

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Wednesday, November 29, 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 6:06 p.m.*

**Present** 11 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent** 1 - Member Cesnovar

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

October 25, 2017 Meeting Minutes

**Attachments:** [BOH Meeting Minutes 10.25.17 - DRAFT](#)

**A motion was made by Member Maine, seconded by Member Welch, MB, ChB, FRCP, that these minutes be approved. Motion carried unanimously.**

**Aye:** 10 - Member Carlson, Member Maine, President Sashko, Member Hagstrom D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Manning D.D.S.

**4. Public Comment to the Board**

*None*

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

*None*

**6. Presentations****6.1**

Affordable Care Act (ACA) Transitions Part II - Pfister and Burke

**Attachments:** [ACA Part II Presentation](#)

*Mark Pfister, Executive Director, and Kim Burke, Director, Managed Care and Utilization Management, gave a presentation on the managed care transitions at the State level.*

**This matter was presented**

**6.2**

Zion Construction Presentation - Nordstrom

*Jerry Nordstrom, Director of Business Operations, gave a presentation on the progress of the Zion Community Health Center construction project.*

**This matter was presented**

**7. President's Report**

*President Sashko reported on the following:*

*-On Monday, November 13, members of the Mental Health Coalition toured the ATP, SAP and CCP programs.*

*-On Monday, November 27, the Mundelein Village Board passed the Tobacco 21 ordinance. Mundelein High School students Emily Atkinson and Maggie Lucas, members of STAND-UP, and Carmel High School student Priyal Patel, member of REALITY IL and Youth Advisory Board, were present to give a presentation. Lea Bacci, Prevention Services Coordinator, Danielle Ryan, Community Health Specialist, Lisa Kritz, Director of Prevention, and BOH President Tim Sashko were also in attendance.*

*-The next Live Well Lake County meeting is Friday, December 1, noon, at the Central Permit Facility in Libertyville. Board members are welcome to attend.*

*-US HealthVest's purchase of the Vista West facility in Waukegan may occur after the Certificate of Need application meeting with the Illinois Health Facilities and Services Review Board scheduled for Tuesday, January 9, 2018. If approved, this will create a 146-bed behavioral health hospital in Lake County.*

*-As part of the work being done by the Mental Health Coalition, President Sashko is working with Martin Clancy on obtaining EMS data related to the opioid crisis. A meeting was held on Tuesday, November 21, with Condell's EMS system and they have agreed to work together. A meeting is being held on Monday, December 18, with City of Waukegan officials to look at data-sharing.*

*-A belated happy birthday to Health Department Executive Director Mark Pfister.*

**This matter was presented**

**8. Action Items****8.1**

Fee Schedule Review for Lake County Health Department (all fees for clinical services) for Implementation in FY 2018 - Riley

**Attachments:** [Proposed Fees for Medical Behavioral Health and Dental.pdf](#)

[Summary Grid of Fee Rationale Nov 2017 BOH.pdf](#)

*Pam Riley, Director of Finance, explained to the Board that every year at this time fees are reviewed and revised using the same local usual and customary charge process at the 75th percentile to maximize the prospective reimbursement. This does not impact the flat rates charged to patients. The Board was asked for approval of these fees becoming effective December 1, 2017, except for the flu which would be effective July 1, 2018.*

**A motion was made by Member Hagstrom, D.D.S., seconded by Member DeVaux, R.N., that this agenda item be approved. Motion carried by the following roll call vote:**

**Aye:** 10 - Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Maine

## 8.2

Annual Routine Action Items - Nordstrom

**Attachments:** [RESOLUTION ON PREVAILING WAGE RATES 2017](#)  
[RESOLUTION ON AUTHORIZED SIGNATORS 2017](#)  
[RESOLUTION ON LIVESTOCK AGREEMENTS 2017](#)  
[RESOLUTION ON JOINT PURCHASING PROGRAMS CONSORTIUMS /](#)  
[GRANT POLICIES 2017](#)  
[RESOLUTION ON CHARGES FOR EXPERT WITNESSES IN PRIVATE L](#)

*Jerry Nordstrom, Director of Business Operations, presented and reviewed the annual routine action items for signature by President Sashko and Secretary DeVaux.*

**A motion was made by Member Welch, MB, ChB, FRCP, seconded by Member Manning, D.D.S., that this agenda item be approved. Motion carried by the following roll call vote:**

**Aye:** 10 - Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Maine

## 8.3

Customer Satisfaction Software System - Nordstrom

*Jerry Nordstrom reviewed the RFP process conducted over the last couple of months to obtain a customer satisfaction software system. Based on the evaluation criteria within the RFP, it was determined that Press Ganey Associates, Inc., based in South Bend, Indiana, best meets the needs of the LCHD/CHC.*

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

**Aye:** 10 - Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Maine

## 8.4

Proposed Revisions to Health Department Employee Policies and Procedures - Hagstrom

**Attachments:** [Accessibility and Confidentiality of Personnel Records](#)

[Compensation](#)

[Compliance Training](#)

[Electronic Communications](#)

[Employee Development Workplace Plan](#)

[Grievance Procedure](#)

[Inclement Weather](#)

[Lactation Accommodations](#)

[Medical Attention as Hours of Work](#)

[The Pay Plan - Composition and Definitions](#)

[The Pay Plan - Other Pay Provisions](#)

[The Pay Plan - Overtime Payments](#)

[The Pay Plan](#)

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

**A motion was made by Member Carlson, seconded by Member DeVaux, R.N., that this agenda item be approved. Motion carried by voice vote.**

**Aye:** 10 - Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Maine

## **9. Discussion Items**

*None*

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

### **10.1**

Media Placement Highlights - Carson

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

**This matter was presented**

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

*Loretta Dorn, Director of Clinical Operations, reported the following:*

*-At the meeting on Thursday, November 16, the upcoming Joint Commission Survey was discussed as the Governing Council will be involved.*

**This matter was presented**

## **12. Lake County Tuberculosis Board Update**

*Lisa Kritz, Director of Prevention, reported the following:*

- The TB Board met on Thursday, November 16.*
- Dr. Jupa's 2018 TB clinic Medical Director contract was approved at the 2017 rate and executed .*
- The operating budget was reviewed. The TB clinic is currently operating below budget due to the decrease in the number of active TB cases.*
- A new TB fee schedule was reviewed and approved.*
- A new TB nurse started in mid-November filling the vacancy at the clinic.*
- There is a case of drug-resistant TB in DuPage County.*
- A family known to have active TB is coming to Lake County on December 1.*

**This matter was presented**

**13. Added to Agenda Items**

*None*

**14. Old Business**

*None*

**15. New Business**

*None*

**16. Executive Session**

*None*

**17. Adjournment**

**A motion was made by Member Schuler, seconded by Member Manning, D.D.S., that this meeting be adjourned at 7:15 p.m. Motion carried by voice vote.**

**Aye:** 10 - Member Carlson, President Sashko, Member Hagstrom D.D.S., Member Manning D.D.S., Member Ehrlich, Member Welch MB ChB FRCP, Member Schuler, Member DeVaux R.N., Member Schultz and Member Johnson Jones

**Absent:** 1 - Member Cesnovar

**Not Present:** 1 - Member Maine