

# Lake County Illinois

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



## Meeting Minutes

**Wednesday, March 26, 2014**

**6:00 PM**

**3010 Grand Ave., Waukegan, IL**

**Lake County Board of Health**

**1. Call to Order**

*President Sashko called the meeting to order at 6:02 p.m.*

**Present** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

**2. Approval of Minutes****2.1 14-0267**

Approval of Minutes - February 19, 2014

**Attachments:** [Meeting Minutes 2.19.14](#)

**A motion was made by Member Hagstrom, D.D.S., seconded by Member Manning, D.D.S., that these minutes be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

**3. Public Comment to the Board****4. Awards, Recognitions, Appointments and Reappointments****5. Presentations****5.1 14-0255**

Public Health Accreditation (PHAB) Presentation - Kidder

*Tony Beltran, Executive Director, introduced Seth Kidder, Assessment and Planning Coordinator, to provide a brief overview of the public health accreditation process. He explained that this voluntary accreditation is in line with the strategic plan priority area related to the public health workforce.*

*The goal of Public Health Accreditation Board (PHAB) accreditation is to provide national framework of standards, advance quality and performance of public health departments, and to improve and protect the health of the public.*

*Mr. Kidder gave an overview of the accreditation process, requirements, and timeline.*

*Member Welch inquired as to whether the performance of the board is under review as part of the PHAB process. Mr. Beltran stated that they do look at governance and engagement.*

*Member Puller asked about the benefits of accreditation. Mr. Beltran stated that the process alone is a huge benefit because it exposes weaknesses and standardizes*

policies. He added that funders are starting to ask for joint commission certification and eventually PHAB certification will also mean something to funders.

Member Manning asked what the cost is to complete this process. Mr. Kidder stated it is around \$31,000 for the five-year accreditation and that the department received a grant for about half of that cost. President Sashko noted that does not include staff time and we currently do not have an estimate of the man hours this will take.

**This item was presented.**

**6. President's Report**

*President Sashko reported on the following:*

1. *County Health Rankings - Lake County rose to 13th up from 16th on health outcomes! Congrats to staff for their hard work!*

2. *It's National Nutrition Month - Try out a new fruit or vegetable!*

3. *ACA - The deadline to enroll is fast approaching, Enroll Lake County! is seeing an increase in enrollments this week.*

4. *Health Advocacy - President Sashko, Member Carlson, Mr. Beltran and Ryan Waller from the County Administrator's Office to discuss how the Ad-Hoc Health Advocacy committee could work with the Health and Community Services (HCS) Committee on health advocacy issues. They decided that the ad-hoc committee will attend the HCS committee meeting on Tuesday, April 29th.*

5. *There are executive session minutes for signature.*

**7. Action Items**

**7.1 14-0268**

Personnel Policy Revisions - Hagstrom

**Attachments:** [1-3 Establishing a New or Revised Policy](#)  
[10-12 Reporting and Addressing Non-Compliance](#)

*Dr. Hagstrom presented these policy revisions for approval.*

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

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

**7.2 14-0227**

Cooperative Operational Agreement - Ang

**Attachments:** [Governing Council Cooperative Agreement](#)

*Jeanne Ang, Director of Primary Care Services, presented this item for approval, noting it is required by the Section 330 grant.*

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

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

### 7.3 14-0239

Animal Care and Control Kennel Cages and Gates - Nordstrom

*Jerry Nordstrom, Director of Administrative Services, presented this item for approval.*

*Member Landgraf noted that the lowest bid was not being recommended and asked if it was not found to be of acceptable quality. Mr. Nordstrom stated that due to typical activity and aggression level of animals a durable product is required. The product included in the lowest bid would not meet the needs and would likely require frequent repair.*

*Member Hagstrom asked if we will be able to recycle/reuse any of the existing materials from current building, but Mr. Nordstrom said the current infrastructure at that building is beyond repair for any future use.*

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

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

### 7.4 14-0242

School Based Health Center Addition at Round Lake High School - Nordstrom

*Ms. Ang presented this item for approval.*

*Member Landgraf asked if this is within the budget and Ms. Ang stated that it is and that the grant was for \$500,000, which is why it was re-bid so that the project remained within the budget.*

**A motion was made by Member Carlson, seconded by Member Puller, M.D., M.B.A., that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

**7.5 14-0265**

Schedule of Discounts - Riley

**Attachments:** [Sliding Fee Templates - PCS](#)  
[Sliding Fee Templates - FP](#)  
[Sliding Fee Templates - BHS 250](#)  
[Sliding Fee Templates - BHS 500](#)

*Pam Riley, Finance Officer, presented this item for approval. She stated that the federal poverty guidelines were revised and that as a recipient of the Section 330 and family planning grants, we are required to adopt federal guidelines. For consistency, it is recommended that we adopt federal poverty guidelines across all services.*

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

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler

**8. Discussion Items**

**8.1 14-0254**

Bacterial Meningitis - Plotkin

*Dr. Plotkin presented this item for discussion.*

*Dr. Welch suggested that neisseria meningitides should be on the list on potential causes of meningitis due to the fact that it is the most common cause of meningitis in the young and second most common among adults.*

**This item was presented.**

**8.2 14-0259**

Kids 1st Health Fair Letter - Warner

**Attachments:** [Kids 1st Communication Final 3 12 14](#)

*Mr. Beltran presented this item for discussion.*

**This item was presented.**

**8.3 14-0269**

FY2013 Year End Financial Report - Riley

**Attachments:** [FY 2013 Year End Financial Report](#)

*Ms. Riley presented this item for discussion.*

**This item was presented.**

**8.4 14-0266**

FY 2013 Budget Carry Forwards and Line Item Transfers - Riley

**Attachments:** [LCHD Carry-Over - LCFY13 to LCFY14](#)  
[Line Item Transfer FY 13 Summary](#)

*Ms. Riley presented this item for discussion.*

**This item was presented.**

**9. Attachments for Board Review**

**9.1 14-0250**

Media Coverage Summary - Nordstrom

**Attachments:** [Media Placement Summary February 2014](#)

**This item was presented.**

**10. Lake County Community Health Center Governing Council Update**

*The Governing Council will be meeting tomorrow.*

**11. Lake County Tuberculosis Board Update**

*The TB Board will meet on April 17th.*

**12. Veterans and Family Services Governing Council Update**

*The VFS Governing Council met last Wednesday and approved the 2014 goals. They have developed new partnerships with Loyola University and CLC to provide workshops. They have also established a foundation to raise money for scholarships and education.*

**13. Added to Agenda Items**

**14. Old Business**

**15. New Business**

**16. Executive Session**

**17. Adjournment**

**A motion was made by Member Carlson, seconded by Member Manning, D.D.S., to adjourn the meeting at 7:04 p.m. The motion carried unanimously.**

**Aye:** 7 - Member Carlson, Vice President Hagstrom D.D.S., Member Landgraf, Member Manning D.D.S., Member Puller M.D. M.B.A., President Sashko and Member Welch MB ChB FRCP

**Absent:** 5 - Member Axelrod, Member Bornstein M.D., Secretary DeVaux R.N., Member Maine and Member Schuler