I.  CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Ms. Cooper.

II.  ROLL CALL

A quorum was declared by roll call. Members present, Christina Cooper, Dr. Joseph Gruber, Jim Jensen, Brenda Ulrich and Jeff Wehrli.
Member(s) absent: Jim Friedrich and Dr. John Palmer.
Staff present: Dr. Amaal Tokars, Executive Director/Public Health Administrator; RaeAnn VanGundy, Operations Administrator; Steve Curatti, Program Administrator; Becki Rudolph, Executive Assistant.

III.  APPROVAL OF AGENDA

Mr. Jensen moved to approve the agenda as presented. Ms. Ulrich seconded the motion. The motion was unanimously approved by voice vote.

IV.  APPROVAL OF AUGUST 16, 2016 MINUTES

Mr. Wehrli moved to approve the August 16, 2016 minutes as presented. Mr. Jensen seconded the motion. The motion was unanimously approved by voice vote.

V.  INTRODUCTION OF GUESTS & VISITORS

Ms. Cooper welcomed everyone attending.

A.  Public Comment

None

VI.  EXECUTIVE DIRECTOR COMMENTS

−Reviewed after hours drill, held at KCHD September 19th.
  -Pictures from the drill have been posted on Facebook.
  -Thank you to Sheriff’s Office for their participation.
  -There were no live weapons.
  -Two scenario’s were done – staff did well getting out of building, passing information on to deputies coming into building, changing route to get out of building as needed.
  -Sheriff’s Office answered all questions staff had before scenarios were started
  -Ms. VanGundy stated the Sheriff’s Office did a good job easing staff concerns and looking out for staff safety.
  -Mr. Curatti stated it was a good opportunity to actually see how I would react.
−Levy Hearing:  email was received last Friday offering hearings on September 23rd or September 29th. KCHD levy hearing will be September 29th at 4:15 p.m. Board members are invited to attend. The hearing will be very brief only fifteen minutes.
−50th Anniversary Celebration
  -Mr. Curatti is working on a collage of pictures through the years – will be used as bulletin board, power point, etc.
Will be kicking off this month using social media

- The 50th Anniversary Logo will be used on all official documents
- Copies of the proposed 50th Anniversary Resolution were distributed for review
  - Recognizes staff, Board of Health, advisory boards, volunteers, interns, etc.
  - Language in quotes are statements made by CARF about KCHD.
  - Will be posted on web site, sent to legislators, etc.
  - Resolution will be read to staff at the November All Staff meeting – Board members were invited to participate
  - Board members asked that both past and present employees, board members, etc. also be recognized.
  - Board members suggested inviting chiefs of police, fire, mayor’s, etc also be invited to the reading of the resolution.

Dr. Gruber moved to approve the 50th Anniversary Resolution with changes. Mr. Jensen seconded the motion. The motion was unanimously approved by voice vote.

VII. PRESENTATION – RAENN VANGUNDY, OPERATIONS ADMINISTRATOR

Ms. VanGundy updated the Board on grants coordination.

- Always searching for new grants – Mr. Curatti, Ms. Williams and unit directors are all actively looking for new opportunities.
- When new grants found – look at eligibility, cost effectiveness, does it fit with current services, and is this something KCHD has done before.
- Operations reviews & develops budgets for grants, Mr. Curatti and staff write the program pieces.
- Health informatics is used to look for gaps in services and amounts of funding to request.
- Grants may be amended throughout the year to move monies into different categories.
- GATA (Grants Accountability and Transparency Act) started with 2017 grants. Requires internal controls questions to be answered for all grants, requires on time reporting. All grants are listed on GATA website and other agencies can apply for any of the grants.
- All grants looked or applied for are entered into the Grants/Foundations Tracker Review.
- Recently applied for Epilepsy Grant, that was found on the GATA website.
- KCHD has been awarded the U.S. Probation Solicitation Fee for Service for substance abuse treatment.
- Will be applying for the Retail Food Standards Grant.
- Focusing on Foundations for capital monies for equipment, capital expenditures.

Questions/Comments:
- Does KCHD ever work with other agencies/entities on joint grants? Usually try to keep all funding for KCHD personnel. Dr. Tokars stated KCHD does work with schools or offer technical assistance. KCHD has worked with Rush-Copley on grants that only large organizations would qualify for.

VIII. OLD BUSINESS

A. 2016-2021 Strategic Plan

Dr. Tokars stated there is no update tonight. The four goals will be discussed at Finance and Personnel Committees in October and Community Action and Community Health Advisory Boards this month. The final goals will be presented at the October Board meeting for approval. Dr. Tokars updated the Board on meeting schedule.
- October will be a regular Board meeting
- November meeting will not the annual self-evaluation. Regular business will be discussed. Dinner will be held at Ms. VanGundy’s home directly after the meeting.
- No Board or committee meetings in December.
−The January meeting will be the Board retreat – Board self-evaluation and Dr. Tokars evaluation will be completed.
−The February meeting will be review and approval of the new Strategic Plan. Discussion on inviting key stakeholders to the meeting.

B. FY2017 Budget Updates – Review & Approve

Copies of the updated FY2017 budget were distributed. Ms. VanGundy reviewed changes.
−Line item 250 Tobacco Grant had originally been $42,000; the grant award has been received is is reduced to $36,998.

Ms. Ulrich moved to approve the FY2017 Budget update. Dr. Gruber seconded the motion. The motion was unanimously approved by voice vote.

IX. COMMITTEE REPORTS

A. Finance Committee

Dr. Gruber reviewed minutes from the September 7, 2016 meeting.

B. Personnel Committee

Mr. Jensen reviewed minutes from the August 25, 2016 meeting.


Dr. Gruber moved to approve the Finance Committee September 7, 2016 and Personnel August 25, 2016 minutes as presented. Ms. Ulrich seconded the motion. The motion was unanimously approved by voice vote.

X. NEW BUSINESS

A. Appointments to Advisory Boards

Dr. Tokars reviewed bio’s for Mia Jusufi and Eric Fisher for Community Action Advisory Board.

Mr. Jensen moved to appoint Mia Jusufi and Eric Fisher to the Community Action Advisory Board. Mr. Wehrli seconded the motion. The motion was unanimously approved by voice vote.

B. Personnel Policy Updates

Dr. Tokars reviewed updates to Personnel Policies:
−Chapter 2, Section 2.3 (B) (C)-Resignation and Exit Interview: These policies were updated to reflect current practices.
−Chapter 8, Technology Policy: Section 8.7 Journal Copy email Archive Management, Retention & Disposal was added to the county policies.

Mr. Wehrli moved to approve updates to Personnel Policies as presented. Dr. Gruber seconded the motion. The motion was unanimously approved by voice vote.

Copies of the 2017 Community Action Plan Update were distributed in board packets. Dr. Tokars reviewed highlights.
–Pages four and five show information on both Kendall and Grundy counties. Community Action serves both counties.
–Pages 169-174 show goals, objectives and outcomes.

Mr. Wehrli moved to approve the Community Action Plan as presented. Mr. Jensen seconded the motion. The motion was unanimously approved by voice vote.

D. Review & Approve 50th Anniversary Resolution

Reviewed and approved under Executive Director Comments.

XI. ITEMS FOR BOARD DISCUSSION

A. Board of Health September Communication

B. Newspaper article(s): “Funds Available to Help Low-income Residents Pay Winter Energy Bills”; “High Levels of Stachybotrys Mold Found at City Center Apartments in Yorkville”

C. Legislative: Sen. Laura Murphy Letter Regarding Physical Education

D. Thank you from Dr. Kwak

E. Mold Air & Tape Lift Report to City of Yorkville; E-mail regarding City Center Apartments

F. Articles on Mold: “How to Get Rid of Mold” & “The Medical Effects of Mold Exposure”

F. American Public Health Association 2018 Annual Meeting Theme Recommendations

G. Infection-Related Cancers: Prioritizing an Important & Eliminable Contributor to the Global Cancer Burden

H. PSR Returns to the U.N.

I. Letter to Governor in Support of HB6333 – Asthma School Protocol

J. KCHD Building Floor Plan

K. Grundy County Board Fills Seat Created by the Resignation of John Galloway

L. IDPH & CDC memo(s):

XII. COUNTY BOARD UPDATE – JEFF WEHRLI

–The three ordinances – Food, Water and Septic were approved at today’s meeting.
–Union negotiations continue, health insurance is the major sticking point. There will be changes in health insurance next year.
XIII. **EXECUTIVE SESSION**

Mr. Wehrli moved to go into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2) Section 2 C Item (1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body” at 7:46 p.m. Mr. Jensen seconded the motion. The motion was unanimously approved by roll call vote.

Mr. Wehrli moved to go out of executive session at 7:56 p.m. Dr. Gruber seconded the motion. The motion was unanimously approved by voice vote.

Dr. Tokars updated the Board on buying ladders that would fit on second floor window sills to allow employees to escape. Board members asked that liability be checked into.

XIV. **COMMENTS/ANNOUNCEMENTS**

None

XV. **ADJOURNMENT**

Mr. Jensen moved to adjourn the meeting at 8:20 p.m. Mr. Wehrli seconded the motion. The motion was unanimously approved by voice vote. The next meeting is October 18, 2016 at 6:00 p.m.

Submitted by:

Becki Rudolph
Executive Assistant