

## CHAMPAIGN COUNTY BOARD OF HEALTH

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### Monthly Meeting Tuesday, July 27, 2010

#### Call to Order

The Board of Health (BOH) held its monthly meeting on July 27, 2010 in the Lyle Shields Meeting Room at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 7:33 p.m. by Board President Bobbi Scholze.

#### Roll Call

Board members present at the time of roll call were Stan James, John Peterson, Cherryl Ramirez, Bobbi Scholze, and Betty Segal. The staff member present was Kat Bork (Board of Health Administrative Assistant).

The absent Board members were Brenda Anderson, Prashanth Gowda, Mark Huls, and David Thies. Thies and Gowda had previously informed the President they would be unable to attend the meeting and their absences were excused.

Also present were Deb Busey (County Administrator), Lynn Canfield (Associate Director of Developmental Disabilities), Candi Crause (CUPHD Infectious Disease Prevention & Management Director), Nancy Greenwalt (Smile Healthy Executive Director), 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; seconded by Ramirez. **Motion carried with unanimous support.**

#### Approval of Minutes

**MOTION** by James to approve the June 29, 2010 – Regular Meeting minutes; seconded by Peterson. **Motion carried with unanimous support.**

**MOTION** by Ramirez to approve the June 29, 2010 – Study Session minutes; seconded by James.

James requested a typographical change to line 59 and Ramirez requested a typographical change to line 81.

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

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

There was no public participation over the agenda items.

### **Correspondence and Communications**

James asked about the newly appointed member, David Thies. Bork confirmed Thies had received an agenda packet, but had a previous out-of-town commitment and sent his apologies for being unable to attend the meeting.

### **Crisis Nursery Beyond Blue Program Fourth Quarter Report**

**MOTION** by James to receive and place on file the Crisis Nursery Beyond Blue Program Fourth Quarter Report; seconded by Ramirez. **Motion carried with unanimous support.**

### **Smile Healthy**

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

### **CUPHD**

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

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

#### **Administrator's Report – July 2010**

Roberts reported Champaign County's first West Nile Virus positive bird had been collected. Scholze was alarmed by the expected spike in West Nile Virus cases. Pryde explained that was due to modeling. CUPHD is performing a number of prevention activities, so nothing else will be done. Roberts confirmed no human cases have been found.

James asked whether the health services provided to migrant workers living in Rantoul would be stopped when the grant money runs out. Pryde did not think the grant would run out, but confirmed the services would stop if it did. CUPHD is trying to use as many grant sources as they can when providing services to the migrant population in Rantoul. For example, they recently used left over H1N1 grant money. James asked about the number of people seeking public health services. She estimated there were between 400-500 migrant workers in Rantoul. Crause and Pryde spoke about providing H1N1 vaccines at a Latino community picnic event. James inquired about the concerns Pryde had previously expressed about a jump in TB in the Rantoul migrant population. Pryde stated they were always worried about TB in any kind of congregate or mass housing. They are doing screenings for the signs and symptoms of TB. They are not testing for TB. Persons vaccinated as children can test positive for the rest of their

lives without having active TB. Pryde has consulted with the Illinois Department of Public Health TB Section and the Migrant Council.

Scholze expressed that she and Pryde had talked about holding a study session to look at what could be done in the Rantoul area. Pryde added James gave her the bus tour of Rantoul. James offered to talk to the mayor and recommended the fall as a good time for a study session.

#### CUPHD Monthly Division Reports – May 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>.

**MOTION** by James to receive and place on file the Administrator's report and division monthly reports; seconded by Segal. **Motion carried with unanimous support.**

#### Consideration & Approval of I-Plan Project

Pryde provided the following answers to questions raised at the last meeting:

1. CUPHD could bill the BOH for the I-Plan based on population instead of EAV. Busey cited the EAV (equalized assessed value) was 57.77% within Champaign-Urbana. The population of Champaign-Urbana is 58.01% of the entire county population.
2. CUPHD would bill the BOH for the I-Plan in December 2010 to place it in the next fiscal year to prevent a budget amendment.
3. To explain why the I-Plan expense included additional personnel dollars for administration, Pryde explained CUPHD staff's time is billed to specific programs and grants. The personnel expenses not covered by the grants are paid out of tax dollars. Pryde stated doing the I-Plan in-house was cheaper than hiring a consultant.

Busey noted Wallace listed the actual cost of the FY2011 spreadsheet in the amount of over \$15,000. James indicated the BOH has no choice about the I-Plan expense. Pryde said she would likely bring the completed plan to a joint study session with both boards.

**MOTION** by James to approve the I-Plan project as proposed; seconded by Segal.

James wants to know the I-Plan will be better used than in previous years. He wished there was a better way to keep the County Public Health Department's certification rather than spending money on a plan that should just evolve and change over time. Pryde agreed it is an onerous process.

**Motion carried with unanimous support.**

## **FY2011 Budget Preparation**

Wallace distributed the revised CUPHD budget request and Busey distributed her calculations for the total BOH budget. Wallace explained the FY2011 budget request used the template created by Bob Keller. It lists all revenues that she sees going into the funding sources. Busey converted this information into the Champaign County budget template.

Wallace stated the FY2011 grants were the same as last year, with the exception of the H1N1 grant which did not extend past the end of July. The Tobacco Free Communities Grant was about 3% more than last year. Wallace budgeted the Emergency Preparedness Grant with a 10.3% increase. She announced the actual grant amount for FY2011 would be \$74,310. The BOH is required to provide 10% match. Wallace said the match amount would be covered by flu clinics held at different sites throughout the county. Part of the additional cost will be paid by fees paid by clients out-of-pocket or by Medicare/Medicaid billing for flu or pneumonia shots. She stated CUPHD collected no Medicaid revenue, almost \$3,000 in Medicare revenues, and \$1,500 in self paid fees for the fall flu clinics. She stated the BOH would have to come up with the remaining \$3,022 for the match amount. She has shown this amount being taken from the BOH's property tax revenue. The West Nile Virus Grant was increased. The total grants amount was \$116,735.

The non-grants programs included administration and core services such as Communicable Diseases. The Infectious Disease programs were broken out by disease. The personnel costs are less, largely due to a change in the Environmental Health Division. Wallace remarked that Vital Statistics is mostly covered by fees, with \$2,500 funded by the BOH's property tax dollars. The well water testing program is completely covered by fees. Roberts has reported a big decline in the number of well water tests being done. The I-Plan expense is budgeted to be completely paid by the BOH's property tax revenue. The total CUPHD FY2011 budget request is \$709,576. Wallace explained the reason that amount does not match the total expenses of \$747,000 is due to several things. The Medicare and Medicaid fees generated by BOH services are kept by CUPHD and are not remitted to the BOH. CUPHD also receives grants in their name that benefit the BOH and these are factored into the budget. The remaining difference is due to Vital Statistics. County residents requesting birth or death certificates write checks to CUPHD and those funds are not remitted to the BOH.

Wallace provided a listing of all the personnel attributable to the BOH related services on Page 3. The total personnel FTEs for FY2011 are projected at 9.692. CUPHD plans to utilize an intern in the West Nile Virus Program. She estimated the nurse and intake staff time for the flu clinics to be held in the county under the Emergency Preparedness Grant.

James thought birth and death certificates could be obtained from the County Clerk's Office. Busey confirmed the County Clerk's Office and CUPHD provide same service. The County Clerk's Office is the official keeper of vital statistics, including birth, death, and marriage certificates. James viewed those overlapping services as unnecessary. Pryde did not know why both the County Clerk and CUPHD provide birth and death certificates and found it surprising when she became Administrator. She was aware that some health departments do not provide such certificates.

Busey reviewed her calculations of actual received revenue and expenditures in past years, along with the FY2010 projected budget and FY2011 requested budget. She entered numbers Wallace provided with two exceptions. Busey is anticipating a 2.5% increase in property tax revenue. She listed the food protection permits in one line in her calculations and Wallace's spreadsheet scatters the permit numbers throughout three lines. The total revenue to be received in FY2010 is projected at \$880,951. The total FY2011 anticipated revenue is \$754,653. The difference is primarily due to the H1N1 grants. Wallace has updated her figures since she gave them to Busey and Busey will update her calculations for the next meeting. The total CUPHD contract amount of \$719,407 is listed under the Professional Services line. This is now \$10,000 less. The total FY2011 expenditures, including Smile Healthy's FY2011 request and the administrative support staffing costs, amount to \$837,527. This was contrasted against the anticipated FY2011 revenue of \$754,653. Busey provided the fund balance projections. The BOH spent about \$200,000 more than they received in FY2009. The projected FY2010 budget shows an ending fund balance of \$126,306. If all the FY2001 budget requests are funded, the fund balance would be depleted to \$44,432. Busey provided a contrast to the BOH's stated fund balance goal of 25%. Peterson asked how the BOH proceeds from this point. Busey thought the Board would want to digest this information prior to making budget decisions. The Board needs to decide what it will approve as its FY2011 budget.

Peterson noted the dental services are a major expenditure and not a core service. He did not know if the Smile Healthy proposal incorporates all the other dental services activity described at the study session held earlier this evening. Greenwalt said her proposal did include adding a dental clinic at Frances Nelson Health Center. She thought the community collaboration hoped to provide additional dental appointments and patient care instead of substituting for the existing BOH funded program. The best case scenario would be to have the Frances Nelson clinic open by the end of April.

James cited the BOH's expenditures are greater than its revenue. Due to the CUPHD contract, the only place where the BOH can make cuts is the Smile Healthy program. Busey confirmed the joint program with Mental Health Board was not funded in FY2011. The BOH discussed the FY2011 budget requests from CUPHD and Smile Healthy. Wallace stated the CUPHD FY2011 request ends up being less than their FY2010 request, once the H1N1 grant and I-Plan are removed. CUPHD has been adjusting their Infectious Disease fees and billing Medicaid since Infectious Disease is a highly utilized area. CUPHD is trying to become a Health Alliance provider because their clients are frequently referred to the district for services. CUPHD has no means to collect payment if people do not have Medicaid. Peterson asked if the referrals were only for TB testing or meds. Pryde said no, Carle Hospital refers many people to CUPHD's STD clinic. CUPHD provides cheaper services than Carle Hospital and she is trying to show Health Alliance the money that could be saved. Otherwise, CUPHD is stuck providing the services for nothing. Peterson asked if the emergency rooms or private physicians were sending patients to CUPHD. Pryde said it was not the emergency rooms. Peterson indicated a number of referred patients may not actually make it to CUPHD. Pryde confirmed that certain symptoms ensured people would follow through to the CUPHD STD Clinic.

Scholze inquired about the timeline for budget decisions. Busey answered that the BOH had to approve a budget at its August meeting to present to the County Board at the Legislative

Budget Hearings in early September. Peterson asked for the latest possible timeslot at the budget hearings because he has a clinic that night.

James questioned Roberts about the expenditures for other contractual services. Roberts stated CUPHD collects fees on temporary permits, plan review fees, late fees, and re-inspections. These fees are added together and a check is sent to the County Public Health Department. CUPHD charges the BOH for this service under other contractual services. James asked if the occupancy costs charged to the BOH could be renegotiated. Wallace said the square footage charge could be provided. Wallace said CUPHD upgraded its HVAC system this year and this would generate efficiencies with utilities. James asked if the occupancy charge was fair for the building and in line with what the County Board charges for its rental space. Busey has not analyzed those figures. James told her to not bother because CUPHD was going to provide a figure. Busey said they could compare costs per square foot. Roberts said only 84 of the 207 temporary permits issued paid the fee. The others were issued to non-profits, who are not charged by CUPHD. Some health departments have started to charge non-profits at least 50% to cover the cost of providing the service. James said that was something to look at in the future.

The Board agreed more discussion about the budget was needed before a final decision could be made. The Board decided to schedule meetings on August 17<sup>th</sup> and 24<sup>th</sup> to complete the budget.

### **Other Business**

#### **Approval of Resolution Recognizing the Exemplary Service of Champaign County Board of Health Member Julian Rappaport**

**MOTION** by James to approve the Resolution Recognizing the Exemplary Service of Champaign County Board of Health Member Julian Rappaport; seconded by Ramirez. **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 8:26 p.m.

Respectfully submitted,

Kat Bork  
Board of Health Administrative Assistant

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