



**MCHENRY COUNTY**  
**PUBLIC HEALTH & HUMAN SERVICES**  
**MINUTES • APRIL 8, 2015**

**Public Meeting**

**County Board Conference Room**

**8:15 AM**

667 Ware Rd, Administration Building, Woodstock, IL 60098

**1. CALL TO ORDER**

PRESENT: McCann, Kopsell, Kurtz, Miller, Rein, Smith (9:30 AM), Wheeler (9:24 AM)

ABSENT:

Also present: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Scott Hartman, Deputy County Administrator; Don Gray, Purchasing; Julie Courtney, Workforce Network; Mike Iwanicki, VAC; Jane Wacker, Connee Meschini and Scott Block, Mental Health; Leslie Schermerhorn, Regional Office of Education; Kristy Hecky, Patty Nomm, Michael Hill and Pam Morzos, Health; Norm Vinton, State's Attorney; Jeff Harris, Community Development; Tina Hill and Yvonne Barnes, County Board joined the committee meeting at 10:15 AM; and interested public.

**2. MINUTES APPROVAL**

1. Public Health & Human Services - Joint Public Meeting - Mar 11, 2015 7:30 AM

<b>RESULT:</b>	<b>ACCEPTED [5 TO 0]</b>
<b>MOVER:</b>	Donald C Kopsell
<b>SECONDER:</b>	Michael Rein
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Rein
<b>AWAY:</b>	Smith, Wheeler

**3. PUBLIC COMMENT**

Mr. Steve Schweinsberg from Prairie Land Disposal, joined the committee members to voice concern regarding number 11 on today's committee agenda.

Mr. Schweinsberg informed the committee members that his firm currently provides waste hauling services to this community. This has been the fourth time this neighborhood has gone out for bid. The process was different than what occurred in the past. He stated that he attended the public opening when the "numbers" were read. The numbers posted on the website were different than what was read during the public opening of the bids. When he called the department to inquire why the numbers were wrong, he was informed by staff that the numbers included on the website were correct. When he reviewed the website again, the numbers were different than what he previously saw. He called the department again to question the bid process and his calls were not returned.

He stated based on the numbers provided during the bid opening, Lake Disposal was not the lowest responsible bidder. He stated he does not believe all the bids were entered. He requested the committee members to hold off on their vote on this item until questions surrounding the bid process could be answered by the department.

Mr. Jeff Kurth, CFO/CEO of Pioneer Center joined the committee to voice support of the Mental Health Board's transfer \$925,000 of their fund balance reserve into client services. Mr. Kurth stated that with the service agencies not knowing the cuts that will be made by the Governor, it is important for all the social service agencies to know that the Mental Health Board is helping to fill the gaps that they may all be facing.

Ms. Kurtz questioned if he supports the amounts being set aside for the building as well. Ms. Miller questioned if they support the resolution as written. Mr. Kurth stated he supports the resolution as submitted.

Ms. Michele Gill from Pioneer Center, joined the committee members to voice support of the Mental Health Board's request to reallocate funding from their fund balance reserve into client services. She noted that with the unknown State issues, they believe there will be a decrease in funding amounts received from the State. The Mental Health Board will be able to provide additional funding in order to keep some needed programs. Ms. Gill stated she believes they will see at least a 20% cut from their State allocations. She stated that the release of \$1 million dollars of which \$925,000 will go towards provider services and the remaining funds for administrative services is great and she approves of what the Mental Health Board is doing.

#### **4. PRESENTATION**

None.

#### **5. NEW BUSINESS**

1. 8:15 a.m. - David McPhee's interview - Lake in the Hills Sanitary District

Mr. David McPhee joined the committee members for consideration of a reappointment to the Lake in the Hills Sanitary District.

2. 8:30 a.m. - Sarah Wilson's interview - McHenry County Mental Health Board

Ms. Sarah Wilson joined the committee members for consideration of an appointment to the Mental Health Board.

3. 8:45 a.m. - Rebecca Heisler's interview - McHenry County Mental Health Board

Chairman McCann informed the committee members that Ms. Heisler has pulled her application for consideration of this appointment.

4. 9:00 a.m. - Gabrielle Johnson's interview - McHenry County Mental Health Board

Ms. Gabrielle Johnson joined the committee members to interview for consideration of an appointment to the Mental Health Board.

5. 9:15 a.m. - Jeffrey Parsons' interview - McHenry County Mental Health Board

Mr. Jeffrey Parson joined the committee members to interview for consideration of an appointment to the McHenry County Mental Health Board.

6. Deliberation and selection of one candidate for recommendation to the County Board Chairman for the Lake in the Hills Sanitary District for a term to expire on May 1, 2018

Ms. Kurtz made a motion, seconded by Ms. Miller to recommend the reappointment of Mr. David McPhee to the Lake in the Hills Sanitary District with the term to expire on May 1, 2018. The motion carried on a roll call vote of all ayes (Kopsell, Kurtz, Miller, Rein, McCann)

7. Deliberation and selection of one candidate for recommendation to the County Board Chairman for the McHenry County Mental Health Board for a term to expire on January 1, 2019

The committee members stated that all the applicants for this position were wonderful and they felt all were qualified to fill this position. It was stated that it is hopeful that all of the applicants will remain active in the community as they were all very strong candidates. After deliberation, Ms. Miller made a motion, seconded by Mr. Rein to recommend the appointment of Ms. Sarah Wilson to the McHenry

County Mental Health Board with the term to expire on January 1, 2019. The motion carried on a roll call vote of all ayes (Kopsell, Kurtz, Miller, Rein, McCann)

Chairman McCann stated she is going to recommend a county board rule change so the applications that were presented for consideration of an appointment can be retained for consideration of a future appointment.

Chairman McCann informed the committee members that Mr. Vinton, Assistant State's Attorney, was invited to the committee meeting to discuss the role of this committee in relation to the boards this committee oversees. There are four boards represented today, including the Board of Health, Mental Health Board, Veteran's Assistance Commission and the Workforce Investment Board.

Mr. Rein left committee at 9:23 AM.

Mr. Wheeler arrived at 9:24 AM.

Mr. Vinton informed the committee members that if the committee should want an opinion regarding oversight of any of the boards to please ask for detailed opinions. Each board that reports to this committee is different based on how they were originally formed. The Mental Health Board was created by referendum for which the voters of the County approved a levy to finance a Mental Health Board. When that occurred, the statutes for Mental Health Board's kicked in. At that time a tax was levied for the Mental Health Board fund. The Mental Health Board must submit a budget, for informational purposes, to the County Board each year to report what their expenditures and receipts for the past year have been. At that point, the County Board appropriates the funds to the Mental Health Board. There is no case law that addresses this issue. The only opinion that can be found is an old Attorney General Opinion that states that the County Board can appropriate more or less than what was asked for based on the reports submitted.

Ms. Miller questioned what happens to the Mental Health Board Funds if the County Board appropriates less than what is requested? She was informed that the funds would remain in the fund balance and would sit there until appropriated to the Mental Health Board. The Mental Health Board determines their needs and it is up to the County Board to determine how much to allocate. The language says "what appropriated is what the board has deemed as necessary". Once the funds have been appropriated, it is up to the Mental Health Board to spend the funds as they see fit.

Mr. Rein returned to committee at 9:29 AM.

Mr. Smith arrived at 9:30 AM.

The Workforce Network is not part of the County as they are a Federal Program. The State's Attorney does not provide legal work for this group. If the committee would like the State's Attorney's office to provide research for the rest of the boards that fall under this committee they can do so if desired.

Ms. Miller questioned if the Board of Health is similar to the Mental Health Board? She voiced concern as the County has worked for years to get this department to follow the County policies. She questioned if the State's Attorney's office could research the interaction and control the County Board has over the Board of Health. The committee members were informed that the Board of Health was created by resolution, unlike how the Mental Health Board was formed. Ms. Miller stated the County Board needs to know the oversight for this department because a large portion of their funding comes from grants and the County Board is responsible for the grant funds received by that department. It was stated this isn't about control over what the department does but is about the fact that the County Board is responsible for financial decisions that is being made with uses of General Fund monies.

Ms. Kurtz left committee at 9:34 AM.

It was stated that the Board of Health uses some General Fund monies though the Mental Health Board does not.

8. Resolution Authorizing the Continuance of the Pace Locally Based Service Program Agreement on Behalf of the Veterans Assistance Commission of McHenry County, Illinois

The above contract allows for the continuation of services with PACE for the VAC. This program has been in existence since 2009.

Ms. Kurtz returned to committee at 9:37 AM.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Donald C Kopsell
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Rein, Smith, Wheeler

9. Resolution Authorizing an Emergency Appropriation in the McHenry County Mental Health FY 2015 Budget for Behavioral Health Services and IT Infrastructure and Integration

Mr. Block and Ms. Wacker joined the committee members for presentation of the above resolution. Mr. Block informed the committee members that since he has joined the agency, there has been many meetings held regarding the large reserve balance that is retained by the Mental Health Board. The agency held open dialogue meetings with the service agencies to ask them the best use of the funds based on the huge healthcare reforms that are taking place.

There have been 7,600 new people added to the Medicaid rolls, though there are not enough Medicaid providers to address their needs. The people are being put onto wait lists to access services. Some agencies are taking a loss to administer services. Some funds are not being spent because of concerns surrounding the healthcare reforms.

The group identified several areas of needs. The largest area of need is for psychiatric services. They are trying to find ways to increase capacity in the community. Ms. Kurtz questioned how much of the \$925,000 was going to go towards client services. She was informed that all \$925,000 will go towards that service. The remaining \$75,000 in the resolution will go towards administrative and IT services.

Ms. Kurtz made a motion, seconded by Mr. Rein, to amend the resolution to move \$925,000 to client services and to put a place holder on the remaining \$75,000 until they receive more information from IT on how much their project will cost and to provide accountability for the details of this expense. The motion failed on a roll call vote of four nays (Kopsell, Miller, Rein, McCann) and three ayes (Kurtz, Smith, Wheeler)

Ms. Kurtz requested the Mental Health Board provide the committee members a report regarding their cash reserves with a spend down plan as well as a building reserve spend down plan. She stated she would also like to see the response regarding the IT needs for the facility as well.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Donald C Kopsell
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Rein, Smith, Wheeler

10. Resolution Authorizing A Contract with Berkley Assigned Risk Services of Minneapolis, MN for Worker's Compensation Insurance Coverage for the McHenry County Workforce Network in the Amount of \$20,396.00.

Ms. Courtney joined the committee members for presentation of the above resolution. The committee members were reminded this is a renewal of the Worker's Compensation Insurance Coverage for the Workforce Network.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Donna Kurtz
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Rein, Smith, Wheeler

11. Ordinance Designating the Exclusive Collector of Solid Waste, Recyclables and Yard Waste in Certain Areas of Unincorporated McHenry County

Mr. Hill and Ms. Nomm joined the committee members for presentation of the above resolution. The committee members questioned the bid process that was followed, based on concerns brought forth during Public Comment. Mr. Gray informed the committee members that the lowest responsible bidder was awarded the contract. The bids were opened in the order in which they were received. One bid was rejected, and one alternative bid was also rejected as these bids were not compliant with the request. There was an error in the posting of the bid that was accepted though that was corrected. All of the current bids were posted on line as well.

The service provided by the previous vendor was excellent though Lakes Disposal Services provided the lowest most responsible bid for the services moving forward. Ms. Kurtz voiced concern because of issues identified by one of the vendors. She questioned if the service area changed. The committee members were informed that Nunda Township is now providing services in some areas so this service area has shrunk.

Ms. Nomm reminded the committee members that until the County Board approves the Ordinance, they cannot state which vendor was the chosen vendor for this contract. Staff is only allowed to provide information concerning the bids and it is up to the Purchasing Department to notify the vendors of who won the bid. Mr. Gray noted that the RFP's are not considered closed until final approval is provided by the County Board. A letter of intent is sent out with the understanding the contract is not final until there is an approval by the County Board.

Concern was voiced by the committee members who stated the vendors need to be clear on the process. It was suggested there needs to be more direction provided on the department website as to the process so everyone is clear what is involved. It was suggested that the website be updated to provide specific clear direction on how the bidding process is handled. The department needs to provide a complete understanding of the processes involved as they move forward through a bid.

The committee members suggested the Purchasing Department work on another Vendor Fair for the County so the business community can understand the requirements on how to obtain work through the County.

Mr. Rein left committee at 10:15 AM.

It was suggested that an overview of the Health Department be provided during the next committee meeting as well.

<b>RESULT:</b>	<b>RECOMMENDED [6 TO 0]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Larry W Smith
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Smith, Wheeler
<b>AWAY:</b>	Rein

12. Resolution Authorizing the Reclassification of Position Numbers 51006399 (Potable Water Program Coordinator (10N) title change to Potable Water/Private Sewage Coordinator and grade change to 10E), 51006599 (Food Program Coordinator (10N) grade change to 10E), 51007099 and 51007799 (Environmental Health Inspector (7N), reclassify to Environmental Health Practitioner (8N)) and 51007199 (Private Sewage Coordinator (10N), reclassify to Environmental Health Practitioner (8N)) within the Health Department Roster

Mr. Hill provided a hand out of a suggested organization chart for review by the committee members. The committee members were reminded that the Environmental Health Department is a 24 hour a day, seven day a week operation. In order for the department to be more responsive to customers, without creating overtime, they are recommending some changes to the department. The changes will properly classify the positions based upon the work performed.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Charles S Wheeler
<b>AYES:</b>	McCann, Kopsell, Kurtz, Miller, Rein, Smith, Wheeler

13. Resolution Authorizing the Reclassification of Position # 51010908 - Maternal Child Health Facilitator (Grade 12E) to Assistant Director of Nursing ( Grade 13E) in the Public Health Departmental Roster

Mr. Hill informed the committee members that this resolution will also create a more healthy organizational structure to reflect the duties and responsibilities of the position.

Committee members voiced concern with how this position was being put into place. Mr. Hill noted this clarifies the chain of command for the department and creates efficiencies within the department.

<b>RESULT:</b>	<b>RECOMMENDED [4 TO 3]</b>
<b>MOVER:</b>	Anna May Miller
<b>SECONDER:</b>	Donald C Kopsell
<b>AYES:</b>	McCann, Kopsell, Miller, Smith
<b>NAYS:</b>	Kurtz, Rein, Wheeler

14. Discussion: Annex B Services Review

Chairman McCann informed the committee members that the Senior Services Grant Commission is scheduling a meeting for April 24th at 8:30 AM. She stated she would like this committee to schedule a committee meeting prior to that meeting in Annex B in order to take a tour and review the issues with that facility. She stated they also need to review an inventory of services being provided within that facility. This meeting will be scheduled for 8:00 AM and will take place in Annex B.

15. Overview of Senior Services Grant Commission

Mr. Hartman and Mr. Harris joined the committee members to provide an overview of the Senior Service Grant Commission. The committee members were provided with an information packet

regarding the Senior Services Grant Commission. The committee members were requested to bring this information with them to the commission meeting that will take place on the 24th.

Mr. Hartman reminded the committee members that he is the liaison to the Grant Commission. The Senior Services Grant Commission has shifted to the Community Development Department. Mr. Hartman informed the committee members that he prepared the information packet for the committee members which provides an overview of the grant program, the legislative authority, operative documents and their strategic plan. The 2015 grant fund process was included as well. After the yellow page are the documents for the current grant program. This includes their first quarter reports and allocations. If there are any questions, please contact him or Mr. Harris.

Mr. Hartman questioned what the committee members would like to accomplish during the meeting on the 24th? The committee members were reminded that Ms. Miller is the Chairman of the Grant Commission.

Mr. Harris of the Community Development Department assumed the duties of the Senior Services Grant Commission program. He informed the committee members that he believes the commission has drifted away from the original intent of the program and believes the commission needs to address this issue.

The commission will need to address the desire to obtain internal audits for oversight of this program as there are no funds allocated for this purpose. Agency audits are provided as part of the application process but this would involve audits on how the grant funds are being used by the grant recipients. Agency audits only show the commission if the agency applying for funds are fluid or not. These type of audits do not reflect where grant funds are being spent.

The committee members were reminded that there are no administrative funds available to the grant commission for administrative services so there are no funds available for any of their administrative costs or internal grant audits.

Ms. Miller stated that during the commission meeting they will receive a brief overview of the grant program. She stated she is looking to create a small group to look at the commission's strategic plan to make sure the plan is still pertinent to their mission or determine if the mission needs to be changed.

Ms. Miller noted there is a strong desire by some to look at how the senior service grant funds are being spent to make sure the monies are being spent appropriately. Ms. Kurtz agreed and stated the grant recipients need to be held accountable for the funds they are receiving. She stated they might want to require the applicants provide a matrix to prove how their funds are being spent.

Mr. Harris stated he would like to see the program moved into an electronic format to help eliminate the large volume of paper used to submit their reports. Ms. Miller noted that some vendors may not have electronic access.

Mr. Harris noted that for the Federal programs, he monitors various agencies throughout the year by providing random checks of their books. This type of monitoring cannot be done without any funds available to accomplish that. It was proposed that the application be ramped up to include self monitoring reports. The intent would be to report any issue found with the self monitoring. Per the contracts, any agency can be monitored at any time. The 2015 contracts do include language that is similar to the CDBG (Community Development Block Grant) contracts.

The Public Health and Human Services Committee members are all voting members of the Senior Services Grant Commission. All of the allocation recommendations flow to the County Board for approval.

Chairman McCann left committee at 11:10 AM.

The Senior Services Grant Commission and CDBG programs are similar. The committee members questioned the large number of members appointed to the Grant Commission. Ms. Miller noted that she believes the commission brings forth a large amount of expertise to the table and they all work well together. Concern was voiced that there are people on this commission from agencies that receive funding from the Grant Commission. It was stated that this issue needs to be addressed as the receiving agencies should not have ties to this commission. The committee members were informed this issue will be part of their overall discussion.

Chairman McCann returned to committee at 11:12 AM.

Chairman McCann suggested a smaller group be formed to review how the program works.

Mr. Smith left committee at 11:13 AM.

It was suggested that a conversation be held with the Associate County Administrator - Finance to review a budget for the Grant Commission so they are assured reasonable costs have been included for monitoring of the program.

Mr. Hartman noted that funding for the Senior Services Grant Commission will be included as a budget consideration on the 24th.

**6. OLD BUSINESS**

None.

**7. REPORTS**

None.

**8. MEMBER COMMENTS / FUTURE TOPICS**

The committee members were reminded that a Public Health and Human Services Committee meeting will be scheduled on April 24th at 8:00 AM in Annex B so the committee members can review the condition of the facility and discuss services that are currently being provided in that facility. There will be a Senior Services Grant Commission meeting scheduled immediately following the Public Health and Human Services Committee meeting in the Administration Building. The Senior Services Grant Commission meeting will be scheduled at 8:45 AM and will be held in the Administration Building.

The next regular scheduled meeting for the Public Health and Human Services Committee meeting will be on May 13th, unless an emergency should arise.

Ms. Miller informed committee members she has a constituent that has a residential problem with a neighbor who has a large amount of old dead trees located on their property. The committee members were informed that any dead limbs hanging over your property line can be removed, without neighbor approval. You cannot remove any part of the tree from the neighbors property. If you should trim a tree, and the tree should die, you could be held liable for the costs to replace the tree. It was suggested that since this property involves a large amount of dead trees, they contact the Environmental Health Department, to address this issue.

Mr. Rein stated there seems to be a lot of nurses that work for the Health Department that are hired under a grant program for which the County pays for some of their ancillary benefits and then unemployment costs once the grant program is completed. He questioned how come these employees are not hired as contract employees under the grant programs? It was stated that this issue has been discussed with Mr.

Hill and reviewed by the Board of Health personnel committee. The committee members stated they would like to know what the costs are to the County to hire the grant funded employees.

It was stated that the department has not adopted the County's personnel manual either and there are some long term employees who were "grandfathered" in under the Health Department's old Personnel Policy. The committee members requested a follow up on this issue.

Mr. Rein noted there seems to be reporting issues within the department and he feels any human resource issue should be addressed in the Human Resource Department and not by personnel within that department.

Mr. Wheeler stated that there is a severe psychiatric care issue in the County that needs to be addressed. He stated they need to look for solutions outside the "box" to address this need in the County. Mr. Block stated they are trying to address this need in order to bridge the gap. They are currently working with a medical school in an attempt to create an intern program to work with local agencies in the community. The issue is receiving reimbursement from Medicaid for these services. They are researching how they can get some reimbursement for provided services in order to bridge the gap in psychiatric care.

Ms. Kurtz confirmed that the committee will see an overview of the Mental Health Board's spend down plan and early debt retirement on the May 13th Committee agenda for review.

#### **9. EXECUTIVE SESSION (AS NECESSARY)**

None.

#### **10. ADJOURNMENT**

Noting no further business by the committee, Mr. Rein made a motion, seconded by Ms. Miller to adjourn the committee meeting at 11:35 AM. The motion carried on a voice vote of all ayes.