
CHAMPAIGN COUNTY BOARD OF HEALTH

Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802

Phone: (217) 384-3772
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Champaign County Board of Health

Tuesday, February 24, 2009

6:00 p.m.

Meeting Room Three

Brookens Administrative Center, 1776 E. Washington
Urbana, Illinois

AGENDA

<u>ITEM</u>		<u>PAGE NO.</u>
A. Call to Order		
B. Roll Call		
C. Approval of Agenda/Addendum		
D. Approval of Minutes		
1. January 27, 2009		1-7
E. Public Participation on Agenda Items Only		
F. Correspondence and Communications		
G. Treasurer's Report		
1. Approval of CUPHD Invoice for December 2008		8
H. Issues Regarding CUPHD		
1. Report from CUPHD Administrator		
2. Division Monthly Reports		
a. Maternal & Child Health (Gowda)		
b. Infectious Disease, Mobile Unit (James)		
c. Environmental Health (Peterson)		
d. Wellness & Health Promotion (Ramirez)		
I. Issues Regarding RPC Senior Wellness Program (Scholze)		
J. Issues Regarding Crisis Nursery Perinatal Depression Program (Segal)		
K. Issues Regarding Smile Healthy (Kassem)		
1. Monthly Report		

L. Other Business

1. Follow-Up Report from Ramirez and Scholze Regarding Grant Process 9-10

M. Public Participation on Non-Agenda Items Only

N. Adjournment

1 **CHAMPAIGN COUNTY BOARD OF HEALTH**

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3 **Monthly Meeting**

4 **Tuesday, January 27, 2008, 6:00 p.m.**

5
6 **Call to Order & Roll Call**

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8 The Board of Health held its monthly meeting on January 27, 2009 in the Putman Meeting
9 Room at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called
10 to order at 6:10 p.m. by Julian Rappaport. Board members Stan James, John Peterson, Cheryl
11 Ramirez, Julian Rappaport, Bobbi Scholze, and Betty Segal were present at the time of roll call. Nezar
12 Kassem had sent notice that he would not be attending the meeting. The staff members present were
13 Kat Bork (Board of Health Secretary) and Susan McGrath (Senior Assistant State’s Attorney). Others
14 present were Nancy Greenwalt (Smile Healthy Executive Director), Darlene Kloepfel (Regional
15 Planning Commission), Rosanna McClain, and Sureland Trice (Crisis Nursery).

16
17 **Approval of Agenda/Addendum**

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19 **MOTION** by James to approve the agenda; seconded by Scholze.

20
21 Rappaport suggested moving the Smile Healthy report to earlier in the agenda and there were
22 no objections from the Board.

23
24 **Motion carried.**

25
26 **Approval of Minutes**

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28 **MOTION** by James to approve the Board of Health minutes of November 15, 2008 and
29 January 6, 2009; seconded by Segal.

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31 James requested line 33 in the January 6, 2009 minutes be changed to read “It was noted.”

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33 **Motion carried as amended.**

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35 **Public Participation on Agenda Items Only**

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37 There was no public participation on the agenda items.

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39 **Correspondence and Communications**

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41 There was no correspondence or communications.

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43 **Consideration of A Method for Review of Grants & Contracts**

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45 Rappaport explained it has occurred to the Board to implement a systemic way to review the
46 programs funded with its money. Developing such a system would be difficult at Board meetings, so
47 he suggested a subcommittee or small group be formed to develop a set of procedures and then
48 propose a plan to the whole Board. He asked for the Board’s thoughts on this approach and if any
49 member would serve on this subcommittee. James suggested using the Mental Health Board,

50 documents supplied by Peter Tracy as templates to develop the Board of Health's evaluation
51 documents. These documents could be discussed at a full Board meeting to lay some parameters for a
52 subcommittee to draft a method. Rappaport noted the Board previously received materials from Tracy
53 and there seem to be too many other things to constructively deal with at a Board meeting. He was not
54 opposed to a study session. Scholze and Ramirez volunteered to be on subcommittee and bring some
55 recommendations back to the full Board. McGrath noted that a two-person committee is prevented
56 from talking to themselves outside of meetings under the Illinois Open Meetings Act. She suggested
57 Scholze and Ramirez be assigned to gather information and report back to the full Board rather than
58 form an actual subcommittee. Segal asked if the review would encompass the current grants or if it was
59 intended to evaluate future proposals for grants. Rappaport indicated the process could be used to
60 evaluate both current and future programs. For example, the Board could ask questions about the
61 purposed state grants awarded to Champaign County. The process should enable the Board to think
62 about all grants, not just those invented by the Board of Health. Developing this process would also
63 help the Board towards entertaining new funding proposals from agencies.
64

65 **Mental Health Board Collaboration**
66 **Quarterly Report from Crisis Nursery**
67

68 Sureland Trice from Crisis Nursery spoke about the agency's quarterly report. The program's
69 numbers are on target in the second quarter with 11 individuals being served. The challenges the
70 agency is facing include transportation for rural families, so Crisis Nursery is reaching out to others in
71 rural communities, such as ministers and bus services to possibly develop a contract to transport
72 mothers into the nursery for respite care. Crisis Nursery continues perform outreach and is working on
73 presentations to give to police officers so they can share information on the program when they are out
74 on calls. Support groups meeting within the city limits have been more successful than others in the
75 rural areas, even if the attendees are from rural areas. There is a group meeting at Frances Nelson as
76 well. James asked if the Community Services Center in Rantoul was being used as a site. Trice said
77 Crisis Nursery is planning to consider Rantoul in its next round of groups. Segal asked if mothers had
78 the choice of which group they could attend. Trice answered affirmatively and explained the nursery
79 tended to offer the groups consecutively. Another challenge is the fact that more referrals are coming
80 from non-rural mothers, with the largest number of referrals coming from CUPHD. There have been
81 some referrals from individual doctor's offices and none from Frances Nelson. Trice confirmed the
82 program is serving mothers from rural communities like Fisher and Tolono.
83

84 Rappaport said effectively reaching rural residents is a key problem for public health services,
85 so the Board would appreciate learning about any information Crisis Nursery discovers. He
86 hypothesized that people might be more familiar with traveling to the Champaign-Urbana area for
87 shopping or other purposes than Rantoul, hence the strong attendance in those groups. Trice has
88 contacts in Rantoul who have warned her that this population is slow to warm. Trice spoke about
89 potential outreach plans Crisis Nursery was developing for the program to reach more rural residents.
90 The Board thanked Trice for the report.
91

92 **MOTION** by James to receive and place on file the Crisis Nursery Quarterly Report; second
93 by Ramirez. **Motion carried.**
94
95
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97 Notes from the Mental Health Board Joint Project Quarterly Planning Meeting

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100 The notes provided a summary of the discussion from the most recent Mental Health Board
101 Joint Project Quarterly Planning meeting. Peterson asked what impact the state's delay in payment
102 was having on the Mental Health Board. Ramirez surmised that Peter Tracy must be close to pulling
103 his hair out. The Prairie Center had to let staff go because of the state funding cuts. Mental health
104 boards around the state are extending lines of credit to their providers because of the delayed state
105 payments. Peterson reported that he heard from social service agencies that the State of Illinois is
106 sending payments to doctors for their services, but not to social services agencies.

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McGrath explained that if any complaint against the state by an agency would have to be filed with the Court of Claims and now the Court has no money. McGrath noted that the state is behind in its reimbursement to Champaign County too. A result is that people are meeting with their federal representatives and asking for any stimulus money intended for local governments be sent directly to the local government instead of going through the state. It is thought the state will simply hold onto the money instead of passing it along.

Segal commented that the Board of Health will be looking at what other types of programs it might want to fund in the next budget cycle. She encouraged anyone to bring suggestions to the Board. Rappaport pointed out that Tracy suggested a joint study session between the Board of Health and the Mental Health Board to discuss some co-sponsorship ideas. Tracy mentioned that Crisis Nursery could receive a one-year grant extension. The Board of Health is on a different fiscal year than the Mental Health Board and Rappaport thought the Board ought to commit \$25,000 to this program for the next fiscal year. James suggested the Board weigh other proposals in May after the evaluation templates are prepared before committing any money. He wanted to see the evaluation templates first before approving another year's worth of funding for a program. Rappaport suggested the Board developed its plan, but also agree to follow the Mental Health Board's lead if that board approves a grant extension to Crisis Nursery. Ramirez explained the Mental Health Board has the same fiscal year as the County, but its program year starts in June. Rappaport suggested deferring this discussion until the boards have a study session. The Board considered the possible dates suggested at the quarterly meeting and agreed either the February or March date would be acceptable. Board members requested that the study session not start before 5:30 p.m.

Consideration of Funding Anti-Stigma Alliance at Ebertfest

The Board discussed participating in funding the Anti-Stigma Alliance at Ebertfest. Segal noted there are other public health related initiatives that \$1,000 could be used for, including publicity for the mobile unit. The Board concurred with not funding this proposal.

Senior Wellness Program

Quarterly Report from the Regional Planning Commission

Darlene Kloepfel said, as requested, the quarterly report from the Regional Planning Commission contained more actual numbers on the people RPC is seeing with baseline numbers since the previous year. October was the first quarter RPC gathered statistics, including types of referrals.

143 Scholze said the report was much improved and requested to see the trend information future
144 reports to determine whether the activity was building or staying the same. She liked the inclusive of
145 stories about the people who were helped. James asked if the people documented in the report were
146 being helped with Board of Health money. Kloeppel stated that was correct. Ramirez asked about
147 LIHEAP and Kloeppel explained it is the low income energy assistance program administered through
148 RPC. Rappaport indicated the Board might have suggestions on reporting when some formality is
149 developed for its process. The Board needs some uniform way of reporting that programs would
150 adhere to so the expectations are not vague. He recommended that the process to evaluate programs
151 should pre-date any of the Budget Subcommittee meetings. Peterson confirmed the budget process
152 begins in May.

153

154 FY2008 Final Expenses

155

156 Rappaport asked what was included in the \$11,935 RPC charged for administration indirect
157 costs. Kloeppel stated that RPC operates on a cost allocation plan based on its actual expense from the
158 previous year. Everything in the RPC office that they consider shared such as the receptionist,
159 physical department, executive director, the building expenses, etc. Rappaport said the indirect costs is
160 one of things the Board need to evaluate when it is selecting the programs it will fund because some
161 programs charge indirect or administrative costs, while others do not. RPC is charging the Board of
162 Health 41% of its program budget for indirect costs. Rappaport wants the Board to begin to realize
163 exactly what their money is being spent on so they can consider ways to negotiate contracts. He
164 suggested the Board build this idea into conversations about evaluations and budget requests.

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166 **MOTION** by James to receive and place on file the Senior Wellness Program quarterly report
167 and FY2008 final expense report from RPC; seconded by Peterson. **Motion carried.**

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169 Issues Regarding RPC Senior Wellness Program (Scholze)

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171 Scholze noted that at the previous meeting the Board wanted to hear more about Family
172 Services and asked if this should be arranged for a future meeting. Rappaport said he would
173 coordinate with Bork to have a future agenda item about Family Services' activities in Champaign
174 County.

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176 Issues Regarding CUPHD

177 Report from CUPHD Administrator

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179 No one from CUPHD was present. Julie Pryde had previously mailed her written report to the
180 Board and McGrath could address any question about last week's TB case. McGrath remarked that the
181 state public law would be amended to include an enforcement mechanism to require people with
182 communicable diseases to enter treatment. This would be modeled on involuntary commitment
183 hearings. The Board discussed TB and the enforcement of public health laws.

184

185 Division Monthly Reports

186 **Maternal & Child Health (Gowda)**

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188 There was no discussion over this item.

189

190 **Infectious Disease, Mobile Unit (James)**

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192 James talked about whether the mobile program was doing what he envisioned it would do for
193 the money being spent. He encouraged the Board to review it and consider redoing the mobile
194 program in the future. The program might provide more services in selected central locations if it
195 would consistently be there. The Board discussed the mobile unit program. James said he would
196 rather see the money going directly to services, such as providing flu shots, instead of paying for staff
197 time since the turnout has been low. Rappaport wanted to look into the cost accounting to see exactly
198 what the Board's money pays in staff, equipment, medicine, etc.
199

200 **Environmental Health (Peterson)**

201
202 Peterson said he, McGrath, and Jim Roberts will try to meet in March about the Environmental
203 Health fines structure. James asked Peterson to bring up the Cherry Orchards area at the next meeting
204 with Roberts. James wanted the condition of this area to be examined, explaining it is a big apartment
205 complex with mounds of trash outside. He was concerned about an outbreak of disease. McGrath
206 suggested reporting this to John Hall in the County's Planning & Zoning Department. James said he
207 had, but was informed the Planning & Zoning Department has large backlog of cases.
208

209 **Wellness & Health Promotion (Ramirez)**

210
211 Ramirez invited the Board to the Best Practices training on April 24, 2009. The topics covered
212 will include mental health first aid, patients with both mental health & substance abuse issues, and
213 primary care for mental health. It will be held at the Hawthorne Hotel in Champaign from 9:00 –
214 11:00 AM. Ramirez will email Board members with dates of future conferences.
215

216 Ramirez has been looking into a program the Board could potentially fund through Chronic
217 Disease Health Management called Catch (Coordinated Approach to Child Health). This program is
218 designed to keep kids in PE classes doing cardio exercise for the entire period, plus learning about
219 nutrition. Ramirez thinks it is an excellent program and serves as a preventive for childhood diabetes.
220 She noted there are no PE teachers in the grade schools anymore and a program with some direction
221 would help. She has called Deb Fruitt at CUPHD. Scholze said the Carrie Busey Elementary School
222 on Kirby Avenue is using the Catch program. Ramirez will gather more information to see if it is
223 something the Board could pilot in a rural school as an evidence-based practice.
224

225 **MOTION** by James to receive and place on file the CUPHD Division Monthly Reports for
226 November & December 2008; seconded by Scholze. **Motion carried.**
227

228 **Issues Regarding Smile Healthy (Kassem)**

229
230 Greenwalt brought a flyer for Giving Kids a Smile, which will take place on February 7th at the
231 mall. The Regional Office of Education has shared this flyer with the schools.
232

233 **MOTION** by James receive and place on file the Smile Healthy November 2008 and
234 December 2008 monthly reports; seconded by Peterson. **Motion carried.**
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237 **Treasurer's Report**

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239 No invoice was submitted by CUPHD.

241 **Chronic Disease Management Video – Ramirez**

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243 Ramirez introduced Rosanna McClain of the Senior Resource Center in Champaign, who is a
244 master trainer in chronic disease management. She showed a video on the chronic disease
245 management program. McLain explained that the program is in its second year in Champaign County;
246 they have leaders, and have had 4 classes since August. They are working on getting the program
247 noticed through word of mouth as people with chronic conditions have positive responses to these
248 types of programs. The Senior Resource Center focuses on self-efficacy for seniors and this evidence-
249 based program similarly focuses enabling people with chronic conditions to take charge of their health.

250
251 James said he had hoped RPC would perform outreach because many seniors are homebound.
252 He thought this type of program would help people get out of house and communicate with others,
253 which in itself would be beneficial to seniors. He suggested giving some program literature to
254 Kloeppel. McClain stated RPC was aware of the program. Rappaport inquired about the cost of the
255 program. McClain said the current \$7,000 grant covers coordination, publicity, and the books. There
256 is no cost to the participants. There is no cost to provide the lay leaders, but they need to be able to
257 provide some honorarium to the leaders to cover their gas and travel costs. Overall, the program is
258 very low cost. Training the lay leaders only requires an outlay of people's time and some the price of
259 providing lunch. The problem is sustainability because the grant ends in July. The medical
260 community is all for this kind of evidence-based program. Rappaport asked about the local
261 demographics. McClain said the class leans more towards older women, but the class is not heavily
262 female. James indicated this program would be conducive especially in winter when some seniors can
263 go stir crazy. He suggested McClain contact the Housing Authority as well. Rappaport asked if it
264 would be feasible to develop such groups in rural areas. McClain definitely felt it was, but it takes
265 resources to make contacts with people. Ramirez said it would involve finding people to be lay
266 leaders. McClain offered to bring any literature or any information the Board would like to see.

267
268 **Other Business**

269 **Request to Join the National Association of Local Boards of Health**

270
271 Rappaport wanted to know if Board thought joining the National Association of Local Board of
272 Health was good idea. He recommended it. The Board is a member of the state, which costs \$95.
273 Everyone on Board would receive the national association's news brief.

274
275 **MOTION** by Scholze to join the National Association of Local Board of Health; seconded by
276 Ramirez.

277
278 Peterson asked where the money for the membership fee would come from. McGrath suggested
279 it could come from the conferences and training or travel line items.

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281 **Motion carried.**

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283 **Public Participation on Non-Agenda Items Only**

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There was no public participation on non-agenda items.

Adjournment

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Kat Bork
Board of Health Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.

Invoice Number:	09001
Date of Invoice:	February 5, 2009
Billing Period:	December-08

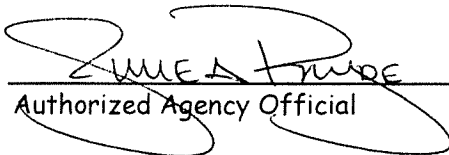
To:
 Champaign County Public Health Department
 Att'n: Evelyn Boatz
 1776 East Washington Street
 Urbana, Illinois 61802

For the Following Expenses:

533.07 Professional Services - Infectious Disease Prevention & Mgmt	\$	6,436.00
533.07 Professional Services - Maternal Child Health Mgmt	\$	3,127.58
533.07 Professional Services - IBCCP & Clinical Services	\$	2,053.58
533.07 Professional Services - Environmental Health	\$	26,635.58
533.07 Professional Services - Administration	\$	7,303.58
533.07 Professional Services - Bio-T Grant	\$	7,175.49
533.07 Professional Services - TFC Grant	\$	1,827.58
533.07 Professional Services - West Nile Virus Grant	\$	263.41
533.07 Professional Services - Non-Community Water - CU Surveys	\$	137.50
Total Amount Due to CUPHD per Contract	\$	54,960.30

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.


 Authorized Agency Official

Meeting Minutes
 Tuesday, February 3, 2009
 10:30 AM

Attended: Peter Tracy, Cherryl Ramirez, Bobbi Scholze

Purpose: The purpose of the meeting was to explore with Peter, his procedures and processes for awarding grant money. Peter is well known to have outstanding procedures and processes and had expressed a willingness to share his experience with Ramirez and Scholze.

Topic	Discussion
1. The Process	1. Peter outlined the following steps in the process: <ol style="list-style-type: none"> a. The Board identifies priorities in the strategic plan (# years?) b. Strategic Plan developed based on I Plan, Healthy People 2010, Assessment from CUPHD and other providers (based on evidence) regarding priorities, and others as identified. c. The Board identifies the priorities for the FY d. Grant projects line up with the identified priorities e. Nov the Board approves criteria for funding based on priorities f. Dec Call for applications announced in the newspaper, give deadline – 30 days? g. First week in Jan packets go out to all who responded to the call h. Feb applications are due i. Anyone can apply up to the deadline j. May Board scores applications based on established criteria and rank based on priorities. (Be sure that program has documentation of evidence-based success.) k. July 1st contracts begin
2. Boilerplate	2. See attachment #1 which Peter calls the Boiler plate. This document is provided to all those who are interested in applying and is part of the application packet. (See #3) This document and what is in it are determined by the Board and are non-negotiable, unless there is something the Board is willing to flex on. If a group does not agree with the terms, they can withdraw their application.
3. Application Packet	3. Application Packet <ol style="list-style-type: none"> a. Cover letter – Important! Lays out the rules of accepting the application packet b. Eligibility Questionnaire c. Application d. Budget forms
4. Policy related to indirect Costs	4. The Board should establish a policy related to the percentage of indirect costs that are acceptable Example: overhead calculation based on 20% of all non-administrative costs being allowable. $\$200,00 \text{ grant} - \$40,000 \text{ administrative costs} = \$160,000 \text{ non administrative costs}$ $\$40,000 / \$160,000 = 25\%$ This proposal would exceed the 20% allowable policy The Board can also decide to say no administrative costs can be part of the grant. OR the Board can say any grant less than a certain amount (ie <\$50,000)

	will not be able to include overhead, however, any grant that exceeds a certain amount may include administrative costs. It is defined by the Board and a philosophical position.
5. The importance of understanding each provider's contract with the state and other parties as needed when awarding grants.	6. In order to maximize your grant monies, understand what the provider is already expected to pay in a state contract (for example). Do not repeat what is already included in other contracts and avoid duplication of services or using your grant money for things that are already covered in another contract used by that agency. Always ask questions regarding contracts in writing.

Recommendations for the Board of Health to consider:

1. Hold a Strategic Planning session.
2. Plan study sessions, or have presentations regarding the items in #3.
3. Review the I plan, Health People 2010 (#3), request assessments from current and other providers, other contracts such as CUPHD's state contract, 2004 needs assessment of Champaign County, Chronic Disease Prevention Act, Illinois Rural Health Association, and anything else that may be helpful to assist in deciding priorities for the future and next grant-letting process.
4. Increase our understanding of the State contract for CUPHD. What piece of that contract is focused on the county and already funded?
5. Identify what outcomes we are looking for. Where are we and where do we want to go? How will we know where we have arrived at our goal?
6. Develop a policy regarding overhead after administrative costs. Should we pay overhead? Should this amount be based on the amount if the grant?
7. Develop a chart for all current and future grants that includes our FY (Dec 1st-Nov 30th), our contract year (July 1st-June 30th), and the FY and Program year of all providers to keep track of grant term lengths, and when contracts are renewable.
8. Outline our process with a time table
9. Gather forms from Peter (See #2) and others as necessary and design and approve our forms
10. Develop an application packet
11. Develop a Boiler Plate document
12. Stress the importance of evidence-based programs and presenting that evidence in the application document