

JO DAVIESS COUNTY BOARD OF HEALTH
MEETING MINUTES

SATURDAY, DECEMBER 6, 2003

The Jo Daviess County Board of Health held a meeting on Saturday, December 6, 2003. The meeting was called to order by President Tom Berryman at 9:30 a.m.

Board of Health members present: President Tom Berryman, Gini Appel, Bonnie Dorman, Dr. Joe Garrity, Helen Kilgore, Ed Kuhle, Jim Lander, Sally Toepfer, County Board Representative

Board of Health members absent: Robert Chorak, DDS, Vice-President Charlene Huso,

Staff members present: Peggy Murphy, Rose Imbus, Heather Miller, Mairi Douglas

UNFINISHED BUSINESS:

Approval of Minutes from October 16, 2003, Board of Health Meeting

The Board of Health meeting minutes from October 16, 2003 were approved with a motion by Bonnie Dorman and a second by Sally Toepfer.

Update on 2004 Budgets

Peg was pleased to announce that the budgets were approved by the County Board as presented. The tax levy for the health department will remain at the same dollar amount and therefore the per cent of tax levy will decrease. Tax levy for this year is .0886 percent and next year will be lowered to .0883 and will continue to lower over next years as the dollar amount will not be increased for public health services. Tom Berryman stated that the health department needs to be prepared for next year's budget session and the need to have the public informed of the health department's role in the community. Peg feels that most of the County Board members realize the need to meet the requirements of the agency but not the human service programs provided by the health department.

NEW BUSINESS

Presentation on Emergency Preparedness By Dr. Masood Athar

Peg introduced Dr. Masood Athar who is the Regional Emergency coordinator who covers 8 counties in our region with the exception of Winnebago County who has their own Coordinator. Dr. Athar worked with the Stephenson County Health Department to prepare their bioterrorism / emergency plan. He is well qualified for this position as the Regional Emergency Coordinator.

Dr. Athar gave a presentation of bioterrorism and emergency planning and the health department's role, which covered the following:

- Possible terrorism threats would be germ terrorism (most dangerous) - gave history of bioterrorism germ warfare
- Bioterrorism awareness
- CDC Priority Biological Agents
- Need to have a plan in place

Public Health as well as health care providers needs to be alert for surveillance of disease.

Small pox virus and vaccine - only prevention is vaccination. Those vaccinated before 1972 may have limited protection.

Other diseases that should be on the alert for include:

- Anthrax
- Plague
- Tularemia
- Botulism - contained in water and soil
- Chemical agents - very difficult to control
- Nuclear radiation

In case of a bioterrorism or emergency alert, the local health department would coordinate local resources for the health and safety of the general public. Illinois Department of Public Health would support the local response operation to coordinate multi jurisdiction services for the health and safety of the general public. CDC would support the state and local resources.

Protecting the nation from bioterrorism must be a matter of partnership, agencies need to work together. Local health departments, health care providers, schools and school nurses, veterinarians, labs, pharmacists, coroners, death certificates,

ambulance, media, social political events must all work together to report any unusual disease that may occur.

Dr. Athar's summary of emergency preparedness is:

- Make a plan
- Keep it ready
- Hope one does not have to use it

Peg noted that she appreciates the support from IDPH. They have taken a role in leadership of the emergency preparedness plan. In October, 2003, the IDPH was notified by the CDC that Illinois became the first state to receive their highest rating for preparedness to administer the Strategic National Stockpile program. Illinois is the first state to receive this rating utilizing the new CDC evaluation system. The receipt of this rating is a result of the professionalism, dedication and hard work of IDPH, local health departments, and the liaisons from the State Emergency Operations Center over the last couple of years.

Board members thanked Dr. Athar for his very informative presentation. It is hopeful that the County Board will review this also.

Fiscal Year 2004 Board of Health Meeting Dates

The meeting dates were approved as scheduled.

Volunteers to Sign Claims for 2004

Board of Health members volunteered to sign claims for the year 2004.

Home Health Care Up Date

The visit frequencies were distributed. Mairi Douglas reported that there are 29 clients in Home Health Care. She is currently revising policies, and there will be an external audit performed by Whiteside County Health Department staff on Thursday, December 11. Mairi would like to distribute informational news articles to the county papers - Know your Health Department. The Board agreed that this would be good for public awareness. Also suggested the information be sent to County Board members to be enclosed with monthly committee packets.

Bonnie Dorman suggested that a Health Board Committee be formed to start a marketing campaign for promoting services and educating the public. Would like to get this organized in the spring of 2004. Tom asked that this be put on the agenda for February or April. Stressed the need to let the public know the impact on lives of all county residents even if they do not use the services.

Environmental Health Up Date
Restaurant Promotional Stipend from Tobacco Grant Funds

Heather Miller distributed the results of a Smoke Free County Challenge that the health department participated in. The health department received \$400 stipend for completing the survey.

The health department awarded a \$50 stipend to restaurants annual license fee for restaurants that are smoke free. The restaurant had to have been on the program in 2003 to qualify for the stipend. The staff does follow up for compliance with their regular restaurant inspections.

Heather reported that she has not received any complaints due to the increase in fees that were effective December 1, 2003.

Heather reported that the communicable disease nurse received a telephone call from someone in New Jersey who wanted information on Lyme Disease. He had seen the article on Lyme Disease that was sent to the Galena Gazette by the communicable disease nurse on the internet.

HIPAA forms, 2,400 signatures as of November 24, 2003

Peg reported that there have been over 2,400 privacy statements distributed to clients since April 14, 2003.

Finance Committee review of pay increases based on Labor Grade

Helen Kilgore reported on the Finance Committee meeting. This meeting was to review labor grades 11 and up on the pay scale and try to establish a revised pay increase for those labor grades. The committee's recommendation is to review past year pay increase for labor grade 11 and up and look at the average increase received. Any savings from this would be passed to the lower grades in a dollar or cent amount. It was agreed that any changes in pay increases would not be changed until the 2005 budget year.

Client Care Committee Report

No meeting held.

Bioterrorism Grant

A copy of the accountability for the bioterrorism grant funds were reviewed and discussed. Sally suggested that a copy of this be shared with the County Board's Health, Environmental, and Law committee. One of the requirements for this year's grant is for all employees to complete a public health / emergency training

skills assessment. This would show skills needed and also provides training via the internet. Peg is planning to offer work time to all staff to complete the assessment and training.

WIC/ Family Case Management/Teen Parent/Kidcare Grants

Karen Heinen provided a financial report for these programs. These grants total \$135,800. Overall for fiscal year 2003 the income for these grants totals \$15,051 more than was projected in the budget.

Board of Health Member Volunteer for Family Planning Information and Education Committee (meets bi annually)

Judy Behnke, Family Planning Nurse, had requested that a Board member volunteer to serve on this committee. The committee reviews program educational materials. This would be an ex officio member from the Board of Health. After having the role of this member explained, Joe Garrity volunteered to serve on this committee.

Donations to Health Department

A list of donations provided to the departments for fiscal year 2003 was reviewed by the members. A revised list of health department needs has been submitted to the newspaper. Donations have been received by departments from the last article that was submitted.

Jo Daviess County Needs Assessment Committee and Report

Jim Lander reported on the meetings held by the Needs Assessment Committee. After reviewing and discussing the various health needs, the committee identified the following:

- Oral health / fluoridation for underinsured and with no insurance
- Alcohol use and abuse
- Illegal substance abuse (marijuana and inhalants / meth labs / cocaine use)

A plan will be developed by Peg with the help of the committee to meet these health needs which will then be submitted to the IDPH for approval before the Board of Health and County Board approves.

Flu Clinics Update

The vaccinations totals for September through November, 2003 were distributed. The clinics have been very busy with the health care's recommendation that high

risk individuals be vaccinated for flu this year. There are still some doses available through the health department and clinics are scheduled for high risk individuals.

Revised Dues Illinois Association of Public Health Administrators

Peg reported the dues for IAPHA will be increased this year. Helen Kilgore made a motion with a second by Joe Garrity to approve the increase in dues. Motion carried.

Other Items

Family Planning / Nurse Practitioner

The Board went into executive session at 11 a.m. and reconvened at 11:15 with motion by Bonnie Dorman and a second by Joe Garrity. A motion was made by Bonnie Dorman with a second by Joe Garrity to institute the position of nurse practitioner (MSN) at a labor grade 13. Motion carried.

Next Meeting Date - Saturday, February 7, 2004, 9:30 a.m.

Motion to adjourn by Helen with second by Gini Appel was approved at 11:20 a.m.

Secretary