

CHAMPAIGN COUNTY BOARD OF HEALTH

Monthly Meeting Tuesday, June 29, 2010

Call to Order

The Board of Health (BOH) held its monthly meeting on June 29, 2010 in the Lyle Shields Meeting Room at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 5:37 p.m. by Board Secretary Cherryl Ramirez, acting as President in the absence of Bobbi Scholze.

Roll Call

Board members present at the time of roll call were Brenda Anderson, Stan James, John Peterson, Cherryl Ramirez, and Betty Segal. Mark Huls arrived later in the meeting. The staff member present was Kat Bork (Board of Health Administrative Assistant).

The absent Board members were Prashanth Gowda, Julian Rappaport, and Bobbi Scholze.

Also present were Deb Busey (County Administrator), Lynn Canfield (Associate Director of Developmental Disabilities), Carol Elliott (CUPHD Board Chair), Deb Fruitt (CUPHD Wellness & Health Promotion Director), Nancy Greenwalt (Smile Healthy Executive Director), Brent Maue (Village of Savoy Public Works Director), 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 Segal.

Ramirez asked to address the Culex WNV Program in Savoy item directly after correspondence and communications. This request was met with no objection from the Board.

Motion carried as amended with unanimous support.

Approval of Minutes

MOTION by Peterson to approve the May 25, 2010 minutes; seconded by James.

Ramirez requested changes to the minutes on lines 88, 181, and 228.

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

Ramirez listed the communications included in the agenda packet: Illinois Public Health Emergency Preparedness Summit Local Leadership Award for Julie Pryde, NACCHO Recognition for Promising Practice, and Certificate of Appreciation for Participation in the H1N1 Sentinel Network.

Smile Healthy

Greenwalt brought an article depicting Smile Healthy's ongoing efforts to promote good dental care for youth. They are making use of pop culture references, such as vampires, for publicity.

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

CUPHD

Approval of CUPHD Invoice – May 2010

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

Administrator's Report

Hard copies of the Administrator's report were distributed. The BOH members confirmed they had received it via email.

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>.

In response to Ramirez's inquiry about the CATCH proposal, Fruitt explained there has been no response, but they continue to be hopeful. Ramirez asked if CUPHD had received any service requests from Vermilion County. Roberts said he had one request for well water testing, but the person left after hearing the price. Wallace remarked CUPHD was asked by the State to do the Health Works Program. Pryde was insisting on the State supplying upfront payment before performing any services because CUPHD has not been paid by the State on their grants. She noted the Infectious Diseases Division (STD and TB services) is seeing more clients coming from Vermilion County.

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.**

Approval of Public Health Emergency Preparedness Grant Amendment

Roberts stated the BOH has received a Public Health Emergency Preparedness Grant in the last few years. Wallace said it appears the State has renewed the contract so public health departments could continue services, but the State has not set the grant's dollar amount yet. The current grant ends July 31st and the new grant would begin August 1st. She thinks the State is trying to continue services without an interruption. The current grant amount was \$76,278. Roberts said the State was anticipating an increase in the local match amount of 10%. Peterson asked if that amount was in the budget. Busey said they are primarily discussing the next budget year. She did not think the BOH paid a match amount for the current grant. Wallace thought the current grant required a 5% match, but she did not think it was included in the contract that was submitted to the BOH. Busey asked if Julie Pryde had a plan for covering the match amount. Wallace explained CUPHD has done an annual flu clinic in the fall and other exercises throughout the year, such as a dispensing drill. The revenue generated from those exercises is used as match dollars towards this grant. It has been sufficient to cover the 5% match. Wallace did not consider the 10% match to be an issue. The issue she needs to work out is that the BOH has not been paying for its costs of the flu clinics. She indicated Julie Pryde thought the County's property tax revenue should be utilized to cover the match amount instead of funding other programs. Roberts stated CUPHD would like to practice mass pill dispensing and flu clinics at other sites. One site is in Tolono and the other is in Rantoul. CUPHD has never conducted a flu clinic away from its main office and would like to try.

Peterson asked if Wallace was able to explain the budgetary impact of this grant amendment on the BOH. Wallace suggested the 10% match be paid with County tax dollars. Peterson said that would come out of the BOH's fund balance because it was not a budgeted expense in this fiscal year and Wallace confirmed he was correct. Busey asked if the match would require a budget amendment or if it could be accommodated through the CUPHD budget already established for this fiscal year. Wallace noted Pryde had some ideas to avoid adjusting the budget for the current fiscal year.

MOTION by James to approval the application for and, if awarded, acceptance of the Public Health Emergency Preparedness Grant Amendment; seconded by Segal. **Motion carried with unanimous support.**

Approval of Culex WNV Program in Savoy

Ramirez stated the request from CUPHD was for the BOH to endorse and support the intergovernmental agreement for the Culex WNV Program in Savoy. Roberts explained that for the past 18 years the Cities of Champaign & Urbana, the University of Illinois, Illinois Natural History Survey, and later the Village of Savoy entered into an agreement to provide some mosquito surveillance, research, and abatement. The university terminated the agreement in March 2010. The Public Works Directors of Champaign, Urbana, and Savoy contacted CUPHD about providing similar services. Brent Maue, Director of Public Works for the Village of

Savoy, was present. Roberts wanted the BOH's endorsement for the intergovernmental agreement because Savoy is located in the County's jurisdiction. The BOH is not being asked to approve the agreement. Maue confirmed the program has provided a great service to Savoy and offered to answer any questions.

James asked if the program would be funded by grant money. Roberts explained Champaign, Urbana, and Savoy contribute monies to the program. The BOH receives a West Nile Virus Grant that includes surveillance and other activities. One of the surveillance sites will be in Savoy and there will be three other sites in the county. James questioned whether the County Board of Health should be a party to the agreement instead of just endorsing it because the County's West Nile Virus Grant money is being used. The intergovernmental agreement language did not reflect that the County's money is paying for the program. Roberts offered to separate the grant money from the cities' and village's contributions. James wanted verbiage in the documentation presented to the BOH that gave a breakdown about what the County's expense could be. Roberts said the West Nile Virus Grant has about \$8,000 to serve the entire county. James asked how much of that amount would be spent on helping Savoy with surveillance. He did not want to see the full \$8,000 spent on Savoy in case it is needed elsewhere in the county. Roberts said he has always spread out the grant money in different jurisdictions without any comment regarding where the money goes. James wanted to be sure the BOH would be able to help other communities in the county if the need arises. Roberts said the surveillance contributions free up grant money for other things.

Huls entered the meeting at 5:46 p.m.

Busey thought the BOH's grant was separate from this program, which is paid for with the \$57,000 generated by the intergovernmental agreement. She suggested the program might enhance the West Nile Virus Grant since the Village of Savoy is paying for the extra service it receives. Roberts said the grant does not provide for the abatement done through the program.

Segal asked if the testing of up to 5 birds meant 5 birds from the entire county. Roberts said there was some overlap with the West Nile Virus Grant, because he pays for the bird testing with West Nile Grant funds. Segal heard on the radio that robins can carry the West Nile Virus without killing them. Roberts verified that robins were one of the species submitted to the lab.

MOTION by James to endorse and support the Culex WNV Program Intergovernmental Agreement; seconded by Segal. **Motion carried with unanimous consent.**

I-Plan Budget Request

Wallace stated CUPHD is working on the I-Plan at this time and wanted to get a budget amendment from the BOH in place before the full process commences in July. Public health departments are required to complete an I-Plan every 5 years. CUPHD made a mistake on the plan's deadline and are requesting to include the expense in the current fiscal year's budget. The I-Plan is due in December and CUPHD is supposed to proceed as though it will meet that deadline. The first meeting with community partners will be in July and August. Surveys have been distributed to Champaign County residents. Wallace provided a more detailed budget, the

majority of which is personnel related. This year, CUPHD is using interns to help. The majority of the expenses are estimated to be incurred by November. She submitted the expense portion attributable to FY2010. The total project cost is estimated at \$37,836. The BOH's portion was calculated with the most recent EAV. This amounts to just over 42% and Wallace attributed \$13,928 to the BOH in FY2010. She would rather bill the BOH as costs are incurred instead of billing it evenly throughout the year because CUPHD does not know what the true costs will be.

James asked Wallace to explain EAV and Wallace answered it was the equalized assessed value of property. James thought the population that CUPHD's serves would require more legwork and study than the rural areas. Wallace said the answer was yes and no. CUPHD has to obtain a representative sample of the entire county. The surveys were available on the Internet and most respondents were upper middle class with high levels of education, but public health also has poverty level clientele. CUPHD will go into the county with surveys to obtain a representative sample. James understood Wallace's intent, but thought there was a fairer formula in assigning the plan's costs. The BOH is being asked to pay almost half of the cost when he does not believe the BOH's costs should be that high when the I-Plan will representatively benefit more of the inner city folks. Segal recommended allocating the costs according to population, not tax value. Much of the rural area's property value is in farmland, not residential property. Wallace explained CUPHD originally wanted to split the I-Plan costs 50-50 because both public health departments must complete an I-Plan. CUPHD combined the plans to gain some cost efficiencies. Busey described the reasoning that led to splitting the cost according to EAV. The population is higher in Champaign-Urbana, but outreach requires more travel in the county.

Peterson knew the I-Plan was a required activity, but he had yet to see any bang for the buck from an I-Plan. He wanted the BOH's portion of the expense to be taken from the next fiscal year because the plan is due on December 31st and the expenditure was not budgeted in FY2010. The State of Illinois is \$13.4 billion in the red and should stop requiring such activities from budget strapped public health departments, although it is the basis for obtaining the Local Health Protection Grant. Peterson felt the I-Plan expenditure should be coming from the Local Health Protection Grant money, not property tax revenue. Wallace said the Local Health Protection Grant was not designed to support all the core services and the requirements. The grant was set up to help cover the core services' costs. The underlying support is property taxes. This issue for Peterson is the expenditure would require a budget amendment if included this year and will spend the fund balance, which is being attacked every few months. Peterson reiterated his desire to have the expenditure paid from the FY2011 budget. He did not think it was unreasonable when boards of health over Central Illinois are cutting services due to deficits. James expressed that Peterson's request mirrors the State's approach and asked what would happen if the cost was deferred. Wallace stated CUPHD would subsidize the cost until the BOH pays. James spoke about how most bills are submitted after the work is complete and entities have 30-60 days to pay the bills. He was concerned with having short notice for expenses that would require budget amendments. He understood the BOH should pay, but wanted it deferred and worked into the next budget. Wallace said the CUPHD Board has a study session scheduled for the next day and they could discuss negotiating the expense then. James said the BOH wants to work with the CUPHD Board, but they want to be fair. Segal reiterated that population was a fairer basis to divide the expense and wanted to know what the cost difference would be if it was

assessed by population. She wanted to defer any decision until the full BOH was present. Busey suggested it might be more practical to defer the decision for a month because it could be some time before every Board member is in attendance at a meeting.

Anderson asked for clarification about the \$13,928 figure being billed in installments of 42.23% as presented by Wallace. She wanted to understand what the BOH was being asked to approve: either the \$13,928 or 42.23% of the total incurred costs. Wallace confirmed the request is to approve the \$13,928 amount with the understanding that it is an estimated cost and CUPHD would bill the BOH 42.23% of the actual costs each month. James asked if Wallace was saying the costs could exceed \$13,928. Peterson confirmed that was what Wallace was saying. Wallace said the I-Plan cost \$80,000 when it was done 5 years ago. No interns or volunteers were utilized with the last I-Plan. She hopes the costs will not be as high through the use of volunteers and interns. James asked if they got \$80,000 worth of information from the study. Huls seconded James's question and inquired what the ramifications were of not completing an I-Plan. Wallace said she did not know. Huls asked what was being done by the other counties who cannot afford this expense. Wallace stated an I-Plan has to be submitted for a public health department to be certified. Roberts added that being certified allows a department to apply for grants through the State of Illinois. The State gives preference to certified health departments versus those that are not certified when awarding grants. Huls asked if this was an exercise the BOH had to endure even though the plan does not give them any useful information. Peterson said the I-Plan is an expensive report that sits on the shelf, but it has to be done. Elliott remarked that Julie Pryde feels differently than Peterson about the importance of the I-Plan.

Busey asked if the budgeted amount for personnel would be entirely used for interns hired specifically for this project. Wallace said the personnel costs are for CUPHD staff such as the Epidemiologist, the Administrator, and the IT personnel. None of the personnel costs pay for interns. Busey asked for confirmation that CUPHD was not adding to its personnel costs and Wallace confirmed she was correct. Busey then asked if the BOH would pay for fewer personnel in other areas of the established FY2010 budget because personnel will be spending time on the I-Plan instead of performing regular activities. The personnel are fully funded in the FY2010 CUPHD contract budget, so a budget amendment might not be needed for the full amount because CUPHD will not bill the BOH for personnel time in other areas. Wallace said some staff would be pulled off of grants to work on the I-Plan. The I-Plan will take staff away from the required services, so someone else will have to step up and do the required tasks. Staff would have to work additional hours to complete the I-Plan. Busey thought the employees were salaried and asked if they would be paid extra. Wallace said some of the staff were salaried and others were not. Busey asked if some of the personnel expense was in overtime costs. Wallace stated some staff will spend more time in the county because of the I-Plan whereas CUPHD is currently covering the cost of their time. Busey thought the same thing would be true for the staff time dedicated to CUPHD. Staff will also be spending a lot of time within Champaign-Urbana on I-Plan related tasks. The personnel costs are already paid; staff is being asked to do a different task and maybe work a little harder to get the I-Plan done. Busey questioned if that really equated to new personnel costs of \$30,836. Wallace said she understood Busey's question and explained a lot of expense will shift to the BOH because staff being paid for by a grant will be shifted to working on the I-Plan. Busey asked if CUPHD was intending not fully utilize

grants the BOH currently receives in order to complete the I-Plan. Wallace said they might, it will depend on the time that is required to get the I-Plan done.

Segal asked about getting a deadline extension for the I-Plan, since CUPHD received an extension last time. Elliott thought the extension request was rejected. Wallace said the directive was to proceed forward with the deadline unless something unforeseen comes at the final hour that prevents completion.

MOTION by Segal to defer a decision on the I-Plan funding to the July meeting; seconded by James. **Motion carried with unanimous support.**

Elliott stated the CUPHD Board was holding a study session at 9:30 a.m. tomorrow. Anyone who was free could attend and she would raise the BOH's issues. James did not want the CUPHD Board to think the BOH was trying to twist their arm because of State mandates. He wanted to negotiate more about the I-Plan because there is always room to discuss matters.

Anderson asked why the current CUPHD Board minutes were not available online. Wallace thought the minutes through March 2010 were posted on the website.

FY2011 Budget Preparation

Budget Presentation at County Board Legislative Budget Hearings

It was announced the BOH's budget presentation to the County Board at the annual Legislative Budget Hearings on September 14, 2010 at 5:30 p.m.

CUPHD Funding Request

No funding request was provided from CUPHD. Busey indicated the BOH should talk about how to proceed with receiving and evaluating FY2011 budget requests. She inquired if the BOH wanted to have all the budget request information available for preliminary consideration at the July meeting. An extra meeting may be needed in August before final approval is given at the regular August meeting. There was also some discussion about holding a joint study session with the CUPHD Board to discuss dental services offered throughout Champaign County. Dental services are offered by different providers throughout the county. Wallace said the CUPHD Board could discuss a joint study session on dental services at its meeting tomorrow. Ramirez noted the BOH decided to address the budget as a whole Board, not as a subcommittee, at its last meeting.

James supported having an extra meeting on the budget. The BOH will need to have information from CUPHD about the costs of the I-Plan, a higher local match amount on grants, and all the CUPHD contract costs for FY2011. The BOH will have to review the CUPHD budget request and then determine what is left over for other programs. It is important to have everyone on the same page.

Ramirez shared that she and Scholze met with Pryde and Busey to review the draft agenda last week. Both Scholze and Pryde were interested in specifically discussing dental programs because it is a complex issue. They wanted to have all the dental programs providing services in Champaign County come in and make presentations to both boards. Busey thought that was a topic for a study session on county-wide dental services. Someone will have to coordinate with the dental service providers to arrange for them to make presentations and be available on a particular date where both boards can attend. A study session on county-wide dental services could occur before the regular July BOH meeting. Then the BOH could consider FY2011 budget materials at the July meeting. The BOH would also have to determine if an extra meeting is needed to evaluate the budget.

James envisioned the BOH's budget process like the United Way with agencies submitting proposals. Submission of a proposal does not guarantee funding because the BOH has limited funds. This would enable the BOH to consider all proposals during the budget process at once. He asked if the county-wide dental program would be provided through CUPHD. Busey explained there are 3 providers of dental services: Smile Healthy, CUPHD, and Frances Nelson. James said those 3 agencies should coordinate to get the best bang for their buck and then come to the BOH with a request. He wanted to have the final figures presented at one meeting. Another meeting could be scheduled in August if one is needed after the final figures are presented.

Ramirez thought the idea was to discuss coordination of dental programs throughout the whole county, not to have the BOH fund an extra program and Busey concurred based on the conversation at the agenda preparation meeting. The available dates for a study session would be worked out via email.

The BOH agreed to start the budget at the July meeting and move on from there.

Ramirez referenced the Mental Health Board's letter about the Beyond Blue Program. The Mental Health Board's fiscal year begins on July 1st but the BOH is unable to make funding decisions this early in the process. The letter assumes the program's continuation and counts on the BOH funding the same share it has in past years. Ramirez questioned how the Mental Health Board could continue the Beyond Blue Program when the BOH has not given any indication of its intentions regarding funding. She did not want to leave the Mental Health Board or the Crisis Nursery hanging without some indication. Segal thought the BOH intended to fund the program for 2 years, which has occurred. She did not think the funds are available to continue the Beyond Blue funding from the BOH. James insisted that any budget proposal will have to be geared for the BOH's fiscal year, not someone else's fiscal year. Peterson and James concurred the BOH was not able to commit to funding the Beyond Blue Program and asked Canfield to relay this information to the Mental Health Board. Canfield said she would inform Mark Driscoll.

Smile Healthy Funding Request

The Smile Healthy FY2011 funding request was included in the agenda packet.

Mental Health Board Funding Request for Crisis Nursery's Beyond Blue Program

The Mental Health Board FY2011 funding request for the Crisis Nursery's Beyond Blue Program was included in the agenda packet.

Other Business

Ramirez recommended the BOH prepare a resolution in appreciation of Julian Rappaport's service as a Board member. Bork will prepare a resolution that will be presented at the next meeting. Someone will be needed to fill Rappaport's place on the BOH and Ramirez encouraged members reach out to potential applicants with public health backgrounds.

Public Participation on Non-Agenda Items Only

There was no public participation on non-agenda items.

Adjournment

The meeting was adjourned at 6:47 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.