



**Minutes of the
Winnebago County Board of Health
Monday, January 19, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. David Helland, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath

Absent: Tuffy Quinonez, Dr. John Halversen, Luci Hoover

Staff Present: Cheryl Floyd, Rebecca Lyons, James Keeler, Todd Kisner, Peter Lopatin, Todd Marshall, Katherine O'Toole

Attorney: Absent

WCHD Support: Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:32 p.m.

1. **Introduction of Guest/Public Participation:** None.

2. **Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the amended Tuesday, January 19, 2021 WCHD Board of Health meeting agenda.

Dr. David Helland made first motion; Robert McCreath made second motion. Unanimously approved, motion carries.

3. **Approval of BOH Minutes – December 15, 2020:**

Dr. Allen Williams entertained a motion to approve the December 15, 2020 Board of Health meeting minutes. Dr. David Helland made first motion; Robert McCreath made second motion. Unanimously approved, motion carries.

4. **Presentation**

a) 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, school-related cases and the shifting demographics/geography in where the increases are being reported.

b) COVID-19 Vaccination Plan

Rebecca Lyons provided an update regarding Vaccination Planning.

5. **President's Report:** None.

6. **Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

- 1) Approval of Finance Committee minutes – January 13, 2021
James Powers entertained a motion to approve the January 13, 2021 Finance Committee minutes. James Powers made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.
- 2) Financial Statements
 - a) Resolution of Expenditures – December 2020
James Powers asked for a motion to approve the health fund expenditure for December 2020. Dr. David Helland moved and Dr. Patricia Lewis seconded to approve the health fund expenditure for the month of December 2020 for \$1,053,547.85. Unanimously approved, motion carries.
 - b) Statement of Fund Balance
James Keeler indicated that the Statement of Fund Balance beginning balance December 31, 2020 is \$9,963,174.29. Revenues (accrued first quarter property taxes) is \$1,125,775.24. Disbursements is \$1,053,547.85. Ending balance is \$10,035,401.68. No irregularities were noted.
 - c) Financial Review
James Keeler indicated that this is 3rd month of Winnebago County’s Fiscal Year 2021 and it is the 6th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$3,595,870.56, Actual was \$2,239,291.73 with a variance of \$1,356,579. Expenses YTD Budgeted \$3,581,716.63, Actual & Encumbered was \$2,694,209.05 with a variance of \$887,508. No irregularities were noted.
 - d) Balance Sheet
James Keeler provided an overview of the Decemberr 2020 Balance Sheet. Assets in the amount of \$12,812,406.22, Liabilities is \$2,777,004.54 and the fund balance of \$10,035,401.68. No irregularities were noted.
 - e) Bank Reconciliations
Dr. John Halversen provided the following November 2020 ending balances for the following:

General Account	\$494,127.82
Lead Account	\$94,424.66
Abandoned Properties	\$30,694.77
E-Pay	\$793,932.60

 No irregularities were noted.
 - f) Revenue and Expenditure Reports
Jim Keeler indicated in December 2020 real estate taxes were posted and the YTD Revenue is \$2,239,291.73 and YTD Expenses is \$2,694,209.05. Our YTD actual is \$454,917.32. No irregularities were noted.
 - g) Public Health Emergency Reserve Minimum Graph
The Public Health Emergency Reserve Minimum Graph was reviewed and the reserve amount is above the minimum established by the Board of Health.
 - h) Accounts Receivable
Accounts Receivable were not available for review.

3) Major Expenditure

James powers indicated the Finance Committee approved a motion to advance Major Expenditures Items a-c. James Powers entertained a motion to approve Major Expenditure's a-c. Dr. David Helland made motion, seconded by Angie Goral. Unanimously approved, motion carries.

James Powers entertained a motion to approve Major Expenditure item d for Vendor Thermo Fisher for a freezer for vaccine storage for \$19,641.71. Dr. Patricia Lewis made a motion, seconded by Angie Goral. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2020	\$ 11,252.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
b	ADAPT Pharma	Narcan Nasal Spray (708 doses)	\$ 53,100.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
c	CDW-Government	Computer for Medical Case Manager / Ryan White Program	\$ 3,906.22	Dr. David Helland / Angie Goral	All voted in favor, motion carries
d	Thermo Fischer	Freezer for Vaccine Storage	\$ 19,641.71	Dr. Patricia Lewis / Angie Goral	All voted in favor, motion carries

4) Proposed Contracts and Agreements

James Powers indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements Item a. James Powers entertained a motion to approve Proposed Contracts and Agreements Item a. Dr. David Helland made a motion, seconded by Angie Goral. Unanimously approved, motion carries.

James Power entertained a motion to approved Agreement item b for Vendor Mustaffa Abdall regarding Translation Services for \$5,000.00. Dr. Patricia Lewis made a motion, seconded by Dr. David Helland. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
a	Ironwood Environmental Inc.	Asbestos Testing for Demos	\$ 6,750.00	Angie Goral / James Powers	All voted in favor, motion carried
b	Mustaffa Abdall	Translation Services	\$ 5,000.00	Dr. Patricia Lewis / Dr. David Helland	All voted in favor, motion carried

c) Policy Committee

1. Approval of Policy Committee minutes – January 13, 2021

Ron Gottschalk entertained a motion to approve the January 13, 2021 Policy Committee meeting minutes. Robert McCreath made a motion, seconded by Angie Goral. Unanimously approved, motion carries.

2. 12220 Harbor Oaks Variance

a. Response Letter

Ron Gottschalk indicated that a response letter was sent to the homeowner regarding questions and concerns the Policy Committee still have regarding 12220 Harbor Oaks Variance Request.

3. Winnebago County Soil and Water Conservation District (SWCD)

a. Proposed Fee Increase

Ron Gottschalk indicated Winnebago County Soil and Water Conservation District (SWCD) is changing their rates and WCHD will be increasing their rates to incorporate SWCD increased fees accordingly.

d) Personnel Committee – No meeting

e) Quality Improvement Committee – No meeting

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

Katherine O'Toole provided an overview on the following:

- WCHD 2019 Annual Report
- WCHD 2019 Strategic Plan Annual Report

Katherine O'Toole asked members to review and to provide input. There was a consensus amongst members that both of 2019 Annual Reports were very informative.

8. **CORRESPONDENCE AND INFORMATION:** None

9. **ADDITIONS:** None

10. **Executive Closed Session:** None

11. **ADJOURNMENT:**

With no other business, Dr. Allen Williams entertained a motion to adjourn the January 19, 2021 BOH meeting. Ron Gottschalk made first motion; Angie Goral made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:27p.m.

Approved by the Board of Health



Interim Secretary, Dr. Patricia Lewis
Winnebago County Board of Health

2/18/2021
Date