

## CHAMPAIGN COUNTY BOARD OF HEALTH

---

### Monthly Meeting Tuesday, March 30, 2010

#### Call to Order

The Board of Health (BOH) held its monthly meeting on March 30, 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 Brenda Anderson, Mark Huls, Stan James, John Peterson, and Julian Rappaport. The staff member present was Kat Bork (Board of Health Secretary).

The absent Board members were Prashanth Gowda, Cheryl Ramirez, Bobbi Scholze, and Betty Segal. Ramirez notified the President in advance that she would not be able to attend the meeting. Scholze and Gowda arrived after roll was called.

Also present were Deb Busey (County Administrator), Carol Elliott (CUPHD Board Chair), Shelia Ferguson (Mental Health Center of Champaign County CEO), Bob Keller (Illinois Public Health Association Consultant), Julie Pryde (CUPHD Administrator), Jim Roberts (CUPHD Environmental Health Director), and Peter Tracy (Mental Health Board & Developmental Disabilities Board Executive Director).

#### Approval of Agenda/Addendum

**MOTION** by James to approve the agenda; seconded by Peterson. **Motion carried with all ayes.**

#### Approval of Minutes

**MOTION** by Peterson to approve the February 23, 2010 minutes; seconded by Anderson.

James asked to have the minutes amended concerning the comments he made. Lines 331-332 should reflect that James wanted the BOH to receive a billing when the Board President received it. On line 343, James stated that he meant to say the County Auditor receives bills that are routinely 90 days behind, not that the Auditor was late in paying the bills. Busey asked if the Board of Health was agreeable to striking the last sentence from lines 348-351. Either way it is stated, the County does not routinely pay its bills 90 days late and that statement makes it appear as though that practice occurs. The County adheres to the state mandate that bills are paid within 30 days. James and Busey discussed the list of purchases not following Purchasing Policy distributed at County Board meetings and the payment process.

Gowda entered the meeting at 6:06 p.m. Scholze entered the meeting at 6:07 p.m.

**Motion carried as amended with all ayes.**

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

Carol Elliott, CUPHD Board Chair, spoke about the peer review forms regarding the Administrator that were distributed to the BOH members in accordance with the agreement. She stressed that the Administrator is not a BOH employee and questioned whether the BOH could enter into a closed session to discuss an employee's performance if their intention was to discuss the Administrator's performance. She asked the BOH to return all of the completed peer review forms returned to her by April 5<sup>th</sup>. Busey stated the closed session issue had been submitted to legal counsel who advised that, given the fact that Pryde is the BOH's Administrator, it does qualify for a closed session being treated as employment. Elliott asked if that were true even when the agreement specifically says Pryde is not a BOH employee. Busey offered to provide legal counsel's entire interpretation to Elliott and confirmed a legal review was sought before the closed session was placed on the agenda because of Elliott's concerns. She confirmed the review was done by the attorney in the State's Attorney's Office who handles County Board closed session issues.

Rappaport suggested the BOH have a group conversation about the peer evaluation to give the matter full consideration instead of individuals sending Elliott the forms. He had no objection to individuals sending Elliott the evaluation forms. He stated there was no intention to be secretive; they were trying to be appropriate in handling a conversation about the person contractually serving as the BOH Administrator. The goal was for the BOH to provide useful feedback to the CUPHD Board. Elliott remarked it was fine, her concern occurred after reading the Open Meeting Act because Pryde is not the BOH's employee.

### **Correspondence and Communications**

There were no communications.

### **Smile Healthy**

**MOTION** by Huls to receive and place on file the Smile Health monthly report for February 2010; seconded by Peterson. **Motion carried with all ayes.**

### **CUPHD**

#### **Administrator's Report for March 2010**

Pryde explained she included policy issues that need to be addressed in the report. The main issue is that she wants to make sure she understood the BOH's intent regarding grant applications because it is not possible for her to submit all grant applications to the BOH before the application deadlines.

Rappaport noted that Section 11 of the CUPHD/BOH agreement states the BOH "must approve any new program specific applications for programs not presently being provided to the County Health Department by the Public Health District as outlined in Appendix A." When he

learned CUPHD was applying for a new grant to expand the CATCH program to more schools, he raised the question of whether this is a grant that should be submitted to the BOH for approval. He asked for Keller's suggestions regarding the general practice with respect to grant applications.

Keller empathized with Pryde's situation because grant applications can require a quick turnaround time. The McLean County Health Department structured its grant approval process around three different levels:

1. A new grant that required an in-depth policy analysis,
2. Amended grants when additional money is received mid-term, and
3. Continuing grants that are renewed every year.

Every effort was made to get the grant application on the board agenda. The McLean County Health Department would seek "ex post facto" approval of a grant application if the actual document could not be provided to the board in time for the meeting. If the Board approved the application ex post facto then the actual document would be provided on the next agenda. A board can then decline a grant before the contracts are negotiated. Any grant contracts with the final dollar amount appeared on a consent agenda because that approval was perfunctory following the policy approval received at a prior meeting. Any contract could be pulled off the consent agenda for discussion. The actual decision-making was done on the front end of the grant process.

Pryde concurred the process Keller described is essentially what is done at CUPHD. She writes many grants and, if a grant is in line with established services, the grant contract (not the application) goes to the CUPHD Board for approval. Only if a grant differs significantly from present services or involves the department taking a risk does Pryde apply for board approval. Ricky grants include programs offering syringe exchange or H1N1 services. Pryde emails the three CUPHD Board members and gets their approval for the grant within a day.

Pryde remarked that the all grants are written to CUPHD, not to the Champaign County Health Department. She always tries to include County schools and residents in the overall grant plan. The contract itself is with CUPHD and the County can always opt out of receiving the service funded by the grant. Keller agreed there should not be any record approving a grant if the County Health Department is not a party to the contract because of liability considerations. Pryde and Keller continued to discuss the ex post facto grant approval. Pryde wanted to know what the BOH needed to have regarding grants and warned that requiring all grants be approved first would cause the County to lose out on grant funding. The BOH discussed the CUPHD/BOH agreement language regarding grants and how to adopt a formal grant process that fulfills the agreement's obligations.

Busey described the grants process for County departments. The department heads submit applications for and, if awarded, acceptance of a grant. This process works well to enable department heads to submit grant application prior to County Board approval to meet application deadlines, while still requiring the Board's approval. Pryde lists contracts on the CUPHD Board agenda to request the Board's permission to sign the contracts. She interpreted Section 11 of the agreement as only applying to grants she would write under County Health Department's name.

James acknowledged writing grant applications involves a personnel cost. He wanted to be sure a grant is in accordance with the BOH's mission before expending any staff time. Pryde said she does not have to include County residents. With the CATCH grant application she used several factors to include County schools.

Rappaport indicated the BOH was seeking notification on grants that apply to the County areas over which the BOH has legal jurisdiction. He did not want to slow down Pryde's ability to apply for grant funds. If the grant application has to be submitted rapidly, the BOH can be notified after the application has been sent. He requested to be able to view the information about the grants in the Administrator's report. Pryde confirmed that would not create a problem for her. She offered to email the grant proposals to the BOH as she does with the CUPHD Board. Peterson requested the grants' administrative abstracts or an overview be provided in the agenda packet instead of the full application being emailed. Pryde agreed to send a summary of the grants, including the funding agency, the grant amount, and the purpose for inclusion in the agenda packet. Scholze asked for any information regarding costs to the BOH be included. Pryde agreed and verified that any grant contract written to the County Health Department would be submitted to the BOH for approval. She will include information about new or pending grant proposals in her monthly report. Tracy suggested the summaries be sent to Bork to include in the agenda packet instead of Pryde emailing them to BOH members. The BOH concurred with this approach.

Huls asked how the BOH previously found out about grants. Pryde did not think there was any mechanism in the past for CUPHD to inform the BOH about grants received in the County's name. Huls inquired if any grants had been rejected by CUPHD or the BOH. Pryde confirmed CUPHD has never rejected a grant. The practice at CUPHD has been for Pryde to telephone or email the CUPHD Board members for their approval if a grant application was for an unusual or unprecedented activity, such as H1N1. This procedure was not undertaken for grants in line with existing programs and the local needs assessment. The CUPHD Board has approved the grant contracts when those are ready and listed on the agenda.

#### Approval of CUPHD Invoices – January 2010 & February 2010

Peterson noted the invoice was largely in line with the budget and joked about the small expenditure for the West Nile Virus Grant. Pryde warned some large West Nile Virus expenditures would be seen in upcoming invoices.

Gowda asked if someone who contracts the West Nile Virus outside of Champaign County is reported in Champaign County or in the county where they contracted the disease. He has seen students returning from travels having contracted the disease elsewhere. Pryde said the disease is reported in Champaign County and CUPHD follows up to determine where the disease originates. Keller noted such cases are identified by the U.S. county where the infected person resides, even if the illness was contracted outside the U.S.

**MOTION** by Peterson to approve payment of the CUPHD invoices for January 2010 and February 2010; seconded by Scholze. **Motion carried with all ayes.**

### Well Water Testing Program Recommendation

Roberts stated that Pryde had emailed the BOH members a revised proposal for a well water testing fee for service. The recommended fee was \$49 per sample for using the IDPH lab. If CUPHD receives lab results from the Illinois Department of Agriculture lab, then they would charge \$12 for interpretation and dissemination of the information. CUPHD will no longer offer express service for realtors or field visits to residents' homes. Realtors can contact the labs themselves, but CUPHD will only disseminate the information to one person, not to every party in the real estate transaction as they have done before. CUPHD will only conduct field visits for valid public health reasons, which can be charged to the County's existing potable water program. The fees assume the lab results will be satisfactory. If the test results are unsatisfactory, Roberts will charge residents the same \$49 or \$12 fee for a retest.

**MOTION** by James to accept CUPHD's proposal for the well water testing program; seconded by Anderson. **Motion carried with all ayes.**

Pryde said it would have to be added to Appendix A of the agreement. Rappaport thanked CUPHD for their attention to detail with this program.

### Request for Amendment to FY2010 Contract for Additional Charge to Complete Illinois Project for Local Assessment of Needs (IPLAN)

Pryde stated she had thought the IPLAN was due in June 2011, but has learned it is due in December 2010. The IPLAN cost was not included in CUPHD's FY2010 budget proposal and she is asking the BOH to fund \$18,918 or 50% of the total \$37,836 cost. She was not sure if CUPHD could obtain a deadline extension.

Peterson was bothered by the continuation of these automatic requirements when the State of Illinois has a \$13 billion deficit. Pryde explained the IPLAN is supposed to involve gathering data and deciding what the public health needs of the entire county are for next five years. The plan is then supposed to be used as a roadmap for next five years. The IPLAN should be a useful document.

Rappaport believed that, under the current law, every certified public health district has to have an IPLAN. Until now the plan was handled by CUPHD. When he first joined the BOH, he attended a few IPLAN development meetings and was not impressed with the process. There was poor representation from the county area and from health officials within the cities. Since the plan is a population based device, he suggested the BOH pay a portion of the plan's costs based on the population portion existing outside of Champaign-Urbana or pay an amount that corresponds to the portion the BOH represents of CUPHD's total budget. Pryde suggested the BOH could contract to have its own IPLAN done.

The second issue Rappaport wanted to raise was to have clear County representation for the IPLAN. Prior to the meeting, Ramirez suggested to Rappaport that a BOH member should be on the committee developing the IPLAN and volunteered to serve as that member.

Tracy asked if this was an action item because it had been agreed that any action items would be formatted as a decision memorandum that laid out recommendations. This item was included as part of the Administrator's report, not as a decision memorandum, which generated some confusion as to whether it was requesting action or only providing information. Pryde supposed it would have to be an action item to amend the CUPHD/BOH agreement and asked Busey how the agreement has been amended in the past. Busey stated the BOH definitely needed to have a written document indicating what is approved as an amendment to the agreement. Rappaport suggested considering this request as a discussion item, not an action item, at the moment. The discussion will help inform Pryde how the action item should be framed for the next meeting. He asked if that approach was sensible.

James asked who sets and approves the BOH agenda. Rappaport confirmed he did as Board President. James said he did not mind changing the rules, but some of the criticism should go to the BOH for not doing their due diligence in reviewing agenda items. Rappaport stated he included this item on the agenda for discussion purposes. James said an item for discussion should be identified as discussion and Rappaport should be making that clarification. Rappaport suggested that if James wanted to complain about things like the agenda then he should vote for someone else as President in the next election of officers. James announced he would vacate the meeting.

James exited the meeting at 6:59 p.m.

Scholze asked Pryde how county input was gathered and incorporated into the IPLAN. Julie stated the BOH will be invited to participate, but it will be their decision as to whether BOH members serve on any of the IPLAN committees. CUPHD does some surveying of residents and other agencies that operate in Champaign County. She hopes to condense the committees' work into two full days instead of being spread across several months. Pryde acknowledged this is the first IPLAN undertaken during her time as Administrator and she is new to the overall process. The IPLAN involves more than the medical side of public health. It includes input from parks and recreation, YMCAs, veterinary medicine, sewage workers, and anything related to public health issues.

Peterson remarked that Tom O'Rourke was the BOH member who was involved with the last IPLAN. Pryde stated O'Rourke will be invited to take part. Peterson said the IPLAN is a classic example of a report that sits on the shelf. The last plan was expensive and had no impact on anything happening outside of public health and no major impact on the healthcare community. Pryde felt the plan could be useful, but Peterson was accurate that it often simply sits on the shelf. She hopes to make the IPLAN a living document with statistics taken now and a year from now. The CUPHD website has a lot of IPLAN data available for people to use in reports. Pryde hopes to document how some programs like dental services and the Wellness & Health Promotion Division have evolved over the years. The point of the IPLAN is to guide public health over the next five years.

Busey inquired if Pryde would gain any benefit from having until June 2011 to complete the IPLAN. Julie confirmed she definitely would and could request an extension. Keller stated a public health department is technically no longer certified if the IPLAN has not been submitted by

the deadline. He agreed with Busey that a formal extension request is worthwhile. Pryde agreed she would officially request a six-month extension.

Keller explained that Pryde has to engage in an organizational capacity assessment, community health assessment, and an implementation process for the IPLAN. The implementation process can engage and mobilize others in the public health system to carry out the plan because it is in their best interests. Pryde stated CUPHD wants to find a way to continue the CATCH program in schools and gather coalitions to take on the programs.

Rappaport suggested it would be useful to have a proposal specifying how county representation will be assured in the IPLAN that the BOH could vote on. He would like to see some conversation and agreement between Busey and Pryde or the CUPHD Finance Director about the appropriate way to determine the BOH's portion of the cost. Busey and Pryde were agreeable to that approach.

Scholze liked what Pryde said about linking the IPLAN to data and accountability. This would provide some gauge of whether programs are effective or not. Pryde said the IPLAN would have to be made into something useful instead of a report sitting on a shelf.

#### **Illinois Public Health Association Consultant Budget Template**

Keller thanked the BOH members who participated in the interviews. The budget template he has prepared is an attempt to begin extracting data into the financial process to determine what units of service the BOH is buying. He has shared the budget template with Busey and Tracy for their input. The template will be part of the ongoing budget process and it will be easy for CUPHD to insert the information into the document. He is about two-thirds finished with his final report and it will be complete by the end of April. Keller requested to present his report at the May BOH meeting although his end date is May 1<sup>st</sup>. They can structure how the last meeting is covered. He would like the time to build a PowerPoint presentation around the report and its recommendations. Rappaport thanked Keller for the ways he has been helpful to the BOH in thinking through their process. Keller acknowledged it has been an interesting process.

#### **Other Business**

##### **Closed Session Pursuant to 5 ILCS 120/2(c)1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees**

**MOTION** by Scholze to enter into closed session pursuant to 5 ILCS 120/2(c)1 to consider the employment, compensation, discipline, performance, or dismissal of specific employees. She further moved the following individuals remain present: the Recording Secretary, Peter Tracy, and Deb Busey. The motion was seconded by Peterson. **Motion carried with a vote of 6 to 0.** Anderson, Gowda, Huls, Peterson, Rappaport, and Scholze voted in favor of the motion. The Board of Health entered into closed session at 7:27 p.m. and resumed open session at 8:30 p.m.

### **Closed Session Minutes**

#### **Closed Session Pursuant to 5 ILCS 120/2(c)21 to Discuss Minutes of a Meeting Lawfully Closed under the Illinois Open Meetings Act**

**MOTION** by Peterson to enter into closed session pursuant to 5 ILCS 120/2(c)21 to discuss minutes of a meeting lawfully closed under the Illinois Open Meetings Act. He further moved the following individuals remain present: Recording Secretary, Peter Tracy, and Deb Busey. The motion was seconded by Scholze. Motion carried with a vote of 6 to 0. Anderson, Gowda, Huls, Peterson, Rappaport, and Scholze voted in favor of the motion. The Board of Health entered into closed session at 8:32 p.m. and resumed open session at 8:35 p.m.

#### **Approval of October 27, 2009 Closed Session Minutes**

**MOTION** by Peterson to approve the October 27, 2009 closed session minutes with the amendment described in the closed session; seconded by Scholze. **Motion carried with all ayes.**

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

Shelia Ferguson, CEO of the Mental Health Center of Champaign County, introduced herself. She hopes to work more with Pryde on integrated projects and grants for the delivery of physical health and mental health services. She has worked with Tracy to find ways to maximize Medicaid reimbursement and offset the losses the Mental Health Center will experience in the forthcoming budget. Rappaport asked if Ferguson would be pursuing projects with respect to the county as well as the cities. Ferguson stated the Mental Health Center serves Champaign County and their grant applications include the entire county area. They will be looking at how mental illnesses like depression impact public health and removing the stigma of mental illness. Rappaport said the BOH would welcome any opportunity Ferguson could suggest to partner in those efforts.

### **Adjournment**

The meeting was adjourned at 8:36 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.*