

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, November 30, 2022

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 6:03 p.m.

2. Roll Call of Members

Member Cesnovar submitted notification of his absence prior to the meeting.

Present 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent 2 - Member Cesnovar and Member Simpson

3. Pledge of Allegiance

This matter was presented

4. Public Comment to the Board

None

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

Bruce Robbins Retirement Recognition - Nordstrom

Jerry Nordstrom, Director of Business Operations, informed the Board that Bruce could not be present this evening as he was out of town and proceeded to review the information provided in the agenda packet.

This matter was presented

6. Presentations**6.1**

FY2021 Audit Results - Riley

Attachments: [FINAL LCHD FQHC FS 2021](#)

Kelly Kirkman, Senior Manager with RSM US LLP, reviewed the year-end financial audit results as provided in the agenda packet. There were no questions.

This matter was presented

7. President's Report

President Sashko reported on the following:

- 1. Belated happy birthday to Dr. Pollina whose birthday was November 17, to Mark Pfister whose birthday was November 28, and Jerry Nordstrom whose birthday was November 27.*
- 2. Executive Director Mark Pfister received the Illinois Public Health Association (IPHA) Public Health Champion Award for 2022. Nominations were statewide. Mark commented that the award belongs to the agency and the Board of Health because it wouldn't have been possible without such a great team.*
- 3. Sixteen Lake County adults recently went through the youth mental health first aid training offered by the Health Department and are now Youth Mental Health First Aiders.*

The success of this program continues to grow.

4. A United Way of Lake County Summary of 211 Quarterly Data, July 1 - September 30, 2022, was given to each Board member. Strong movement at the State level for 211 statewide is on the verge of happening as a result of work by former County Board and Ex-Board of Health member Steve Carlson. He continues to play an instrumental part in its growth and continues to meet with Senator Melinda Bush.

5. Lisa Kroeger, Executive Director Assistant, is working on scheduling a meeting of the Board of Health Executive Committee prior to the end of the year to discuss Mark Pfister's annual evaluation.

8. Consent Agenda

8.1

August 24, 2022 Meeting Minutes

Attachments: [BOH Minutes 8.24.22 - DRAFT](#)

President Sashko called for a motion to approve the Consent Agenda, items 8.1 through 8.7, as presented. Motion by Member Johnson Jones, second by Member Belmonte. Roll call vote, all in favor, motion carried.

8.2

October 12, 2022 Special Call Meeting Minutes

Attachments: [BOH SC Minutes 10.12.22](#)

This matter was approved.

8.3

Ratification of Illinois Environmental Protection Agency, Solid Waste Enforcement Contract - Contract Increase Approval - Mackey

Attachments: [BOH-EH-SWEC](#)

This matter was approved.

8.4

Ratification of Illinois Department of Public Health, Tobacco Free Communities Grant - Grant Increase Approval - Kritz

Attachments: [BOH-PRE-TFC](#)

This matter was approved.

8.5

Illinois Department of Public Health, Pre-Exposure Prophylaxis, \$30,000.00 - Grant Increase Approval - Kritz

Attachments: [Pre-Exposure Prophylaxis Increase](#)

This matter was approved.

8.6

Annual Routine Action Items - Nordstrom

Attachments: [RESOLUTION ON AUTHORIZED SIGNATORS 2022](#)
[RESOLUTION ON LIVESTOCK AGREEMENTS 2022](#)
[RESOLUTION ON JOINT PURCHASING PROGRAMS CONSORTIUMS /](#)
[GRANT POLICIES 2022](#)
[RESOLUTION ON CHARGES FOR EXPERT WITNESSES IN PRIVATE L](#)

This matter was approved.

8.7

2023 Board of Health Meeting Dates - Pfister

This matter was approved.

9. Regular Agenda

9.1

Ratification of Illinois Department of Public Health, Disease Intervention Specialists (DIS) Workforce Development Support Grant, \$150,000.00 - Grant Approval - Kritz

Attachments: [Emergency Appropriation - DIS Workforce](#)

Lisa Kritz, Director of Prevention, reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member DeVaux, second by Member Larson. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.2

Ratification of Heluna Health/ARISE - Activating Relationships in Illinois for Systemic Equity (ARISE) - \$35,000.00 - Pfister

Attachments: [Emergency Appropriation - ARISE](#)

Mark Pfister, Executive Director, reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Pollina, second by Member Belmonte. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.3

Ratification of Proposed Revisions to Lake County Code of Ordinances Chapter 173 - Food

Service Regulations - Mackey

Attachments: [Proposed Changes to Chapter 173 re Farmers Market Permits](#)

Larry Mackey, Director of Environmental Health, reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve items 9.3, 9.4, and 9.5 as presented. Motion by Member Maine, second by Member Johnson Jones. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.4

Ratification of Proposed Revisions to Lake County Health Department Environmental Health Fees Schedule (as authorized in Lake County Code of Ordinances Chapter 178) - Mackey

Attachments: [Proposed Changes to Fees Schedule re Farmers Market Permits](#)

This matter was approved.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.5

Ratification of Proposed Revisions to Lake County Health Department Food Program Administrative Procedures and Policies (as authorized in Lake County Code of Ordinances Chapter 173) - Mackey

Attachments: [Proposed Changes Food Admin P&P](#)

This matter was approved.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.6

Ratification of Request for Proposals #22124 - Emergency Response Training and Exercise Program - Nordstrom

Attachments: [RFP 22124 VENDOR DISCLOSURE STATEMENT - INTERGRATED SOL](#)

Jerry Nordstrom, Director of Business Operations, reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Larson, second by Member DeVaux. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.7

Ratification of Request for Proposals #22117 - Medical Coding Management Support Services - Nordstrom

Attachments: [RFP 22117 VENDOR DECLARATION - Managed Resources dba CodingA](#)

Jerry Nordstrom, Director of Business Operations, reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Belmonte, second by Member Pollina. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.8

Ratification of Request for Proposals #22097 - Midlakes and Zion Health Center Roof Rehabilitation - Nordstrom

Attachments: [RFP 22097 VENDOR DISCLOSURE STATEMENT - Waukegan Roofing](#)

Jerry Nordstrom, Director of Business Operations, reviewed the information provided in the agenda packet. Mark Pfister added that tomorrow he will send to the Board a capital improvement projects timeline as there are several coming up that will be paid for with HRSA ARPA funds. He also reminded the Board of the \$1M grant received through Congressman Brad Schneider's office for the expansion of our Libertyville Health Center for increased behavioral health services which is being presented tonight by Jerry Nordstrom in agenda item 9.11.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Hagstrom, second by Member Ehrlich. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.9

Ratification of Provider Appointments and Reappointments - Maine

Credentialing Committee Vice Chair Pollina reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Johnson Jones, second by Member Larson. Voice vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.10

Ratification of Proposed Changes to Health Department Employee Policies - Hagstrom

Attachments: [Rest-Meal Periods as Hours of Work - Redline](#)
 [Rest-Meal Periods as Hours of Work - Final](#)
 [Timekeeping - Redline](#)
 [Timekeeping - Final](#)

Personnel Committee Chair Hagstrom reviewed the information provided in the agenda packet.

President Sashko called for a motion to ratify and approve as presented. Motion by Member Hagstrom, second by Member DeVaux. Voice vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.11

Department of Health and Human Services, Health Resources and Services Administration (HRSA), Community Project Funding/Congressionally Directed Spending (CDS), \$1,000,000.00 - Grant Approval - Nordstrom

Attachments: [Community Project Funding CDS](#)

Jerry Nordstrom, Director of Business Operations, reviewed the information provided in the agenda packet.

President Sashko called for a motion to approve as presented. Motion by Member Larson, second by Member Pollina. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.12

Fee Schedule Review for Lake County Health Department (all fees for clinical services) for Implementation in FY23 - Riley

Attachments: [Summary Grid of Fee Rationale](#)
 [Proposed FY23 Fees](#)

Pam Riley, Director of Finance, reviewed the information provided in the agenda packet.

President Sashko called for a motion to approve as presented. Motion by Member Maine, second by Member Johnson Jones. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.13

Sign-on Bonus Program Pilot Six Month Update - Nordstrom

Attachments: [Sign On Bonus Pie Chart](#)

Jerry Nordstrom, Director of Business Operations, reviewed the information provided in the agenda packet. He thanked the Board for the authority to run this pilot program to assure we could be as competitive as possible across a range of positions.

President Sashko called for a motion to approve as presented. Motion by Member Hagstrom, second by Member Belmonte. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.14

Provider Appointments and Reappointments - Maine

Credentialing Committee Vice Chair Pollina reviewed the information provided in the agenda packet.

President Sashko called for a motion to approve as presented. Motion by Member Pollina, second by Member DeVaux. Voice vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

9.15

Nomination of Officers for 2023-2024 - Ehrlich

Nominating Committee Chair Ehrlich informed the Board that the committee received the following submissions: President - Tim Sashko, Vice President - Jay Ehrlich, Secretary - Lucy DeVaux, Member-At-Large - Carl Hagstrom, Member-At-Large - Ann Maine. He then, in turn, opened each office to nominations from the floor. There were none.

President Sashko called for a motion to approve as presented. Motion by Member Ehrlich, second by Member Pollina. Roll call vote, all in favor, motion carried.

Aye: 9 - Member Hagstrom D.D.S., Vice President Ehrlich M.D., Member Belmonte D.O., Member Mittl Pollina Psy.D., Secretary DeVaux, Member Johnson Jones Ed.D., Member-at-Large Maine, President Sashko and Member Larson Ph.D.

Absent: 2 - Member Cesnovar and Member Simpson

10. Discussion Items

10.1

Schedule of Revenues and Expenditures - Riley

Attachments: [BOH Report Aug 2022](#)

Pam Riley, Director of Finance, reviewed the information provided in the agenda packet.

This matter was presented.

11. Attachments for Board Review

11.1

Media Placement Highlights - Nordstrom

Attachments: [Media Placement Highlights 202208-11](#)

This matter was presented.

12. Lake County Community Health Center Governing Council Update

Mark Pfister informed the Board that HMA, the consultant hired in Spring of 2022, has made some re-engineering recommendations to the Health Center management structure. When the Board resumes meeting in 2023, he will have Kim Burke, Director of Healthcare Operations, give a brief presentation on the re-engineering and why we think that re-engineered management structure is going to assist us in making more meaningful strides towards value-based care. As part of that we're also going to do a FQHC Operational Strategic Plan to prepare us for the technologies and data sets we're going to need to move forward with value-based care. Interested Board members can participate in building out that Operational Strategic Plan along with the Governing Council Strategic Planning Committee, members of the Executive Team, and staff.

13. Lake County Tuberculosis Board Update

Lisa Kritz, Director of Prevention, informed the Board that the TB Board met on November 17, 2022. As of that date, there are 17 active tuberculosis cases and two cases that passed away. At the same time last year there were nine active cases. Member Maine asked if the cause of the two deaths was TB or other underlying issues. Lisa stated that it appeared the cause of death was TB but it was not totally clear. She

also stressed that fatigue and lingering cough aren't only signs of COVID.

14. Added to Agenda Items

Member Hagstrom added that Mark Pfister sent the Board an email about the passing of former Health Department Executive Director Irene Pierce and asked that it be noted. Mark reiterated that Irene passed away suddenly and unexpectedly while in Florida with her family. Her family has stated that they will have a celebration of life at a later date. Mark will share that information with the Board when he receives it.

15. Old Business

None

16. New Business

None

17. Executive Session

None

18. Adjournment

Member Johnson Jones motioned to adjourn. President Sashko adjourned the meeting at 7:04 p.m.