

Lake County Illinois

*Lake County Health Department and Community Health Center
3010 Grand Avenue
Waukegan, Illinois
Conference Room #3112*



Meeting Minutes - Draft

Wednesday, November 30, 2016

6:00 PM

3010 Grand Ave., Waukegan, IL

Lake County Board of Health

1. Call to Order

President Sashko called the meeting to order 6:06pm.

Present 11 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

2. Pledge of Allegiance**3. Approval of Minutes****3.1**

October 26, 2016 Meeting Minutes

Attachments: [10.26.16 BOH Minutes DRAFT](#)

A motion was made by Member Hagstrom, seconded by Member Puller, that this item be approved. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Ehrlich

4. Public Comment to the Board**5. Awards, Recognitions, Appointments and Reappointments****5.1**

Board of Health Reappointments - Pfister

Attachments: [Reappointment - Hagstrom, Manning, Ehrlich, Welch, Puller - 10.11.16](#)

President Sashko announced that the Lake County Board has approved a resolution providing for the reappointment of Carl Hagstrom, Dennis Manning, Jay Ehrlich, Michael Welch, and Neil Puller as member of the Lake County Board of Health for an additional 3-year term ending June 30, 2019.

This matter was presented

6. Presentations**6.1**

Strategic Plan Update - Carson

Adam Carson, Director of Strategic Initiatives, presented an update on the strategic planning process, areas of focus, and timeline for major events.

This matter was presented

7. President's Report

President Sashko reported on the following:

-On 11/29/16 an email was sent to the Board by US Healthvest requesting a letter be submitted to the Village of Vernon Hills supporting the need for a zoning variance for the

100-bed behavioral health facility for which they already received a certificate of need. It is not within the Board's purview to decide on local zoning issues so a letter of that nature will not be sent. However, a letter congratulating them on their accomplishment and supporting the need for such a facility is possible. Member Welch cautioned on sending such a letter as it is a for-profit organization. President Sashko welcomed the caution and noted the matter warrants a response and he will work with attorney Jim Bakk on the wording of the letter. Mark Pfister added that US Healthvest currently operates Chicago Behavioral Health Hospital in Des Plaines and that approximately 10% of our clients have gone to that hospital in the last year so they are already providing some assistance even though they are not currently in Lake County. In 2015 they deflected 672 patients from that hospital, 111 of which were from our service area #9 so there is clearly a need for this type of behavioral health capacity.

-Upon LCHD/CHC receiving accreditation, PHAB provided a report identifying overall strengths and areas of opportunity. Over the last few months, LCHD/CHC has been working internally to ensure improvement in areas identified in order to be best prepared for the PHAB Annual Report due in March, 2017. One area of opportunity was in Domain 12: Maintaining Capacity to Engage the Public Governing Entity. Specifically, the method of documenting Board of Health activities, decisions, and strategies to take action and/or support health policies. In response, beginning January 1, 2017, Lisa Kroeger will reach out on a monthly basis to each Board member to document events or activities in which they represented the health department and/or supported the health of those who live, work, or play in Lake County.

-On 12/1, President Sashko will be attending, with LCHD staff, the Jail Diversion Workshop where COCHS will be sharing their preliminary findings. That night he and Mark Pfister will also be attending the World Aids Day event at Waukegan High School.

-Red Cross Hero nominating cards were presented to the Board of Health and staff in attendance. President Sashko encouraged members and staff to nominate anyone they strongly feel is a fit for a listed category. It's a great way to give credit to those who work hard day-in day-out in support of Lake County. He will also forward information to Leslie Piotrowski for her to send out to LCHD staff.

-President Sashko announced the election of Board of Health officers would normally occur at this meeting, but instead will be brought to the January 18, 2017 meeting. Lisa Kroeger will send the nomination form to the Board members well in advance of the January meeting.

-He recognized that this is the last meeting of 2016 and congratulated everyone on a job well done, shared well wishes for the holidays and for 2017.

8. Action Items

8.1

Clinical Operations Grant Awards - Dorn

Attachments: [105K HRSA](#)

[121K IBCCP](#)

[84K CABS](#)

[106K HRSA](#)

Loretta Dorn, Director of Clinical Operations, presented a summary of four (4) clinical

operations grant awards.

-\$105,161 in HRSA QI funding will be used to support quality-related technology, supplies, training and conferences. The amount received was based on: 1) LCHD/CHC maintaining Primary Care Medical Home (PCMH) recognition for 7 sites; 2) LCHD/CHC using its Electronic Health Record (EHR) to report complete population-level data for quality indicators; and 3) LCHD/CHC being recognized as a clinical quality improver.

-\$121,490 in IDPH BCCP funding is an 18.5% increase from state fiscal year 2016 grant year. The increase is due to Lake County having a larger uninsured population relative to other areas in the state. IBCCP agencies with low uninsured populations struggled to spend their full allotment of grant dollars in state fiscal year 2016 so these funds were re-allocated to partners with larger uninsured populations for 2017. LCHD/CHC has been the lead agency in Lake County for the IBCCP program for over 10 years. This grant will allow the program to continue to provide services to uninsured Lake County women. The assigned caseload for state FY17 is 851 women.

-\$84,500 from ICHF to support a county-wide mental health first aid training program. As part of this project, LCHD/CHC will train personnel at schools, juvenile justice agencies, faith-based organizations and youth-serving non-profits. Beginning January 1, 2017 the grant will also be used to cover part of the salary and fringe costs for two full-time counselors currently working in the Child and Adolescent Behavioral Health Services (CABS) program. Grant-funded time will be dedicated to support the mental health first aid project including counseling time for clients identified through the project.

-\$106,928 in HRSA delivery system health information investment funding. 100% of Delivery System Health Information Investment funds will be used to purchase server licenses for the agency's application service provider (ASP). Currently, LCHD/CHC is using Ohio Shared Information Systems (OSIS) as its application service provider. In the summer of 2016, LCHD/CHC put out a request for bids for the ASP contract. LCHD/CHC received three bids and, at its October 26th meeting, the Board of Health approved LCHD/CHC to begin negotiations with eMedApps. As this move represents a change in contracted partners, there are some anticipated one-time transition costs including the cost of server licenses. DSHII funding will be used to cover a portion of these license costs.

A motion was made by Member Axelrod, seconded by Member Puller, that this item be approved. The motion carried by the following vote:

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

8.2

Fee Schedule Review for Lake County Health Department (all fees for clinical services) for Implementation in FY 2017 - Riley

Attachments: [FY17 Proposed Fees](#)

[Summary Grid of Fee Rationale Nov BOH v2.pdf](#)

Pam Riley, Director of Finance, began by introducing Karen O'Donnell who started with the health department in September as the new medical coding manager. Her role will

be to on-board our new providers on medical coding practices in the NextGen system and appropriate documentation, and be the expert resource on the use of CPT and HCPC codes. Every year at this time fees are reviewed and revised using the same process at the 75th percentile to maximize the prospective reimbursement we receive from Medicare. Also to maximize the reimbursement we receive for our commercial insurance. This does not impact the flat rates charged to patients. We ask for your approval of these fees becoming effective December 1, 2016, except for the flu which would be effective July 1, 2017.

A motion was made by Member Welch, seconded by Member Manning, that this item be approved. The motion carried by the following vote:

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

8.3

Annual Routine Action Items - Nordstrom

Attachments: [Resolution on Prevailing Wage Rates 2016](#)
[Resolution on Authorized Signators 2016](#)
[Resolution on Livestock Agreements 2016](#)
[Joint Purchasing Programs, Consortiums and Cooperatives Resolution 2016](#)
[Grant Policies 2016](#)
[Resolution on Charges for Expert Witnesses in Private Litigation 2016](#)

Jerry Nordstrom, Director of Business Operations, presented and reviewed the annual routine action items for signature by President Sashko and Secretary DeVaux.

A motion was made by Member Manning, seconded by Member Hagstrom, that this item be approved. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

8.4

Revisions to the Food Program Administrative Procedures and Policies - Pfister

Mark Pfister, Director of Prevention and Interim Executive Director, explained that the revisions are being proposed due to an issue with the State of Illinois code, which became effective June 29, 2016. The IDPH approved major revisions to the state food code that adopted significant portions of the US FDA Model Food Code and repealed most of the current IDPH Food Code. In response to local health departments (LHDs) concerns, IDPH added a section to their Food Code that required LHDs to implement the new code by July 1, 2018, allowing for a delay in implementation resulted in a conflict since the new code is technically effective, but all LHDs continue to use and enforce the

previous version. IDPH, in an August 30, 2016 memo, advised that this course of action is acceptable, but several LHDs are amending their local ordinances to recognize that the previous version of the IDPH Food Code will continue to be enforced. Since LCHD has formal administrative procedures and policies that provides guidelines for the enforcement of, and is referenced in our local ordinance (Chapter 173 of the Lake County Code of Ordinances), we are proposing an addition to the Exceptions/Interpretations section, rather than amending the ordinance itself. This addition will clarify and codify the version of the IDPH Food Code that we adopt by reference, and subsequently enforce. Our plan is to implement the new code by January 1, 2018, seven months in advance of IDPH's required date. When we implement the new code requirements, we will propose to the Board to remove this language from the administrative procedures and policies.

A motion was made by Member DeVaux, seconded by Member Manning, that this item be approved. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

8.5

Environmental Health Advisory Committee Reappointments - Pfister

Attachments: [Debra DePauw, RN - EHAC Reappointment Application](#)
[Edward McGinniss, DVM - EHAC Reappointment Application](#)

Mark Pfister, Director of Prevention and Interim Executive Director, asked for approval of the reappointment of EHAC members Debra DePauw, RN, and Edward McGinniss, DVM, for another three-year term.

A motion was made by Member Axelrod, seconded by Member Manning, that this item be approved. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

9. Discussion Items

10. Attachments for Board Review

10.1

Media Coverage Summary - Carson

Attachments: [Media Placements October 2016](#)

11. Lake County Community Health Center Governing Council Update

Loretta Dorn, Director of Clinical Operations, provided a Governing Council update. In the October meeting there were 6 members, 4 consumers and 2 non-consumers, whose membership was renewed for a two-year term. There were also two grants approved. In the November meeting Member Cynthia Vargas resigned due to time constraints.

However, the nominating committee met just prior to that meeting and selected candidate Melissa Withem-Voss, who was then elected at the meeting. She is an ambassador for the National Psoriasis Foundation and a consumer. There are now 9 members with the majority being consumers and there is one more candidate to come to a nomination meeting so we can get her on, as well. On Saturday, December 10th, as part of the community PCMH and the Three Million Words Campaign we're doing a North Chicago Leaders are Readers event. The Mayor of North Chicago will be reading, with a spanish translation, and the Exchange Club of North Chicago will be donating items. In addition, a tour of the new PCMH rooms will be provided. Mark Pfister added that not only is this being done to improve literacy, but also to bring to the attention of the community that we have a North Chicago clinic.

This matter was presented

12. Lake County Tuberculosis Board Update

Lucille DeVaux, BOH Secretary and TB Board Member, provided information on the most recent TB Board meeting. The renewed contract of Dr. James Jupa was reviewed and approved. The TB fee schedule was also reviewed and approved.

This matter was presented

13. Added to Agenda Items

14. Old Business

15. New Business

16. Executive Session

Discussion was held in executive session.

A motion was made by Member Manning, seconded by Member Carlson, to enter in to executive session at 7:17pm for the purpose of a possible property acquisition and a personnel matter. The motion carried by the following vote:

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

Executive Session

A motion was made by Member Manning, seconded by Member Carlson, to come out of executive session. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

16.1

Acquisition of Real Property - Nordstrom

A motion was made by Member Manning, seconded by Member Welch, to accept

the donation of real property from Cancer Treatment Centers of America and to provide James Bakk, attorney, Mark Pfister, Interim Executive Director, and Jerry Nordstrom, Director of Business of Operations, with the authority to execute all associated documents.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

16.2

Personnel Matter - Sashko

A motion was made by Member Hagstrom, seconded by Member DeVaux, to authorize the Chairman to negotiate an agreement with Mark Pfister for the position of Executive Director. The motion carried by the following vote:

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine

17. Adjournment

A motion was made by Member Axelrod, seconded by Member Manning, that this meeting be adjourned at 8:11pm. The motion carried unanimously.

Aye: 10 - Member DeVaux R.N., Member Schuler, Member Carlson, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

Not Present: 1 - Member Maine