



MCHENRY COUNTY

BOARD OF HEALTH

MINUTES • JUNE 24, 2019

Regular Meeting

County Board Conference Room

7:00 PM

667 Ware Rd, Administration Building, Woodstock, IL 60098

1. CALL TO ORDER

Meeting called to order at: 7:03 PM by William Stinson.

PRESENT: McCann (7:10 PM), Lorenc, Stinson, Gaffney (7:10 PM), Clarke, Morawski, Lin, Trevino, Adamson, Gugle, Nomm, Karras, Howell, Laura Buthod, Volant

ABSENT: Faccone, Hatch, Axman

2. PUBLIC COMMENT

County Board member Suzanne Ness informed board members that Ms. Adamson is giving the 3.0 Public Health presentation to the Public Health & Community Service committee. Ms. Ness stated one of the ideas that was discussed at the Strategic Planning meeting was the idea of the County providing a grant writer to be available to different departments, in particular public health. The grant writer would help in writing the grants and making sure the County is getting the funds we are earmarked for. Ms. Ness noted there was a lot of positive feedback. This is something that is being pursued at the county board level. Ms. Ness also stated she looked forward to getting input from the Board of Health regarding strategic planning for the next decade.

3. MINUTES APPROVAL

A. Board of Health - Regular Meeting - May 20, 2019 7:00 PM

RESULT:	ACCEPTED BY VOICE
----------------	--------------------------

4. ADMINISTRATOR'S ORAL REPORT

Ms. Adamson stated the Cannabis Regulation Tax Act was signed and goes into effect January 1, 2020. She also reminded board members that the signatory policy was passed at last month's meeting and updated the Board on what grants were renewed this month. Dr. Lorenc asked if there were any financial changes on any of the grants and Ms. Adamson stated there were not.

Ms. Adamson said Planning and Development is currently working on a hoarding policy. Ms. Nomm and Ms. Howell, as well as other departments within the county, are working collaboratively to make this a more coordinated activity to avoid repeat visits to the home and call in other departments as they encounter these issues.

Ms. Adamson told the board she was invited to join the Leadership Greater McHenry County and will be starting in September.

5. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ted Lorenc
SECONDER:	Mary McCann
AYES:	McCann, Lorenc, Stinson, Gaffney, Clarke, Morawski, Lin, Trevino
ABSENT:	Faccone, Hatch, Axman

- A. Disbursements
- B. Income & Expenses
- C. Administrator Report
- D. ADM Division Report
- E. ENV Division Report

Ms. Nomm told the board the Environmental Health office will be moving on June 26th. Ms. Nomm said non-field staff will be located in the large conference room and will be able to stay fully operational throughout the day of the move.

Ms. Nomm said that food service training was provided by staff to 150 food establishments on June 17. Ms. Nomm stated the department will be offering additional food service training in the future.

The Liquor Commission informed Ms. Nomm that they will not continue their program of paying local health departments to conduct liquor inspections. No explanation was given at that time.

F. PHN Division Report

Ms. Karras said the Nursing Division has been busy applying for new grants. It was noted by Ms. Karras there have been two outbreaks of mumps in the McHenry County Correctional Facility. Ms. Karras stated the department is working to position staff requirements in case of a possible measles or chicken pox outbreak.

The Family Case Management program currently has a lot of vacancies and the department is looking at how we can best re-purpose the positions to move forward with the deliverables we have for the next several years.

G. VPH Division Report

Ms. Howell stated that Animal Control has been focusing more on education and training recently. Animal Control officers and veterinary staff have been out at public events helping to educate and provide information on responsible pet ownership. It was also noted by Ms. Howell that the division attends three national conferences a year and two different state conferences, which has helped with turnover.

Ms. Howell also stated the animal control public health state ordinances was discussed at a special meeting. She said she received some good feedback and will re-send any revisions to the committee.

Dr. Lorenc asked who takes care of roadkill. Ms. Howell replied the Department of Transportation handles roadkill whether it's in an unincorporated area or a regular municipality. However, if it's a cat or dog, the department will take it in and hold it in case an owner comes looking for their pet.

6. NORTHWESTERN MEDICINE DISBURSEMENTS

1. Northwestern Medicine Disbursements

RESULT:	APPROVED [6 TO 0]
MOVER:	Mary McCann
SECONDER:	Juliana Morawski
AYES:	McCann, Gaffney, Clarke, Morawski, Lin, Trevino
ABSTAIN:	Lorenc, Stinson
ABSENT:	Faccione, Hatch, Axman

7. FAMILY HEALTH PARTNERSHIP DISBURSEMENTS

1. Family Health Partnership Disbursements

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mary McCann
SECONDER:	Cindy Gaffney
AYES:	McCann, Lorenc, Stinson, Gaffney, Clarke, Morawski, Lin, Trevino
ABSENT:	Faccione, Hatch, Axman

8. CONTRACTS AND AGREEMENTS - NEW

A. Illinois Department of Transportation-Safe Routes to School Grant

Ms. Karras explained this is an Illinois Department of Transportation grant to encourage kids to bike and walk to school. Ms. Karras said the grant is working with District 15 in McHenry. Some of the schools already have established routes to school and the children at these schools will be encouraged to walk and bike to school.

Ms. Karras stated the funds will be used to teach public safety to students and parents, provide appropriate safety equipment, as well as to provide signage and encourage towns to look into safer routes to school.

Dr. Stinson asked if any focus will be on children who are driven to school. Ms. Karras replied that these children and their parents will be encouraged to walk or ride to school. Ms. Karras remarked that a poll was taken prior to applying for the grant and it showed many parents don't feel it's safe for their children to walk or bike to school for various reasons. Ms. Karras said that safety is always a concern for bike riders and the public needs to be educated in the etiquette of sharing the road with bikes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Clarke
SECONDER:	Ted Lorenc
AYES:	McCann, Lorenc, Stinson, Gaffney, Clarke, Morawski, Lin, Trevino
ABSENT:	Faccione, Hatch, Axman

9. PROGRAM HIGHLIGHTS

A. Public Health 3.0

Postponed until July 22, 2019 Board of Health Meeting

RESULT: WITHDRAWN

10. OLD BUSINESS

A. Comp Study and Grading

Ms. Adamson informed the board that she, Ms. Karras, and Ms. Nomm recently met with County Human Resources to re-grade the Grade 12 positions (5 positions in Nursing and one position in Environmental Health). She stated that re-grading each position step-by-step proved to be helpful in understanding how the process worked. She explained that each employee completed a Comprehensive Position Questionnaire (CPQ) which gathered information about job duties, responsibilities, and qualifications. The CPQ formed the basis to evaluate each position across a set of factors. Each factor included narrative descriptions on a scale (e.g., 1-9) according to degree of difficulty, responsibility, etc. These factor numbers are multiplied together to generate a final score which corresponds to a grade. Many of the positions reviewed scored higher than when done originally. Ms. Adamson explained that due to differences in how employees completed the CPQ and some subjectivity involved in assessing the degree of difficulty, responsibility, etc. for each factor, there is variation in the final grades.

Ms. Gaffney questioned if we are unfairly penalizing employees because of this system. Ms. McCann stated the program was not customized for a public entity which includes different departments.

One potential suggestion would be to re-grade the entire health department, Ms. Adamson said. It was also noted the County doesn't want to change too much on the program because of the implications it would have on the rest of the county.

It was agreed the Department should re-grade the positions for accuracy. Mr. Clarke also suggested having a discussion with the County regarding our concerns and a proposal for some potential changes to the grading system.

Dr. Stinson suggested estimating approximate corrections and incorporate that estimate into the upcoming budget and then do a more thorough re-grading and correct any estimation errors.

RESULT: PRESENTED

11. NEW BUSINESS

A. Board of Health Meeting Survey Results

After a review of the results of the survey sent out to board members, it was decided to change the start time of the Board of Health meeting from 7:00 pm to 6:30 pm on the 4th Monday of the month and to have one meeting per quarter at the Animal Control & Adoption Center Community Room in Crystal Lake.

RESULT: PRESENTED

B. Employee Dress Code-(Logo Wear)

The Department is interested in utilizing logo wear branding such as t-shirts, polo shirts, etc... at specific field assignments or at public events to help identify employees and promote the McHenry County Department of Health. Mr. Clarke asked about wearing logo wear off duty. Ms. Adamson stated the logo wear is for work related events only. Additional language can be added to state that

logo wear may not be worn when not on duty. It will be required to return logo wear to the Department upon termination of employment.

RESULT: PRESENTED

C. County Budget Policy

Ms. Adamson told the board each division is currently working on their budget. It will then be uploaded into D365. The Department will then meet with Administration and County Finance. When finalized, the budget will be brought to the Board of Health for approval.

RESULT: PRESENTATION

D. Strategic Planning

Ms. Adamson stated that each division has begun some internal planning looking at strengths, weaknesses, opportunities, and threats as the Department moves toward starting strategic planning with the Board of Health. The Department is considering a day retreat set up by an outside facilitator. We are working with consultants and getting some proposals for our DASH grant and one of those consultants might be a good choice for our strategic planning retreat.

Ms. Adamson stated a Doodle poll will go out to board member to narrow down some dates, most likely in late summer to early fall.

RESULT: PRESENTED

12. BOARD ISSUES

13. INFORMATION AND COMMUNICATIONS

A. Thank You Letters

RESULT: PRESENTED

B. 20th Anniversary of Health Dept. Suggested Organization-Striders, Walkers and Talkers (S.W.A.T.)

RESULT: PRESENTED

14. EXECUTIVE SESSION (AS NECESSARY)

15. APPENDIX

A. Media Detail

RESULT: PRESENTED

B. Webstat

RESULT: PRESENTED

C. ENV Well/Septic Report

RESULT: PRESENTED

D. ENV Lab Report

RESULT: PRESENTED

E. PHN Reports

RESULT: PRESENTED

F. VPH Reports

RESULT: PRESENTED

16. ADJOURNMENT

A motion by Ms. McCann, second by Dr Lorenc to adjourn the regular meeting at 8:32 pm. Motion passed unanimously by voice vote.