

# Lake County Illinois

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



## Meeting Minutes - Draft

Wednesday, May 27, 2015

6:00 PM

3010 Grand Ave., Waukegan, IL

**Lake County Board of Health**

**1. Call to Order**

*Vice President Hagstrom called the meeting to order at 6:06pm*

*Member Bornstein arrived at 6:22pm*

**Present** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**1.a Pledge of Allegiance****2. Approval of Minutes****2.1 15-0572**

April Board of Health Meeting Minutes

**Attachments:** [BOH Meeting Minutes 4.22.15](#)

**A motion was made by Member Carlson, seconded by Member Schuler, that this item be approval of minutes. The motion carried unanimously.**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**3. Public Comment to the Board****4. Awards, Recognitions, Appointments and Reappointments****5. Presentations****6. President's Report****7. Action Items****7.1 15-0559**

Environmental Health Advisory Committee Appointment - Pfister

**Attachments:** [EHAC Application & Resume - Jack Schwall 05 08 15](#)

*Mark Pfister, Director of Population Health Services, requested the approval of John (Jack) Schwall to the Environmental Health Advisory Committee due to the resignation of Tim Kelly.*

**A motion was made by Member Carlson, seconded by Member DeVaux, R.N., that this BOH - Agenda Item be approved. Motion carried by voice vote.**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch  
MB ChB FRCP

**7.2 15-0561**

Revision of Policies Related to Employee Compensation and Position Classification - Nordstrom

**Attachments:** 5.1 Position Classification Plan  
5.2 The Pay Plan Composition and Definitions  
5.4 The Pay Plan  
5.8 The Pay Plan - Other Pay Provisions  
6.1 Transfers and Promotions  
6.2 Demotions

*Mark Horner, Human Resources Manager, stated that policies were developed with help from Consultants and mirror the county policies. Policies can help recognize employees who bring extra value to the organization. There are processes involved to ensure proper usage such as a panel of directors or associates, who are not in the reporting line of an employee, will review requested promotion to ensure criteria is met. Board requested to review the first couple of promotions granted. Personnel Committee requested some edits to the policies to be make them clearer and added the notification of personnel committee within seven days of salary increases relating to policy 5.8.*

**A motion was made by Member Maine, seconded by Member Carlson, that this BOH - Agenda Item be approved as amended. Motion carried by the following roll call vote:**

**Aye:** 6 - Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Abstain:** 1 - Member Bornstein M.D.

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch  
MB ChB FRCP

**7.3 15-0562**

Approval of Revised Compensation Structure and Associated Staff Adjustments - Nordstrom

**Attachments:** [Job Architecture](#)  
Salary Grade Table  
Salary Grade Table - IT Positions

*Structure mirrors the county structure, only few changes were different in order to adhere to the Health Department policies and procedures. 181 employees are below the new pay grade and therefore will receive a pay increase; 6 employees above the new pay grade will have their pay frozen until wages over time catches up to their salary. Expense of this adjustment is being paid from the county budget for FY15, but LCHD will have to absorb in FY16.*

**A motion was made by Member Carlson, seconded by Member Schuler, that this**

**BOH - Agenda Item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**7.4 15-0566**

Laboratory Services Agreement - Nordstrom

*Since phlebotomy is normally part of the encounter rate in an FQHC, this agreement allows phlebotomy to be billed separate through Quest, Inc. Quest bills all 3rd party vendors. Health Department pays a monthly invoice to Quest for the uninsured.*

**A motion was made by Member Carlson, seconded by Member DeVaux, R.N., that this BOH - Agenda Item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**7.5 15-0568**

Behavioral Health Services Methadone Bundled Rates - Caputa

*Methadone program developed bundled rates for clients whose income is over 200% poverty level yet cannot afford the full expense due to the frequency of visits. The fees are per week. There is currently a sliding fee schedule for individuals below 200% FPL.*

**A motion was made by Member Schuler, seconded by Member Maine, that this BOH - Agenda Item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**7.6 15-0569**

FY2016 Budget Timetable - Riley

**Attachments:** [FY16 Proposed Budget timetable](#)

*The Budget Committee Meeting will be rescheduled. It will not take place July 15 as originally scheduled.*

**A motion was made by Member Carlson, seconded by Member DeVaux, R.N., that this BOH - Agenda Item be . Motion carried by voice vote.**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP

**8. Discussion Items**

**8.1 15-0557**

PHAB Update - Pfister

*There will be a PHAB site visit soon, dates have not yet been determined. Board members are encouraged to meet with the site visitors.*

**This item was presented.**

**8.2 15-0558**

IPLAN (Illinois Project for the Local Assessment of Need) Update - Pfister

*A plan is done every 5 years. The next plan is due September 2016. The process is currently in assessment phase which will be done in June at Rosalind Franklin University of Medicine and Science. President Tim Sasho will be participating. The Board will be kept informed of this topic.*

**This item was presented.**

**8.3 15-0560**

Ebola Update - Pfister

*Liberia is now considered clear of the Ebola Virus. 42 days has elapsed since the last confirmed case in the country. New medical centers were built with transparent walls which encouraged people to seek treatment. Transparent walls allowed families to feel safe sending people for medical help since they were able to check on them during treatments. New cases are still occurring in the coastal countries because people are traveling through the port areas.*

**This item was presented.**

**9. Attachments for Board Review**

**9.1 15-0556**

Media Coverage Summary - Nordstrom

**Attachments:** [Media Placement Summary April 2015.pdf](#)

*Vice President Hagstrom requested the ability to read more details on the articles that are sent in the summary. It was agreed that he would receive the News Clip Report on a regular basis which is sent out by Leslie Piotrowski, Communications Manager.*

**This item was presented.**

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

*Last month group reviewed outreach materials which are being developed to increase*

*patient numbers.*

**11. Lake County Tuberculosis Board Update**

*Next meeting will be on July 16, which will be a budget meeting.*

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

*Veterans Voices event will be held on Friday, May 29th. Real-life veteran and family experiences will be shared at the event.*

**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 DeVaux, R.N., that this meeting be adjourned at 6:49pm. The motion carried unanimously.**

**Aye:** 7 - Member Bornstein M.D., Member Carlson, Member DeVaux R.N., Vice President Hagstrom D.D.S., Member Maine, Member Puller M.D. M.B.A. and Member Schuler

**Absent:** 4 - Member Axelrod, Member Manning D.D.S., President Sashko and Member Welch MB ChB FRCP