloepfel listed
316 some of these under New Service Development. She thinks the Board is asking for someone to be a
317 discharge planner for seniors not in the hospital or a nursing home. She has a great social worker
318 and a nurse working for her. Kloepfel listed some gaps in seniors' needs in the area. Victoria
319 Christiansen from Senior Services was present earlier in the meeting, but had to leave because she
320 had an appointment at 7:30 p.m.
321

322 James said the first several items on the needs and gaps list were very important. He would
323 include help with applying for public housing and utilities assistance. He suggested, if a staff
324 person is hired, to have literature available and get the word out to community centers and senior
325 living centers because older people overlook things if they are not reminded of it. James liked a lot
326 of the suggestions Kloepfel provided. Winston spoke about linking seniors to services like utilities
327 assistance and tax preparation help.
328

329 Kloeppel said Cumberland is an existing case management unit in the County that provides
330 services for very low income people. Kloeppel proposed the Board not duplicate this service, but
331 refer seniors to them. Some seniors are being seen by a Family Services case manager, which is
332 another service seniors could be referred to. Kloeppel explained the Board should look to provide
333 services to those not already being served. Storrs asked if there was a system in place to identify
334 individuals in need of these services. Kloeppel said there is a network of referral that could happen
335 if someone were available to do that. Many of those calls come into Senior Services already,
336 including a number of referrals from Public Health. It is unlikely a comprehensive assessment is
337 done, so that piece is missing. The Board discussed reaching the seniors in need of services. James
338 said he wanted to see someone out in the field 30% of the time if the Board provided for a position.
339 Rappaport thought it was appropriate for the Board to support and be a part of that type of service.
340 Kloeppel said the biggest time-consuming issue that Senior Services did this year was helping
341 seniors fill out their Medicaid Part D applications. Rappaport stated he would like the Board to
342 explicitly state the plan would be to also present to the Mental Health Board a request for support as
343 a part of Kloeppel's goal. Kloeppel recommended performing a midyear check to be sure they are
344 reaching some goals. Rappaport suggest a quarterly check. Kloeppel said that would be fine.
345 James asked if such a program would target the rural areas more so than Champaign-Urbana areas.
346 The Board members concurred that they wanted to cover the areas outside of Champaign and
347 Urbana, not the two cities themselves. They do want to cover the villages in the rural areas. The
348 Board discussed how to begin providing services and the psychological benefits to the elderly of
349 having someone visit. Kloeppel said they would have costs such as liability insurance and
350 performing background checks. She stated another entity would have to provide medication
351 management; Senior Services is not a health care provider in that sense. The Board asked how to
352 move forward with Kloeppel's proposal. McGrath said Kloeppel told the Board the cost of the
353 proposal and they could incorporate it into their budget. The Board can make a request if they want
354 more specific budget information from Kloeppel. RPC and the Board of Health would need to
355 negotiate a contract as well. The Board expressed that they wanted to take the funding that they
356 were giving to CUPHD for home nursing to be used towards the RPC seniors program and
357 discussed how to transfer the money without pulling the rug out from under anyone. Storrs asked if
358 the County Board would have to approve this change because they give money directly to home
359 nursing. Busey explained the County Board approves \$40,000 to the Board of Health for home
360 nursing and the Board of Health decides how to spend it. The County Board would not need to
361 approve the change because the intention was for the Board of Health to spend the \$40,000 on
362 issues for seniors that are public health related. Weibel said James is the County Board's
363 representative on the Board of Health, so if he was happy with the change, then the County Board
364 was happy. The Board agreed a contract was needed and they would build it into their budget.
365 McGrath suggested that she bring a contract back to the Board's August meeting so they can review
366 it and determine if it is what they want. The change would be effective in December if it is
367 approved. The Board thanked Kloeppel for her presentation.

368

369 Presentation from Deb Busey Regarding Staff Support

370

371 Busey explained it was thought at the start of the fiscal year that Champaign County
372 Administrative Services could absorb supporting the Board of Health within its secretarial staff. It
373 has turned out to be more demanding than Busey originally anticipated and this creates some
374 budgeting issues. If an Administrative Services staff person provides support to the Board of
375 Health, it becomes an overtime situation. Therefore, Busey proposed a recommendation that the

376 Board of Health formalize what its clerical needs are and hire someone to provide support. Busey
377 recommended moving the money from the Board of Health to the General Corporate Fund with a
378 budget transfer to a personnel line item with the County Board in order to hire a part-time employee
379 to provide services to the Board of Health. Busey is not excluding the fact that a County employee
380 might apply for this position, but the money for it needs to be separate from the employee's other
381 County responsibilities. It also has to be clear what the expectations are for the employee. Busey
382 provided a recommendation concerning the duties and hours of work for the position. Busey stated
383 that if she is going to interview or hire someone to support the Board, she must be able to tell the
384 person when he/she must be available for work and what he/she can expect in terms of times to
385 attend meetings and prepare materials. Busey said it hinges on regular meetings with the Board
386 President to set agendas, review communications, etc. The recommendation is reflective of Busey's
387 observations and conversations with McGrath concerning the clerical support the Board would
388 need. The sample schedule would limit the times the Board could meet to Tuesdays and Thursdays
389 or the Board could arrange for meetings only on Tuesdays. The meetings would need to occur
390 outside of the workday. Busey noted it was possible the Board could find a stay-at-home mom who
391 has skills and wants to do this, but would need to know she would not have to be available until
392 5:00 p.m. It is possible the Board could find a regular full-time employee who wants to do this, but
393 it would need to be done outside of their regular work hours. Busey provided information on the
394 number of hours the work would likely take and the cost of hiring someone. If the Board did hire a
395 County employee, the first two and a half hours for the Board of Health would be straight time and
396 anything over that would be overtime. The Board of Health is a Champaign County department just
397 like Administrative Services, so once an employee works over forty hours in a week the employee
398 would be in overtime status. Even with overtime, the Board of Health can afford the support at
399 \$10,000 annually. Busey thought Kat Bork, a County employee who has supported the Board
400 before, would be interested in this position. Weibel added that Bork, who provides secretarial
401 support to the County Board Chair, is very good. Busey said Bork is extremely reliable and does
402 great minutes. Busey offered to perform a search for candidates if the Board wanted to take this
403 approach. Busey's recommendation is that the Board transfer the money, agree the scope of work
404 and calendar are basically accurate, and that Busey would work with the President to hire someone
405 to fill the position.

406
407 James asked if there would be a conflict with Bork working for Administrative Services and
408 the Board of Health. Busey said Bork works thirty-seven and a half hours for the County in a
409 regular work week. The County would guarantee that that first two and a half hours Bork would
410 work for the Board of Health would be straight time. Any time exceeding that would be overtime.
411 If Bork has to work extra meetings for the County in a week that she is doing Board of Health work,
412 then the Board of Health will still get two and a half hours straight time and the County will take
413 overtime. James noted the subcommittee meetings usually do not have a secretary present because
414 they are more informal. James asked if a secretary was needed at the study sessions and
415 subcommittee meetings or could Maurer or Peterson take minutes to comply with the Open
416 Meetings Act. Busey said it is next to impossible for someone to take minutes and participate in a
417 meeting at the same time. James agreed but he worries about the cost. Storrs added if the Board
418 scheduled a meeting when the secretary was not available, then a recording could be made of the
419 meeting so minutes could later be produced. Busey noted the Board was doing exactly that tonight,
420 but the ideal is to have a secretary present. Maurer asked if Bork would keep a timesheet. Busey
421 said she would clock in on the County's timekeeping system under the Board of Health. Maurer
422 asked if it would be real time or estimated time. Busey said the Board would be paying for the

423 exact hours worked. If no work is done for a week, then the Board pays nothing for that week.
424 Peterson said Busey described a different work profile than he had envisioned and wanted to clarify
425 it. He hoped that opening this position would take some of the administrative duties off of
426 McGrath, who should only be operating in a legal capacity. Busey agreed that should be done, but
427 the she thought it was the CUPHD Administrator who needed to provide that administrative support
428 to the Board of Health. Busey said she could not support the Board as an Administrator on public
429 health issues. She is willing to help the Board with bylaws and financial concerns. Peterson said
430 the Board needs the Public Health Administrator's administrative staff to do a lot of the work
431 McGrath has been doing. Peterson said they need agendas produced and phone calls answered.
432 Busey said the agenda production is covered by the recommendation for secretarial support. Busey
433 suggested the meeting with the secretary and the Board President to set the agenda for a Board of
434 Health meeting include the CUPHD Administrator. The Board discussed the concerns with the
435 relationship with the CUPHD Administrator. McGrath expressed that neither she nor Busey had the
436 qualifications to serve as an Administrator to the Board of Health.
437

438 The committee discussed hiring a secretary. Storrs said she would like to see some
439 timeframes imposed on when the minutes for a meeting would be received by the Board. Storrs
440 would like to see the minutes a week or two weeks after a meeting. Busey explained the secretary
441 for a County Board committee prepares an action report the day after a meeting that lists the exact
442 actions taken at the meeting. The minutes are prepared and included in the agenda packet for the
443 next month because minutes have to be approved before they are official and the County secretaries
444 handle a lot of committee meetings. Busey proposed an action report be prepared for a Board of
445 Health meeting a few days following the meeting that the Board can have in its possession before
446 the minutes are sent out with the next month's agenda packet. Busey said the Board of Health's
447 agenda needs to be cleaner, but Bork could help the Board with this. The Board agreed it would
448 like an action report to be prepared after meetings. Peterson asked that the agenda for a meeting be
449 mailed a week in advance. Busey said agendas are typically mailed on a Thursday for meeting
450 occurring in the next week. Since the Board meets on a Tuesday, the agenda could be mailed on the
451 Wednesday before. She warned that the agenda should not be mailed too soon because something
452 may come up that the Board wants on the agenda and this creates the need for an addendum. The
453 agendas should be in the mail on Thursday. The Board agreed that was fair.
454

455 The Board discussed the duties they wanted the secretary to perform for the Board and the
456 hours they would be purchasing. Busey noted that some of the responsibilities the Board described
457 were for an Administrator, not a secretary. This position would not solve all of the Board's issues
458 with regard to their support. James asked about the costs of mailing and setting up a Board of
459 Health fund for such items. McGrath said the subcommittee meetings have been on Mondays and
460 the Board meetings and study sessions have been on Tuesdays. Busey would tell Bork she would
461 need to available the second and fourth Tuesdays for meetings and the first and third Tuesdays for
462 agenda preparation with the Board President. The Board also asked for availability on the second
463 and third Mondays for subcommittee meetings.
464

465 **MOTION** by Winston for County Board transfer to move \$10,000 from Line Item 533.52 –
466 Other Services by Contract to Line Item 511.04 – Part-Time Employees, and any related fringe
467 benefits and to accept Deb Busey's recommendations regarding the Board of Health Secretary
468 position with the scope of work and amended calendar. Motion seconded by Maurer. **Motion**
469 **carried.**

470
471 James asked if the Board needed to make a motion to confirm the hiring of Bork as the
472 Board of Health Secretary. Busey said no motion was needed because she still needs to talk to Bork
473 and she should have an interview with the President.

474
475 Discussion and Recommendations Concerning Potential Cooperative Efforts with the Champaign
476 County Mental Health Board

477
478 McGrath distributed a memo from Peter Tracy informing the Board about the investigation
479 into the grant position. This item will be on the Board's August agenda.

480
481 **New Business**

482
483 The Board agreed to not hold a study session in August.

484
485 **MOTION** by Peterson to not hold another regular meeting of the full Board of Health in
486 July; seconded by James. **Motion carried.**

487
488 Busey asked if the Board of Health's budget recommendation could be ready by August 14th
489 because the County Board's Legislative Budget Hearings are scheduled for the week after the
490 August Board meeting. Peterson said August 14th will be the final meeting of the Budget
491 Subcommittee. The Board agreed it would vote on its FY2008 budget at the August 21st regular
492 meeting.

493
494 **Other Business**

495
496 There was no other business.

497
498 **Adjournment**

499
500 **MOTION** by James to adjourn the meeting; seconded by Peterson. Winston declared the
501 meeting adjourned at 8:25 p.m.

502
503 Respectfully submitted,

504
505 Kat Bork
506 Board of Health Secretary