



**Minutes of the
Winnebago County Board of Health
Wednesday, January 18, 2022 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. John Halversen, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath, Jennifer Muraski.

Absent: Alderman Gabrielle Torina.

Staff Present: Dr. Sandra Martell, Katherine O’Toole, Cheryl Floyd, James Keeler, Cynthia Hall, Peter Lopatin, Todd Kisner, Rebecca Lyons, Todd Marshall. Melinda Idell, Charlotte LeClercq.

Attorney: Lafakeria Vaughn

WCHD Support: Christina Washington

Robert McCreath called the meeting to order at 6:30 p.m.

1. Introduction of Guest/Public Participation:

2. Setting the Agenda:

Robert McCreath entertained a motion to set the Wednesday, January 18, 2022 WCHD Board of Health meeting. James Powers made the first motion; second motion made by Luci Hoover. Unanimously approved. Motion carries.

3. Approval of BOH Minutes – December 22, 2021:

Robert McCreath entertained a motion to approve the December 22, 2021 Board of Health meeting minutes. James Powers made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

4. Presentation

A. Annual Report 2020-2021

Katherine O’Toole provided an overview of the 2020 Annual Report. WCHD went into Incident Command (IC) to organize and coordinate its resources to respond. To support the community-wide response, WCHD requested activation of Winnebago County Emergency Operations Center (EOC). The City of Rockford and healthcare systems in Winnebago County activated their respective ICs to respond to COVID-19. While heavily focused on the COVID-19 pandemic, WCHD continued to provide vital public health services to residents and continued collaboration with partners on other public health initiatives.

B. COVID-19 Data Update

Peter Lopatin provided an update on COVID-19 data for Winnebago County cases. He noted that the data reflects the recent increase in overall cases, shifts in the ages of recent cases and geography in where the increases are being reported.

5. President's Report: None

A. Confirmation of Election of Officers and Committee Assignments

Board of Health members reviewed the slated 2022 election of officers and committee assignments.

- President Robert McCreath
- Vice President Luci Hoover and Dr. Patricia Lewis
- Secretary Jennifer Muraski

Ron Gottschalk made the first motion to approve; seconded by Dr. Allen Williams. Unanimously approved, motion carries.

B. Consideration of Testimony – Closure of Javon Bea/Mercyhealth Rockton Avenue Hospital

Dr. Sandra Martell provided a brief overview regarding the Mayor McNamara's request for consideration of testimony in the closure of Javon Bea/Mercyhealth Rockton Avenue Hospital. Dr. Sandra Martell has recused herself, as she is a board member of the Health Facilities Review Board. Dr. Allen Williams abstained from the discussion. There is a consensus amongst members to provide a response statement on the displacement of preventative/immediate care. Dr. Patricia Lewis made a motion for WCHD Board of Health to provide a response statement on the closure of Javon Bea/Mercyhealth Rockton Avenue Hospital, seconded by Dr. John Halversen. Unanimously approved, motion carries.

6. Committee Reports:

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – January 12, 2022

Dr. Allen Williams entertained a motion to approve the January 12, 2022 Finance Committee minutes. Luci Hoover made the first motion; seconded by Robert McCreath. Unanimously approved, motion carries.

2) Financial Statements

a. Resolution of Expenditures – December 2021

James Keeler reported the health fund expenditure for December 2021 is \$1,297,860.22. James Powers moved to approve the December 2021 health fund expenditure of \$1,297,860.22. Dr. Patricia Lewis seconded. Unanimously approved, motion carries.

b. Statement of Fund Balance

James Keeler reported that the Statement of Fund Balance beginning balance of \$10,023,790.82. Revenues YTD is \$2,807,674.05. Disbursements YTD is \$2,858,812.63. Ending balance is \$9,972,652.24. No irregularities were noted.

c. Financial Review

James Keeler indicated that this is 3rd month of Winnebago County's Fiscal Year 2022 and it is the 6th month of the State of Illinois Fiscal Year 2022. Revenue YTD Budgeted \$2,719,920.75, Actual was \$2,807,674.05 with a variance of (\$87,753). Expenses YTD Budgeted \$2,694,862.00, Actual & Encumbered was \$2,858,812.63 with a variance of (\$163,951). No irregularities were noted.

d. Balance Sheet

James Keeler provided an overview of the December 2021 Balance Sheet. Assets for \$12,819,314.24, Liabilities is (\$2,846,662.00) and the fund balance of (\$9,972.652.24). No irregularities were noted.

e. Bank Reconciliations

James Keeler provided the December 2021 ending balances for the following:

General Account	\$781,090.28
Lead Account	\$77,611.40
Abandoned Properties	\$5,000.00
E-Pay	\$405,280.63

No irregularities were noted.

f. Revenue and Expenditure Reports

James Keeler provided an overview of Revenue and Expenditures for December 2021. No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph

The Public Health Emergency Reserve Minimum Graph reviewed and the reserve amount is above the minimum established by the Board of Health.

h. Accounts Receivable

James Keeler provided an overview of December 2021 Accounts Receivables. No irregularities were noted.

FY2022 Accounts Receivable Total Due from Grantors	\$1,677,960.40
Population Vaccination Program	(\$3,543.31)
Local Health Protection Grant Program (LHP)	(\$157,002.83)
Other Deferred Revenue	(\$160,546.14)

3) Major Expenditure

Dr. Allen Williams indicated the Finance Committee approved a motion to advance Major Expenditure items a-d at their January 18, 2022 Finance Committee meeting. Dr. John Halversen made a motion to approve major expenditures a-d; seconded by Luci Hoover. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
3.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2021	\$ 11,300.00	Dr. John Halversen / Luci Hoover	All voted in favor, motion carries
3.b	ADAPT Pharma	Narcan Nasal Spray (708 Doses) for Narcan Training to meet grant deliverables	\$ 53,100.00	Dr. John Halversen / Luci Hoover	All voted in favor, motion carries
3.c	Zoom	Renewal of WCHD Zoom business subscription to continue to support virtual meetings during COVID-19	\$ 5,999.00	Dr. John Halversen / Luci Hoover	All voted in favor, motion carries
3.d	Northern Illinois Service	Demolition - 11859 Pearl Street / Addressing Blight	\$ 18,410.00	Dr. John Halversen / Luci Hoover	All voted in favor, motion carries

4) Proposed Contracts and Agreements

Dr. Allen Williams provided a brief overview of the Cherry Valley Police Department DOPP MOU. Dr. Allen Williams entertained a motion to approve. First motion was made by James Powers, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
4.a	Cherry Valley Police Department	Drug Overdose Prevention Program (DOPP)	\$ -	James Powers / Dr. Patricia Lewis	All voted in favor, motion carries

5) Policies

a. Classification and Compensation Policy

Dr. Sandra Martell provided the following overview; Winnebago County Health Department (WCHD) has had challenges retaining employees in critical positions including Environmental Health Inspectors/Practitioners, Public Health Nurses, and Health Educators. To promote retention of employees, a revised longevity/years of service schedule be implemented that ensures employees at 5 years of service have reached the mid-point of the salary schedule and at 10 years have reached/exceeded the maximum. To accommodate the minimum wage increases, beginning January 1, 2022, and continuing every January 1 through January 1, 2025, salary grades will be adjusted through the addition of the difference, if any, between the minimum wage and the Grade 10 starting wage to all salary grades and steps within salary grades to prevent pay (wage/salary) compression. These adjustment amounts will vary depending on any COLA made in the prior year and will go into effect January 1st of the calendar year. Any adopted COLA will be made effective July 1st of the calendar year. Charlotte LeClercq indicated that there is two sections; the first section sets up the classification plan for the employees. It does provide that the Personnel Committee will review these on an annual basis. The second part is the compensation plan that works in conjunction with the classification plan that will be reviewed annually by the Finance Committee to see if any adjustments need to be made. There is a provision that increases does depend on the WCHD budget. Dr. Allen Williams indicated that the Personnel Committee, Policy Committee and the Finance Committee all made a motion to advance the Classification and Compensation Policy to the Board of Health at the January 12, 2022 BOH Committee meetings. James Powers made the first motion to approve, seconded by Luci Hoover. Unanimously approved, motion carries.

c) Policy Committee

1) Approval of Policy Committee minutes – January 12, 2022

Ron Gottschalk entertained a motion to approve the January 12, 2022 Policy Committee minutes. Dr. Patricia Lewis made the first motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

d) Personnel Committee

1) Approval of Personnel Committee minutes – January 12, 2022

Luci Hoover entertained a motion to approve the January 12, 2022 Personnel Committee minutes. Robert McCreath made the first motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

2) Executive Agreement Approval – Public Health Administrator

Luci Hoover provided a brief overview of the Public Health Administrator Executive Agreement. Luci Hoover entertained a motion to approve; first motion made by Ron Gottschalk, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

e) Quality Improvement Committee – No meeting

1) PHAB Annual Report 2021

Peter Lopatin indicated that Section I has been submitted and accepted. Section II is due on February 9, 2022. WCHD is up for reaccreditation this year and anticipating on submitting the application in the fall of 2022.

7. **NEW BUSINESS / OTHER MATTERS:** None

8. **CORRESPONDENCE AND INFORMATION:** None

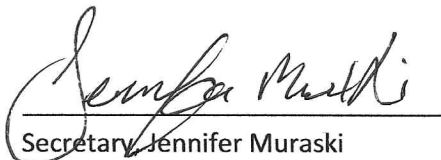
9. **ADDITIONS:** - None

10. **Executive Closed Session:** - None

11. **ADJOURNMENT:**

With no other business, Robert McCreath entertained a motion to adjourn the January 18, 2022 BOH meeting. Ron. Gottschalk made first motion; Robert McCreath made second motion. Unanimously approved, motion carries. Meeting adjourned at 6:01p.m.

Approved by the Board of Health


Secretary Jennifer Muraski

Winnebago County Board of Health


Date