

CHAMPAIGN COUNTY BOARD OF HEALTH

Monthly Meeting Tuesday, August 21, 2007

Call to Order & Roll Call

The Champaign County Board of Health held a monthly meeting on August 21, 2007 in Meeting Room 2 at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 6:00 p.m. by Julian Rappaport. Upon roll call, the following board members were found to be present: Stan James, Nezar Kassem, Susan Maurer, Thomas O'Rourke, John Peterson, Julian Rappaport, and Carrie Storrs. Prashanth Gowda arrived after roll call at 6:07 p.m. Others present were Kat Bork (Board of Health Secretary), Deb Busey (County Administrator of Finance & HR Management), Nancy Greenwalt (CIDES Executive Director), Susan McGrath (State's Attorney's Office), Jill Myers (CIDES), Julie Pryde (Acting CUPHD Administrator), and C. Pius Weibel (County Board Chair).

Approval of Agenda/Addendum

MOTION by Kassem to approve the agenda; seconded by Storrs. **Motion carried.**

Approval of Minutes

O'Rourke noted the July 10, 2007 minutes listed him seconding motions on line 103 and 278, but he was not at the meeting. It was agreed that Rappaport seconded the motions in question.

MOTION by Kassem to approve the Board of Health regular session minutes of July 10, 2007 as amended; seconded by O'Rourke. **Motion carried.**

Public Participation

There was no public participation.

Monthly Reports

CUPHD Monthly Reports - January 2007 through May 2007

MOTION by James to receive and place on file all the CUPHD monthly reports of January 2007 through May 2007; seconded by Kassem.

The Board agreed to receive future monthly reports via email from the Board of Health Secretary.

Motion carried.

CIDES Report 2007

Greenwalt distributed the revised CIDES monthly reports from February 2007 to May 2007, as well as the June 2007 and July 2007 reports. The reports were revised due to a data entry problem discovered and corrected by Greenwalt. Greenwalt drew the Board's attention to Myers and the article in the *News-Gazette* on Sunday. CIDES saw 27 children in Rantoul at the Spanish-speaking clinic. Storrs asked how the clinic went. Myers said it was wonderful and they were able to educate family members because the translators were present. The dentist was very gracious and willing to hold a clinic again. Myers said they are working to get the children in for follow-up appointments based on severity of need. Gowda asked if there are scheduled days for the Spanish-speaking clinic so children can be referred to it by the Frances Nelson Center. Myers will share the next date with Gowda when it has been set. Storrs asked if the clinics are appointment-based. Myers answered yes. Storrs inquired if there were problems with no-shows. Myers said no, the first patient was late but all patients did show. Greenwalt added that 90% of the children in the dental access program do show up for their appointments. There is also a waiting list.

MOTION by James to receive and place on file the CIDES revised February 2007, March 2007, April 2007, May 2007, June 2007, and July 2007 reports; seconded by Gowda. **Motion carried.**

Correspondence & Communications

Illinois Department of Public Health Notice of Local Health Protection Grant Compliance Review Completion

The actual findings were distributed to the Board to accompany the notice of completion. The Board sent congratulations to Jim Roberts of Environmental Health.

Rappaport spoke about an email sent to the Board from Bruce Pea of Andrew Pea, Inc. concerning the CUPHD website. Pryde told Board to disregard any emails from Andrew Pea Inc. concerning the CUPHD website. She stated Mr. Pea did not develop the CUPHD website and cannot sell their domain name. They have a contingency plan in place in the event that they lose the website. Weibel requested any emails from Pea be forwarded to both himself and McGrath. Rappaport agreed to do so.

Treasurer's Report

Approval of Invoice submitted by CUPHD for June 2007

MOTION by Peterson to approve payment of invoice for June 2007; seconded by Maurer. **Motion carried.**

Report from Budget Subcommittee

Peterson reported the Budget Subcommittee met this morning to finalize the FY2008 budget. Deb Busey and Teresa Sturm from CUPHD worked to develop the most recent budget figures. The subcommittee received figures from CUPHD this morning that only had

to be tweaked a little. This is the first time the Board of Health has a budget document that represents what percentage the Board of Health operations is in regard to the total CUPHD activity in both the Champaign-Urbana area and the County. Peterson expressed there is a new level of transparency in regard to the large departments the County is working with, particularly Environmental Health. Peterson is looking into the Breast and Cervical Cancer program for more detail. The Board should have a presentation on that program in the future. Peterson thinks Board members would benefit from more information. Champaign County's expenditures for the Breast and Cervical Cancer program are more than budgeted because the County and CUPHD do not cut off compensation for services when the federal grant money runs out. Other counties stop providing services for this program once the grant money has been expended for the year. The funding is largely to compensate hospitals and doctors for performing breast and cervical cancer screenings and, in some cases, treatment. Peterson said the yellow column on the CUPHD handout was the new proposed Chronic Disease program. The Board of Health will have to decide what form that program will take. It is proposed to be based in Rantoul and on the mobile unit in order to go to rural areas of the County that are underserved. The Board is being asked to approve a budget number, not a program at this time. The dental access program remains budgeted at \$105,000. The contract for the next year has not been negotiated. There will be a new senior services program through the Regional Planning Commission, which is budgeted for \$50,000. CUPHD and the County are dropping the current seniors program budgeted at \$40,000. CUPHD has a different way of looking at the contract with the Board of Health. CUPHD proposed to cover expenses for anyone who comes in their doors, even if the person is a non-Champaign-Urbana resident. WIC services will be covered by the County for services provided out of Rantoul or the County van. Peterson reported the Board is meeting their budget. The FY2008 has \$50,000 in excess revenue and the carryover is about \$450,000. The Board has projected that it would cut into its carryover every year, but each year has resulted in a surplus. The chief reason for carryover this year was that the joint staff member with the Mental Health Board never got started as planned. Since the fund balance has continued to grow each year, the Budget Subcommittee has proposed reducing its request to the County Board by \$50,000. This will make the Board of Health's FY2008 request to the County Board \$95,000. The Board of Health will remain in a good position with its fund balance and no programs will be cut. Revenues from taxes are up slightly even though the Board of Health represents a smaller percentage of the total tax effort in the County due to increased property values. It took a lot of internal budgetary analysis on behalf of CUPHD and now the Board of Health has clearer numbers than it has before. The County comprises about 10% of CUPHD's total \$8 million budget.

Storrs asked what led the committee to request a lower amount from the County Board instead of expanding some services. Maurer said the new senior services program is in the budget and the dental services funding will continue. The County Board will not have a lot of money to pass around and the Board of Health's request for less money is a good faith effort. Busey stated when the County Board began the Board of Health grant it was not intended to be permanent, only to last for a couple of years. With four years of carryover, the County Board will wonder why the Board of Health needs money from the General Corporate Fund. Even with the cut of \$50,000, the Board of Health's FY2008 budget is revenue positive by \$50,000. Storrs asked if the \$50,000 was not budgeted now in an effort to be prepared to

cover unexpected costs, like an urgent dental need or if the new senior services program requires more money. Peterson explained the Board has two programs that are funded but have not been created yet. The Board might need the \$50,000 to cover emergencies or more funding for the programs once they are created.

Rappaport asked if the Board was giving CIDES the increase they were requesting. Peterson said the Budget Subcommittee voted to maintain the current funding level of \$105,000, but the FY2008 contract has not been negotiated. McGrath added the Contract Subcommittee will be reviewing the CIDES contract and a proposal from CUPHD in the coming months. With the Governor's line item vetoes in the state budget, there may be losses of state revenue, including the Bioterrorism Grant. James stated he liked building a cushion into the budget for emergency situations. Concerning the Environmental Health revenue, Maurer said the fees for re-inspections will be worked on with CUPHD. There are no recommendations to increase the general fees. James inquired if the costs of re-inspections, necessitated by businesses committing violations, will be closely monitored. Storrs asked if the subcommittee had a sense of the deficit between the fees collected and the costs. Peterson said the fees cover about 50% of the costs. Busey said the IDPH health protection grants are also a source of revenue. Storrs does not know any county that runs its environmental health programs on its fees revenue alone. The Board discussed costs and fees in Environmental Health so they understood the budget figures. Maurer asked about the per capita costs. Busey said the per capital data will be back in the budget document for the budget presentation for County Board. They are working on the objectives text in the budget document. Peterson acknowledged that CUPHD worked hard and did a good job to get numbers to the Budget Subcommittee. The budget numbers from CUPHD are clearer than they have been in a long time. The Board agreed the budget document was much improved from previous years.

Approval of FY2008 Board of Health Budget

MOTION by Peterson to approve the FY2008 Board of Health budget as a whole as presented by Busey; seconded by Maurer.

Storrs asked about the fee for the CUPHD Administrator. McGrath said 10% of the CUPHD Administrator's salary is paid by the Board under the Professional Services line item. Maurer stated the Conference and Training amount has been increased and the Secretary costs are included. O'Rourke asked if the Board of Health has an Administrator. Pryde and Weibel agreed that Pryde is the Acting Administrator for CUPHD and the Board of Health.

Motion carried.

FY2008 Board of Health Budget Presentation to Champaign County Board

The Board of Health will present its budget request at the County's Legislative Budget Hearings on Monday, August 27, 2007 at 6:30 p.m. The Board thanked the Budget Subcommittee, Deb Busey, and CUPHD for their work.

Report from Interim CUPHD Administrator

Pryde distributed the June and July monthly reports from CUPHD, the oral health report for Champaign-Urbana, and the actions taken at the August CUPHD Board meeting. The Board was very appreciative of Pryde providing the action report. Pryde spoke about the proposal for mobile programming in Champaign County. She can provide options for the Board of Health to pick and choose what they want. Dental services will not be offered in the mobile unit, but all other preventative services offered by CUPHD can be. The Board of Health will then give CUPHD direction on where they want the mobile unit to go. Pryde recommended locations the mobile unit could go that would be both cost and service effective, including Rantoul at least twice a month and areas with trailer parks. Gowda stated he sees a lot of patients at Frances Nelson coming from the Rantoul area. He asked about arranging a transport from Rantoul to Frances Nelson. Pryde said CUPHD cannot drive clients anywhere, but there are programs like the Community Services of Northern Champaign County and Rural Riders that do transport people. Pryde encouraged working with the systems already available. Gowda asked about contact information. Pryde said she is the contact and they could work something out so Frances Nelson could use the Rantoul office. Pryde just wanted to provide the Board with an example of mobile unit services; the decision is completely up to them. Rappaport noted the Board did not need to make a decision on the mobile unit until December. Pryde said she would make a formal presentation on the mobile unit at a later date. The information tonight was provided at the request of the Budget Subcommittee who wanted to get an idea of what could be done. James requested the mobile unit be an item on the next agenda and recommended contacting the mayors of Rantoul, Ludlow, and other small communities to ask them for their ideas on what is needed. The mayors could also have some suggestions in regard to the mobile unit's schedule. Pryde said they should also look at the STD rates when planning the schedule. Maurer said the Board would also like to evaluate the mobile unit services several times during the year to determine if changes should be made. Pryde said looking at how to market the mobile unit will also be important to consider. The Board discussed how to discuss and make recommendations concerning the mobile unit at future meetings, including the possibility of forming a subcommittee. Pryde recommended the Board actually see the mobile units at CUPHD. The Board discussed holding a study session at CUPHD about the mobile unit. Pryde said the Kenyon Road facility has a conference room where the Board could hold a meeting.

In other news, Pryde announced Chronic Disease Prevention and Health Promotion Division is now called the Division of Wellness and Health Promotion. This is purely an aesthetic change. The first drive thru flu clinic has been tentatively scheduled for September 26th and 27th in the Kenyon parking lot. She encouraged the Board to come and watch how many people they can crank through there because it is amazing. The open house has been tentatively scheduled for October 10th from 3:00 to 7:00 p.m. Pryde encouraged the Board to check the three CUPHD websites because they are updated frequently. She also provided her email address, cell phone number, and office number to the Board. The Board expressed that they liked how Pryde communicates via email. Pryde asked if the Board prefers a particular type of format with her reports. The Board liked the format Pryde presented. James requested section cover pages for organization. The Board definitely liked the report on the

CUPHD Board action. Bork agreed to copy Pryde on all action reports from Board of Health meetings.

James preferred to discuss hold the next meeting CUPHD facility at Kenyon Road to view and discuss the mobile unit. The Board discussed a study session versus a regular meeting. The Board agreed to hold its September regular meeting at the Kenyon facility. If more time is needed to discuss the mobile unit issue, the Board will change holding a study session.

Old Business

Report on CUPHD Board Meeting

Pryde said CUPHD's lease on the Randolph building lasts through the next year and they are trying to sublet it. They are also trying to sell the Neil Street building. The whole east side of the current building, approximately 15,000 square feet is available for lease. DCFS and Child Protection have looked at it, among others. What used to be the Administrator wing is now also available for lease; it has about 1,000 square feet, a private entrance, and its own bathroom. CUPHD can only lease to government agencies or community-based organizations. There has been a lot of interest. Pryde is working with CUMTD and the City of Champaign to get bus service right to the Kenyon parking lot. The little MTD bus for the disabled drops them off at the door. Storrs asked if Pryde had any sense of the number of clients that use the bus. Pryde said they did a survey when they were at the 710 N. Neil location and the number of clients who access the facility by bus was much lower than expected. Mostly clients got a ride from someone else, a friend or family member. Rappaport said he went to a previous CUPHD Board meeting and he thinks there is an increased collegiality between the two boards. Weibel concurred.

Report from Contract Subcommittee

O'Rourke noted the action report on the last Contract Subcommittee meeting was completed by Bork and emailed to the Board the day after the meeting. He reported the Contract Subcommittee will meet again on September 11, 2007 to meet with CUPHD and CIDES regarding various proposals for dental provisions. The participants agreed to hold the meeting at 4:00 p.m. Pryde asked if the subcommittee wanted a presentation for adult dental services. Peterson said the subcommittee is looking for proposals on dental services.

Approval of Contract with the Champaign County Regional Planning Commission for Senior Welfare Services

O'Rourke recommended approval of the Contract with the Champaign County Regional Planning Commission for Senior Welfare Services in the amount of \$50,000 from December 1, 2007 to November 30, 2008. Maurer said there is an error on the date when they will be paid. McGrath said it would be fixed.

MOTION by O'Rourke to approve the Contract with the Champaign County Regional Planning Commission for Senior Welfare Services; seconded by James.

James thinks this will be a great asset and he hopes it works the way the Board thinks it will. Rappaport requested changes to the contract in order to reflect conversations held at previous meetings. James had requested a staff person spend 30% of his/her time in the field. Rappaport would like quarterly progress reports, the first report being due three months after the commencement of the contract. McGrath agreed to include the quarterly reports in the contract. Rappaport said the Board wanted this activity to move them towards a proposal for working with the Mental Health Board. McGrath noted Page 21 specifically identifies public health funding and one of the funders being the Mental Health Board and other agencies. She said the evaluations are meant to address the areas identified on Pages 20 and 21. Maurer was worried about just saying someone must be in the field 30% of the time when a job description has not even been developed. She thinks it is a good goal. Storrs suggested including it in Exhibit A as the one of the ultimate expectations because the Board's intention was to have someone actually out in the community, not sitting behind a desk all the time. McGrath agreed to add this to Exhibit A as a goal.

Rappaport made a friendly amendment to the motion authorizing the Board President to execute the contract with changes suggested at meeting so contract will not have to be resubmitted to full Board for approval. O'Rourke and James agreed to consider the amendment friendly. This contract will be taken to the RPC Board at their next meeting.

Motion carried.

O'Rourke answered questions from Pryde and Greenwalt about what was expected at the next Contract Subcommittee meeting in regard to dental proposals. O'Rourke asked for the Board's consent to review potential modifications to the CUPHD contract. Storrs asked how that would be different from the current practice. O'Rourke would like to take some changes to the CUPHD Board to see if there is support for clarifications and changes to the CUPHD contract. McGrath said the Contract Subcommittee needs the full Board's authorization to talk to CUPHD. The Board agreed to defer this item to the September meeting and to formally inform the CUPHD Board that they will be opening contract negotiations.

Recommended Action on Grant Writing Position Through Champaign County Mental Health Board

There is \$25,000 in the budget for this position. The Mental Health Board will have a meeting on September 4th at 7:00 p.m. to discuss the position. Rappaport will go to this meeting to state the Board of Health has approved the position and has the funding budgeted for it.

Storrs had agreed to represent the Board at the Bioterrorism Summit and shared the handouts and CD she received with the Board. Storrs will continue to work on the Public Health Ordinance with McGrath and Jim Roberts. The Board wanted this item on the September agenda.

New Business

Board of Health Secretarial Support

Bork introduced herself as the new Board of Health Secretary. She reviewed timekeeping procedures, email communication, monthly reports, and scheduling future subcommittee meetings to ascertain all would meet Board of Health standards. Bork explained the Board has two different website presences, one on the Champaign County website and another on the CUPHD website. The Board's roster and all agendas/action reports/minutes will continue to be posted on the County's website to comply with the Open Meetings Act until the Board decides how it wishes to proceed regarding its website.

Study Session on September 11, 2007

The Board agreed not to hold a study session in September. The next full Board meeting will be held on September 25, 2007 at CUPHD's Kenyon Road facility. The Board thanked Weibel for attending the meeting.

Adjournment

Rappaport declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,

Kat Bork
Board of Health Secretary