

Lake County Illinois

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



Meeting Minutes - Draft

Wednesday, March 28, 2018

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 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

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

February 28, 2018 Meeting Minutes

Attachments: [BOH Draft Meeting Minutes 2.28.18](#)

A motion was made by Member Maine, seconded by Member Johnson Jones, that these minutes be approved. Motion carried unanimously.

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

4. Public Comment to the Board

None

5. Awards, Recognitions, Appointments and Reappointments**5.1**

Environmental Health Advisory Committee Member Recognition - Kritz

Kent Sims was presented with a plaque and recognized for his dedication and many years of work serving on the Environmental Health Advisory Committee. He had recently retired from his position with the Natural Resources Conservation Service after 39 years and 4 months and, as a result, "retired" from his position on EHAC after serving for over 27 years. During his time on EHAC, he served as Vice Chair for two separate terms for a total of nearly 13 years, and as Chair for over 12 years. His broad environmental expertise and keen intellect were invaluable to the committee's work in reviewing and advising the department on environmental health policy initiatives. His positive outlook and consistent good nature were also highly valued and appreciated.

This matter was presented

6. Presentations**6.1**

System of Care Grant Presentation - Greskiw

Attachments: [SOC Presentation 3.28.18](#)

Amy Greskiw, Project Director/Assistant Clinical Coordinator, gave a presentation on the System of Care for Families Project as a result of a SAMHSA grant of \$3 million dollars over four years. At the end of her presentation, she announced that the Child and Adolescent Behavioral Services (CABS) program was having a Children's Mental Health Day event on Thursday, May 10, 2018, in The Grand Room. Nick Caputa, Associate Director - Behavioral Health, stated Communications will be sending out information on the event and he will make sure Board of Health members receive it.

This matter was presented

7. President's Report

President Sashko reported on the following:

- Rx for Health walk dates scheduled for 2018. He would like to have a Board outing at one of them and asked Board members to inform him of their availability.*
- On-boarding/orientation of new board members. Part II of new member orientation took place on March 9, 2018 with a tour of the Central Permit Facility, Animal Care and Control, Womens' Residential Services in Vernon Hills, and a restaurant inspection at Timothy O'Tooles in Libertyville.*
- Village of Gurnee passed T-21 on March 19th becoming the 8th community in Lake County to do so. He congratulated Lisa Kritz, Lea Bacci and Danielle Ryan along with help from Board member Carlson, on the continued success.*
- Good news in Behavioral Health and turned it over to Loretta Dorn who announced a new Behavioral Health Medical Director and one new full-time child psychiatrist.*
- A Live Well Lake County meeting was held on March 16, 2018. Their upcoming events are: Go Gurnee walk on March 31, 2018, 1:30pm, Pine Dunes Forest Preserve; Go Waukegan walk on April 7, 2018, 9:00am, Roosevelt Park, 400 S. McAlister, Waukegan.*
- Dr. Victor Plotkin, epidemiologist, is retiring after 27 years with LCHD. A retirement party is being held on April 24, 2018, 2:00–3:30 p.m., in the Board Room. The Board will recognize his many years of dedication at the meeting on April 25, 2018.*
- Employee Recognition Breakfast, Friday, April 27, 2018 at Thunderhawk Golf Course, 8:30-11am. Board members were encouraged to attend.*

8. Action Items

8.1

Proposed Revisions to the Lake County Health Department Animal Care and Control Fees Schedule (as authorized in Lake County Code of Ordinances Chapter 178) - Kritz

Attachments: [Proposed changes to ACC fees schedule](#)

Larry Mackey, Deputy Director, presented and reviewed the proposed changes to the Animal Care and Control Fees Schedule.

A motion was made by Member Johnson Jones, seconded by Member Manning, that this item be approved. Motion carried by the following roll call vote:

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.2

Proposed Revisions to the Lake County Code of Ordinances Chapter 172: Animals - Kritz

Attachments: [Proposed changes to Chapter 172](#)

Larry Mackey, Deputy Director, presented and reviewed the proposed changes to the Lake County Code of Ordinances, Chapter 172 - Animals.

A motion was made by Member Manning, seconded by Member Hagstrom, that this item be approved. Motion carried by the following roll call vote:

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.3

Environmental Health Advisory Committee (EHAC) Reappointments - Kritz

Attachments: [EHAC Appl & Resume - Heather Anderson](#)
[EHAC Appl & Resume - Jack Schwall](#)

Lisa Kritz, Director of Prevention, presented and reviewed the reappointment applications for current EHAC members Heather Anderson and Jack Schwall. She also announced they will be increasing the number of members on EHAC from eight to nine and will have a new member application to present at the Board of Health April meeting.

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

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.4

Sliding Fee Schedules - Riley

Attachments: [BHS FQHC '18.pdf](#)
[BHS outpatient '18 .pdf](#)
[BHS residential '18 .pdf](#)
[Dental MH Radiology 18-19 .pdf](#)
[GM and WH 18-19 .pdf](#)
[Jul Family Planning 18-19 .pdf](#)
[Lab 18-19 .pdf](#)
[School Based Health Center 18-19 .pdf](#)
[School Based Health Center Family Planning effec 7-1-18 .pdf](#)

Pam Riley, Director of Finance, presented and reviewed the changes to the sliding fee schedules as a result of the updated federal poverty guidelines for 2018.

A motion was made by Member Manning, seconded by Member Hagstrom, that this item be approved. Motion carried by the following roll call vote:

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.5

Prevention Grant Awards - Kritz

Attachments: [Emergency Appropriation Childhood Lead](#)
[Emergency Appropriation MRC](#)
[Emergency Appropriation CDSH](#)

Lisa Kritz, Director of Prevention, presented and reviewed three grant award emergency appropriations.

A motion was made by Member DeVaux, seconded by Member Manning, that this item be approved. Motion carried by the following roll call vote:

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.6

2018 Budgeted Vehicle Purchase - Nordstrom

Jerry Nordstrom, Director of Business Operations, presented and reviewed the 2018 budgeted purchase of 10 new vehicles.

A motion was made by Member Manning, seconded by Member Johnson Jones,

that this item be approved. Motion carried by the following roll call vote:

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

8.7

Proposed Revisions to Health Department Employee Policies and Procedures - Hagstrom

Attachments: [Customer Service.pdf](#)
[Dress Code.pdf](#)
[Equal Employment Opportunity.pdf](#)
[Harassment.pdf](#)
[Induction-Orientation of New Employees](#)
[Standards of Conduct.pdf](#)
[Transfers and Promotions](#)

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

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar

9. Discussion Items

9.1

Epidemiologist/Medical Advisor Update - Kritz

Attachments: [Sana Ahmed MD Cover Ltr & CV](#)

Lisa Kritz, Director of Prevention, introduced Sana Ahmed, M.D., the new Epidemiologist/Medical Advisor hired to replace Victor Plotkin who will be retiring April 27, 2018.

This matter was presented

9.2

Proposed Revisions to the Board of Health Bylaws - Sashko

Attachments: [Proposed Changes to BOH Bylaws 3.28.18](#)

President Sashko presented an additional change to the Board of Health Bylaws pertaining to oversight by the Executive Committee on organizational audit and compliance. The change was made as a result of a comment made by Member Welch during corporate compliance discussions at the February 28, 2018 meeting. This

additional change will be voted on at the April 25, 2018 meeting.

This matter was presented

9.3

FY 2017 Year End Financial Report - Riley

Attachments: [BOH Report Nov 17](#)

Pam Riley, Director of Finance, reviewed the FY17 Year End Financial Report.

This matter was presented

9.4

FY 2017 Budget Carry Forwards - Riley

Attachments: [Agency Funding FY17-18 Carry Forwards](#)

Pam Riley, Director of Finance, presented the FY17-18 Carry Fowards.

This matter was presented

9.5

First Quarter Financial Summary - Riley

Attachments: [Quarterly Financial BOH Report Feb 2018.pdf](#)

Pam Riley, Director of Finance, presented the financial summary for the first quarter of 2018.

This matter was presented

10. Attachments for Board Review

10.1

Media Placement Highlights - Nordstrom

Attachments: [Media Placement Highlights](#)

This matter was presented

11. Lake County Community Health Center Governing Council Update

Loretta Dorn, Director of Clinical Operations, reported that the Governing Council meeting scheduled for Thursday, March 22, 2018, was canceled due to a lack of a quorum. The next regularly scheduled meeting is Thursday, April 26, 2018.

This matter was presented

12. Lake County Tuberculosis Board Update

Lisa Kritz, Director of Prevention, had no updates to report. The next regulary scheduled TB Board meeting is Thursday, April 19, 2018.

This matter was presented

13. Added to Agenda Items

President Sashko distributed information and a quiz on cold handling procedures used by the Food program. He encouraged members to read it and take the quiz.

14. Old Business

None

15. New Business

None

16. Executive Session

17. Adjournment

A motion was made by Member Carlson, seconded by Member Johnson Jones, that this meeting be adjourned at 7:09 p.m. Motion carried unanimously.

Aye: 8 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member DeVaux R.N., Member Schultz and Member Johnson Jones

Absent: 4 - Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler and Member Cesnovar