

# Lake County Illinois

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



## **Meeting Minutes - Draft**

**Wednesday, February 22, 2017**

**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 6:02pm.*

**Present** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

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

January 18, 2017 Meeting Minutes

**Attachments:** [BOH Meeting Minutes - 1.18.17 - DRAFT](#)

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

**4. Public Comment to the Board****5. Awards, Recognitions, Appointments and Reappointments****6. Presentations****6.1**

Patient Centered Medical Home (PCMH) 2.0 Implementation Presentation - Gassman

**Attachments:** [PCMH 2.0 Presentation](#)

*Jennifer Gassman, Associate Director of Clinical Operations, provided an overview on the implementation of the Patient Centered Medical Home pilot which has been launched at the North Chicago clinic. An accompanying power point presentation outlined the Nurse Care Coordinator position and its responsibilities. The new patient intake visit process was reviewed, as well case management follow-up, space layout, and workflows.*

**This matter was presented**

**7. President's Report**

*President Sashko reported on the following:*

*-Congratulations were given to Mark Pfister as the meeting was his first as the new Executive Director*

*-A reminder was given to the Board members to complete their monthly activity tracking and reporting requirement for PHAB*

*-A Mental Health Coalition meeting was held Monday, February 13, 2017. Progress continues to be made through good dialogue and a vetting process as to where Lake County is at in regard to mental health services. An RFP has gone out for a consultant to*

*facilitate and perform additional work for the Mental Health Coalition.*

*-A reminder was given to Board members to complete the Compliance training.*

*-As discussed at the November 30, 2016 meeting, US HealthVest asked the Board to submit a letter of support to the Village of Vernon Hills in regard to their need for a zoning variance and it was decided that this type of letter would not be sent as it is not within the Board's purview to become involved in local zoning issues. The Mental Health Coalition, though, did write a letter to US HealthVest congratulating them on achieving the certificate of need but did not address the zoning variance issue.*

*-Tobacco 21: There are two bills currently in the House. House Bill 3208 concerns under 21 tobacco use and was assigned to the Consumer Protection Committee. House Bill 3221 is the smoke-free youth (18 and under) sports event bill which prohibits the use of any tobacco/smoking products within 250 feet of the field of play. President Sashko encouraged Board members to stay abreast of this and will disseminate information as it becomes available.*

## **8. Action Items**

### **8.1**

Strategic Plan 2017-2019 - Carson and Pfister

**Attachments:** [Strategic Plan - 170217 LEGISTAR](#)

*A copy of the 2017-2019 Strategic Plan was distributed to the members. Mark Pfister, Executive Director, began by congratulating staff noting it was probably one of the nicest internal documents ever created, and thanked Adam Carson, Director of Strategic Initiatives, and Leslie Piotrowski and Hannah Goering, Communications, for their hard work. The purpose of a strategic planning document is to be a roadmap for staff as well as the community as to the work being done by the Lake County Health Department. Through the work of the Board of Health, the Governing Council, Health Department Leadership, and focus groups, a final mission and vision statement was achieved. Adam Carson provided a brief overview of the document, the process used to create it, and the ongoing work to be done in our community-driven effort to address the identified priority health issues of obesity, cardiovascular disease/hypertension, behavioral health capacity, and diabetes. He then opened the floor to questions. Member Carlson asked about the goals listed on page 21 under "Prevention and Education," specifically items 3 and 4 pertaining to childhood immunization and wondered if this was due to the inability to acquire the vaccine or a movement against vaccination? Mark Pfister responded that it is both. There are certain school districts in Lake County where children, even though insured, are either not getting their immunizations or the immunization paperwork is not getting back to the school and the LCHD has been assisting in both situations. Certain schools in Lake County, notably private schools where there are parents who do not believe in vaccines, are areas we will target in an attempt to bring them improved information. Member Maine added that schools have their own health form and the lack of a standard county-wide school health form makes the process difficult and confusing for providers.*

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 8.2

Cooperative Operational Agreement - Gassman

**Attachments:** [2017 Cooperative Agreement](#)

*This is the Cooperative Operational Agreement between the Board of Health and the Governing Council.*

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 8.3

Illinois Prevent Prescription Drug/Opioid Overdose-related Deaths Grant - Gassman

**Attachments:** [DHS Naloxone Grant Budget](#)

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 8.4

Annual Compliance Work Plan 2017 - Nordstrom

**Attachments:** [Compliance Work Plan 2016 Annual Summary - for BOH](#)  
[Compliance Work Plan 2017 Final for BOH](#)

*Jerry Nordstrom, Director of Business Operations, reviewed the 2016 Annual Compliance Work Plan summary and 2017 goals. This information will be brought to the Board on an annual basis, a work plan will be developed to cover the essential elements, and issues identified by staff, auditors, surveyors, and the office of the Inspector General will be addressed.*

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 8.5

2017 Budgeted Vehicle Purchase - Nordstrom

*Jerry Nordstrom, Director of Business Operations, informed the Board of a request to purchase 13 new vehicles. Materials Management staff, led by Efren Heredia, put out a bid resulting in proposals well under the total budgeted amount. The contracts will hopefully be awarded to local suppliers, keeping the money local.*

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 8.6

Revisions to Health Department Employee Policies and Procedures - Hagstrom

**Attachments:** [Compliance Training](#)  
[Harassment](#)  
[Normal Workday and Workweek](#)  
[Pay Periods](#)  
[Salary Deductions](#)  
[Sick Leave](#)  
[Vacation Leave](#)

*Member Hagstrom, Personnel Committee Chair, recommended this item for the Board's approval.*

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

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.

## 9. Discussion Items

### 9.1

Tobacco 21 Update - Pfister

*On January 21, 2017, Mark Pfister provided an informational session on Tobacco 21 to the Lake County Board Health and Community Services Committee at the request of the County Board Chair and the County Administrator. That presentation resulted in the Committee's unanimous decision to move forward with a Tobacco 21 ordinance for unincorporated Lake County. As a reminder to the Board, the County regulates tobacco*

*in unincorporated Lake County, which is enforced by the Lake County Sheriff.*

**This matter was presented**

**10. Attachments for Board Review**

**10.1**

Media Coverage Summary - Carson

**Attachments:** [Media Placements for February 2017 BOH Meeting](#)

**This matter was presented**

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

**12. Lake County Tuberculosis Board Update**

**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 Hagstrom, that this meeting be adjourned at 7:02pm. The motion carried unanimously.**

**Aye:** 8 - Member Carlson, Member Maine, Member Axelrod, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP and Member Puller M.D. M.B.A.

**Absent:** 3 - Member DeVaux R.N., Member Schuler and Member Manning D.D.S.