

# **Lake County Illinois**

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



## **Meeting Minutes - Draft**

**Wednesday, August 23, 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 6:04 p.m.*

**Present** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent** 1 - Member Manning D.D.S.

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

July 26, 2017 Meeting Minutes

**Attachments:** [BOH Meeting Minutes 7.26.17 - DRAFT](#)

*After approval of the minutes, President Sashko asked for a motion to move agenda item 9.1, "Audit Presentation," to after the approval of the minutes as a courtesy to the presenter, Amanda Blomberg, Firm Director at Baker Tilley Virchow Krause, LLP, so she could leave after addressing the Board rather than wait through the entire meeting to share her information.*

**A motion was made by Member Hagstrom, seconded by Member DeVaux, to approve the July 26, 2017 minutes. The motion carried unanimously.**

**A motion was made by Member Welch, seconded by Member DeVaux, to approve the move of agenda item 9.1. The motion carried unanimously.**

**Aye:** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent:** 1 - Member Manning D.D.S.

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

Tobacco 21 - Bacci

**Attachments:** [T21 Presentation](#)

*Mark Pfister, Executive Director, reminded the Board that tobacco is still the number one preventable cause of death in the United States and that the whole purpose of Tobacco 21 is to get people to not use tobacco products and increase social distance. He announced Lake County has the most municipalities that have passed Tobacco 21 laws in the State of Illinois. Those communities are Deerfield, Highland Park, Vernon Hills, Lincolnshire and Buffalo Grove. He also informed the Board that all of the communities that have passed*

*Tobacco 21 laws in the State of Illinois are home rule communities and that Lake County is a non-home rule community. Lake County would be the first non-home rule community in the State to pass the Tobacco 21 law if the County Board was to approve this in September, and lead the way for other non-home rule communities. He then introduced Lea Bacci, Prevention Programming Coordinator, who gave a Tobacco 21 presentation to the Board.*

**This item was presented.**

**7. President's Report**

*President Sashko reported on the following:*

*-Thursday, August 31st, is the Zion open house from noon-1:00 p.m., which is the kick-off to the renovation of the new facility. Following that is the employee appreciation picnic at the Animal Care and Control and Behavioral Health campus in Libertyville.*

*-New board member Casey Cesnovar was welcomed.*

*-Two additional Board of Health member candidates were recommended and submitted to the County Board Chair for his consideration. If recommended and approved by the County Board there would be a fully constituted Board of Health beginning with the September 27th meeting.*

*-President Sashko and Mark Pfister met with the US HealthVest President and staff on August 8th to gauge their interest regarding their proposed site in Vernon Hills and the subsequent press release regarding their potential purchase of the Vista West property in Waukegan. A definite decision has yet to be made, but it is hoped they will select the Waukegan property.*

*-A Mental Health Coalition update and handout was provided. The next meeting is September 11th.*

*-There is a Vietnam vets program on September 23rd. The Lake County Veteran's and Family Services Foundation continues to do great work and Member Ehrlich has linked them with Baxter, resulting in another corporate business support entity for veterans.*

*-Also on September 23rd, is the American Diabetes Association Step Out Walk at Didier Farms, Buffalo Grove, in which Member Ehrlich will be participating. Members were encouraged to participate.*

*- Onboarding of new and potential board members will take place August 31st, 8:00 a.m. - Noon. Members were encouraged to attend as a refresher. Part two of the onboarding process is being planned for October.*

*-President Sashko attended the Red Cross Summit on Bioterrorism in Chicago the week of August 14th.*

*- Kristin Preihs, LCHD Quality Improvement Coordinator, accepted a position with American Hospital Association. Kristin was instrumental in the PHAB process, the strategic planning process, and has been a valuable member of the Quality Improvement team.*

*-October 14th is the final Rx for Health walk at Lyons Woods in Waukegan. Board members were again strongly encouraged to place it on their calendars and participate.*

**8. Action Items**

**8.1**

Proposed Revisions to Lake County Code of Ordinance Chapter 177: Tobacco Regulations to Incorporate Tobacco 21 - Pfister

**Attachments:** [Final Draft Lake County Tobacco Ordinance with Markup](#)

*Mark Pfister, Executive Director, reviewed the proposed changes to the tobacco ordinance and recommended Board of Health approval.*

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

**Aye:** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent:** 1 - Member Manning D.D.S.

**8.2**

Zion Health Center Renovation Contractor - Nordstrom

**Attachments:** Ltr - Bid Results - LCHD Zion Clinic

*Jerry Nordstrom, Director of Business Operations, reviewed this item. After a well run and competitive bid process, the selected contractor is Boller Construction of Waukegan. If approved, renovations on the new Zion facility will begin within the next two weeks and continue through the winter. Completion and move-in is anticipated for May/June 2018 after which demolition of the old building and construction of a new parking lot in its place can begin.*

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

**Aye:** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent:** 1 - Member Manning D.D.S.

**8.3**

Proposed Revisions to Health Department Employee Policies and Procedures - Hagstrom

**Attachments:** [Driver Courses.pdf](#)  
[Harassment.pdf](#)  
[Induction orientation of New Employees.pdf](#)  
[Personal Leave.pdf](#)  
[Receipt of Employment Applications.pdf](#)  
[Reduction in Work Force.pdf](#)  
[Rehire of Former Employees.pdf](#)  
[Scheduled Hours of Work.pdf](#)  
[Selection of Contingent Workers.pdf](#)  
[Vehicle Accident Review by Board of Inquiry.pdf](#)

*Member Hagstrom, Personnel Committee Chair, recommended this item for Board of Health approval.*

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

**Aye:** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent:** 1 - Member Manning D.D.S.

## **9. Discussion Items**

### **9.1**

Audit Presentation - Riley

*Amanda Blomberg, Firm Director at Baker Tilley Virchow Krause, LLP, presented the year-end financial audit results which includes the single audit also known as the report on federal awards.*

**This item was presented.**

### **9.2**

Schedule of Revenues and Expenditures as of June 30, 2017 - Riley

**Attachments:** [Schedule of Revenues & Expenditures](#)

**This item was presented.**

## **10. Attachments for Board Review**

### **10.1**

Media Placement Highlights - Carson

**Attachments:** [Media Placement Highlights](#)

**This item was presented.**

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

*Loretta Dorn, Director of Clinical Operations, informed the Board that the Governing Council meeting scheduled for July 27th was canceled due to lack of a quorum. The next meeting is Thursday, August 24th.*

**12. Lake County Tuberculosis Board Update**

*Mark Pfister informed the Board that the next meeting of the TB Board is November 16, 2017.*

**13. Added to Agenda Items**

**14. Old Business**

**15. New Business**

**16. Executive Session**

**17. Adjournment**

**A motion was made by Member Maine, seconded by Member DeVaux, that the meeting be adjourned at 7:02 p.m. The motion carried unanimously.**

**Aye:** 9 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N. and Member Cesnovar

**Absent:** 1 - Member Manning D.D.S.