

**Skokie Board of Health  
Joint Meeting with IPLAN\* Committee  
Meeting Minutes  
June 8, 2017**

Present

Mr. Abbasi  
Dr. Dave  
Dr. Drachler  
Ms. Nickisch Duggan  
Dr. Gaynes  
Mr. Nidetz  
Mr. Pandya  
Dr. Prince  
Dr. Shim

Dr. Sood  
Ms. Jones Thorne  
Dr. Topouzian  
Ms. Urbanus  
Dr. Usman  
Ms. Varma  
Dr. Vernon  
Dr. Werner

Excused

Ms. Black  
Dr. Williams

IPLAN Committee Members

Present:

Katrina Belogorsky  
Deborah Grodinsky  
Mary Rose  
Jerry Clarito  
David Clough  
Shelley Wax  
Claudia Braden  
Susan Reisberg

Dr. Catherine A. Counard, Director of Health  
Bruce A. Jones, Staff  
Guest, Trustee Michele Bromberg  
Guest, Dr. Edward McCarron – Family Services Commission

- 1. Call to Order:** The meeting was called to order at 7:03 p.m. by Dr. Drachler, Chairman.  
Dr. Drachler asked for a moment of silence in remembrance of the passing of Dr. Stanton Polin, Board of Health member, and his devoted service to the Village of Skokie and its citizens.
- 2. Presentations and Approval: 2017 Skokie Community Health Plan:**  
All in attendance introduced themselves as to their affiliations with the Village and their involvement with the 2017 IPLAN process.

Dr. Counard gave a detailed presentation on the *2017 Skokie Community Health Plan* (see attached complete PowerPoint presentation). Below are some of the highlights:

**Guiding principles:**

- The *2017 Skokie Community Health Plan* serves the entire community, including people who live, work, or attend school in the Village.
- Four community health priorities, addressed by initiatives, programs and education (“strategies”).
- Will meet the needs of people across the lifespan.
- Considers issues of equity, especially to address the social determinants of health

**Community Health Plan – Process:**

**Nearly 2,000 Community Health Surveys in six languages**

- Live, work, or attend school in Skokie
- Surveys were distributed widely

**Interviewed 53 community stakeholders – focused on:**

- Immigrants and refugees: Assyrians, Filipinos, and South Asians
- Needs of senior citizens
- Mental health services
- Lower-income residents

\*Illinois Plan for Local Assessment of Needs (IPLAN)

### **Public Health Data Analysis**

- Demographics, socioeconomic status
- Hospital discharge information, communicable diseases
- Births and deaths, childhood obesity

### **Who is responsible? A community effort!**

- Skokie Health Department
- Board of Health
- IPLAN Committee

After reviewing all the data collected and input from many individuals we identified our 4 priorities as:

- Healthy Active Living Across The Lifespan
- Social and Psychological Support
- Social Determinants of Health: Promoting Equity
- Access to Health Care

Dr. Counard proceeded to review for the group the process used, who was involved, and findings from the community health needs assessment. She then covered the goals, objectives, and initiatives from the *2017 Skokie Community Health Plan*.

Dr. Counard stressed to the Board that this is a five-year plan and that it is a community health plan not just a health department plan. We will need to work with numerous community partners to fulfill and complete the plan over time.

After Dr. Counard's presentation, Dr. Drachler described how the IPLAN 2017 project has been a true collaborative effort that included the Board's input. He added that the *2017 Skokie Community Health Plan* is a plan to be proud of that will serve the Skokie community. Also, Dr. Drachler wanted to thank Dr. Counard for her hard work on the IPLAN 2017 project.

Dr. Counard mentioned that she and Dr. Drachler will present the *2017 Skokie Community Health Plan* to the Mayor and Board of Trustees on July 17 at 8:00 p.m. in the Village Hall Council Chambers.

Pat Urbanus made a motion to approve the *2017 Skokie Community Health Plan* which will be brought before the Mayor and Board of Trustees. Motion was seconded by Dr. Vernon. The motion passed unanimously.

- 3. Release IPLAN Committee members/Reconvene Board of Health Meeting:** Dr. Drachler and Dr. Counard thanked the IPLAN committee members for their hard work on the *2017 Skokie Community Health Plan*, and released them from the meeting.
- 4. Approval of Board of Health Meeting Minutes:** The minutes of the May 11 meeting were approved.
- 5. Review and Approval: Health Department Organizational Capacity Assessment:** Mr. Clough gave a detailed presentation on the Skokie Health Department Organizational Capacity Assessment (see attached complete PowerPoint presentation). Below are some of the highlights:

#### **IPLAN Organizational Capacity Assessment (Using the IDPH APEX Tool)**

- Self-assessment of Health Department capacity to fulfill duties – conducted every five years
- Health Department leadership used APEX tool to answer questions pertaining to 135 indicators
- Identifies strengths and weaknesses
- Board of Health approval of Organizational Capacity Assessment is a requirement for maintaining state-certification

### **2012 Organizational Action Plan to Address Identified Deficiencies**

- 10 indicators needed improvement
- Six distinct problem areas were defined and addressed:
  - Written policies were not in place for all programs
  - Data was not routinely analyzed and published
  - No program review was conducted based on the community health plan
  - Department did not have up-to-date mailing lists
  - No documented staff development plan existed
  - All programs did not have “back-up staff”
- Seven of the 10 indicators have been fully addressed, three have been partially met

### **Remaining 2012 indicators that were “partially met”**

- **Written policies are not in place for all programs.**  
Significantly more written policies are in place but there are more to be written and updated.
- **No documented staff development plan.**  
Staff now receive at least one training related to their job duties each year, but there is not an individualized staff development plan on file.
- **Not all programs have “back-up staff”.**  
Back-up staff are now trained for each health department function but there is no official cross-training policy written.

### **2017 Organizational Capacity Assessment Results (using the IDPH APEX Tool)**

- All 135 indicators were rated as strengths using the tool
- No indicators needed significant improvement, with the exception of the three mentioned above
- Health Department also conducted 237 customer satisfaction surveys in early 2016 across all divisions. The survey responses were overwhelmingly positive; no areas or processes requiring improvement were identified.

Dr. Counard then led a lively discussion with the Board regarding how the Organizational Capacity Assessment was conducted, and if this is the best approach for assessing the ability of the Health Department to fulfill its responsibilities to the community. She stated that she felt that the APEX tool had been a very useful for assessing Health Department capabilities, but we had reached the limits of the assessment. Dr. Counard believes that we should conduct a formal strategic plan prior to the next State re-certification process to give a more in-depth review.

A question was asked about the Department policy making procedure. Dr. Counard and Mr. Jones explained that it is an internal process which details what is being done in each division. Basically putting down onto paper how each program or process is conducted.

At the conclusion of the discussion, Dr. Sood made a motion to approve the Skokie Health Department Organizational Capacity Assessment. Motion was seconded by Ms. Jones Thorne. The motion passed unanimously.

#### **6. Chair’s Report:**

Dr. Drachler thanked Dr. Usman for arranging the Annual Summer Board of Health dinner in August. The dinner will be held at the Cheesecake Factory at 4999 Old Orchard Shopping Center. The Board decided that August 24<sup>th</sup> would be the best date for the event. Penny Staffney will send out an e-mail invitation with more details as the date approaches.

**7. Old/New Business**

There we no additional topics to discuss at this time.

**8. Director’s Report:**

Dr. Counard stated that the May Health Department Monthly Report was not yet completed and would be e-mailed to all Board members. Dr. Drachler said the May Monthly Report would be tabled until the next meeting.

Dr. Counard and Dr. Drachler reminded the Board they were invited to attend the presentation of the *2017 Skokie Community Health Plan* to the Mayor and Board of Trustees on July 17 at 8:00 p.m. in the Village Hall Council Chambers.

Dr. Drachler again thanked the IPLAN committee, the Board of Health, and Dr. Counard for all their hard work on this community-wide plan.

**Adjournment:** The meeting adjourned at 8:16 p.m.

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**Upcoming Important Dates:**

**Board of Health Summer Dinner:**

Thursday, August 24 at 6:30 PM  
Cheesecake Factory at 4999 Old Orchard Shopping Center

**Next Board of Health Meeting:**

Thursday, September 14, 2017 7:00 p.m.  
Village Hall – 2nd floor Conference Rooms D & E

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