



**Minutes of the
Winnebago County Board of Health
Tuesday, February 15, 2022 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

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

Absent: Robert McCreath, 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, Charlotte LeClercq.

Attorney: Lafakeria Vaughn

WCHD Support: Christina Washington

Dr. Patricia Lewis called the meeting to order at 6:31p.m.

1. Introduction of Guest/Public Participation:

2. Setting the Agenda:

Dr. Patricia Lewis entertained a motion to set the Tuesday, February 15, 2022 WCHD Board of Health meeting. Dr. David Helland made the first motion; second motion made by Dr. Allen Williams. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2).

3. Approval of BOH Minutes – January 18, 2022:

Dr. Patricia Lewis entertained a motion to approve the January 18, 2022 Board of Health meeting minutes. Dr. David Helland made first motion; Dr. John Halversen made second motion. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2).

4. Presentation

A. Annual Report 2021

Katherine O’Toole provided an overview of the 2020 Annual Report. In January 2021, cases of the novel coronavirus 2019 (COVID-19) were surging nationally, but there was hope for controlling the pandemic with the approval of a vaccine against COVID-19. By the end of 2021, COVID-19 had resulted in over 50,000 cases in Winnebago County residents and 638 deaths. The availability of vaccine allowed for 54.6% of Winnebago County residents to be fully vaccinated by year-end. While remaining heavily focused on the COVID-19 pandemic response throughout 2021, WCHD continues to provide vital public health services to residents and collaborate with partners on other public health initiatives, including the Community Health Assessment

and Improvement Plan for 2021, known as the IPLAN. Through the response, the Board of Health supported WCHD efforts through policy considerations and virtual public meetings.

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.

C. Report to Board of Health for January 2022

Dr. Martell referred to the new format that will be used for the monthly BOH reports going forward.

5. President's Report: None

A. Invitation to Chairman for April Board of Health

Dr. Patricia Lewis indicated that Chairman Joe Chiarelli has been invited to attend the April/2022 Board of Health Meeting to meet all of the members and discuss what his priorities are for the county and how public health fits into that.

B. Notification to Food Establishment regarding Waiver of 2021-2022 Permit Fee

Dr. Martell provided an overview of the Notification to Food Establishment regarding Waiver of 2021-2022 Permit Fee. The idea was to provide pandemic relief with the understanding that it will be supported from the Winnebago County Board. The challenge is that the Winnebago County Board has not waived the permit fees. Environmental Health has proposed to send out reminders to Food establishment notifying them that with the full support of the BOH and Public Health Administrator they did not receive and food permit invoice 2021-2022. Going forward into 2022-2023 WCHD will be sending out food permit invoices.

6. Committee Reports:

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – February 9, 2022

Dr. Allen Williams entertained a motion to approve the February 9, 2022 Finance Committee minutes. James Powers made the first motion; seconded by Luci Hoover. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2).

2) Financial Statements

a. Resolution of Expenditures – January 2022

James Keeler reported the health fund expenditure for January 2022 is \$761,745.81. Dr. David Helland moved to approve the January 2022 health fund expenditure of \$761,745.81. Dr. John Halversen seconded. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2).

b. Statement of Fund Balance

James Keeler reported that the Statement of Fund Balance beginning balance of \$10,023,790.82. Revenues YTD is \$3,719,483.33. Disbursements YTD is \$3,682,270.17. Ending balance is \$10,061,003.98. No irregularities were noted.

c. Financial Review

James Keeler indicated that this is 4th month of Winnebago County's Fiscal Year 2022 and it is the 7th month of the State of Illinois Fiscal Year 2022. Revenue YTD Budgeted

\$3,626,561.00, Actual was \$3,718,585.45 with a variance of (\$92,024). Expenses YTD Budgeted \$3,593,149.33, Actual & Encumbered was \$3,682,270.17 with a variance of (\$89,121). No irregularities were noted.

d. Balance Sheet

James Keeler provided an overview of the January 2022 Balance Sheet. Assets for \$13,421,849.93, Liabilities is (\$3,360,845.95) and the fund balance of (\$10,061,003.98). No irregularities were noted.

e. Bank Reconciliations

James Keeler provided the January 2022 ending balances for the following:

General Account	\$862,269.21
Lead Account	\$77,611.40
Abandoned Properties	\$40,084.46
E-Pay	\$412,328.62

No irregularities were noted.

f. Revenue and Expenditure Reports

James Keeler provided an overview of Revenue and Expenditures for January 2022. 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 January 2022 Accounts Receivables. No irregularities were noted.

FY2022 Accounts Receivable Total Due from Grantors	\$1,850,683.87
Population Vaccination Program	(\$615,303.35)
Local Health Protection Grant Program (LHP)	(\$124,484.30)
Other Deferred Revenue	(\$739,787.65)

3) Major Expenditure

Dr. Allen Williams indicated the Finance Committee approved a motion to advance Major Expenditure items a-b at their February 9, 2022 Finance Committee meeting. Roll Call vote to approve Major Expenditure a-b. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Approved
3.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for January 2022	\$ 12,208.00	Ayes (9), Nays (0), Absent (2) All voted in favor, motion carries
3.b	IHDA	Home Accessibility Program (HAP) / Home accessibility improvements for seniors and persons with disability to stay in their home	\$ 19,078.00	Ayes (9), Nays (0), Absent (2) All voted in favor, motion carries
3.c	Wilson Electric	Electrical work for WCHD elevator modernization. Transfer of funds from Health Fund in FY2021	\$ 53,000.00	***ME BOH Electronic Poll Approved 02/02/2022 Ayes (11), Nays (0)***

4) Proposed Contracts and Agreements

Dr. Allen Williams indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements item a at their February 9, 2022 Finance Committee meeting. Roll Call vote to approve Proposed Contracts and Agreements a. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Approved
4.a	IHPA	Region 1 HIV Prevention Contract	\$ 40,156.00	Ayes (9), Nays (0), Absent (2) All voted in favor, motion carries

5) Updates

a. Lead Contractors – Re-open Bid Process Due to Material Supply Increase

Dr. Sandra Martell provided an overview regarding the Lead Contractors officially requesting to re-open the bid process due to the rising cost in materials.

b. APP Round 4 Liabilities

Dr. Sandra Martell provided a summary regarding the properties for APP Round 4 and the possible liabilities with the properties.

c) Policy Committee - None

d) Personnel Committee - None

e) Quality Improvement Committee

1) PHA Accreditation Overview

Peter Lopatin provided a brief overview of the upcoming PHAB Accreditation process.

a. WCHD Initial Accreditation under PHAB 2017

b. Annual Reports submitted on schedule

- o Year 4 (2021) Section I submitted and approved by PHAB
- o Year 4 Section II submitted 2/9/2022

c. Reaccreditation application in 2022

- o Application available as of 10/1/2022
- o Application to be submitted by 12/31/2022
- o Documentation to be submitted after application acceptance

d. Domain – Current and Proposed 2022

- o 10 Domains which aligns with the 10 essential public health services

A brief Q&A took place regarding the PHAB Accreditation process. Peter Lopatin will continue to provide updates during the 2022 PHAB Re-Accreditation process.

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

8. **CORRESPONDENCE AND INFORMATION:** None

9. **ADDITIONS:** - None

10. **Executive Closed Session:**

Executive Closed Session – Convene in Closed Session

Dr. Patricia Lewis entertained a motion to go into closed session as permitted by 5 ILCS 120/2(c)(1) for consideration of the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body. Ron Gottschalk made the first motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2). The Committee convened in closed session at 7:35p.m.

Executive Closed Session – Adjourn Executive Closed Session

Dr. Patricia Lewis entertained a motion to adjourn Executive Closed Session. Ron Gottschalk made first motion, second motion made by Dr. David Helland. Voice vote, unanimously approved. Motion carries. The Committee adjourned Executive Closed Session at 7:46p.m.

Reconvene to Open Session

Dr. Patricia Lewis entertained a motion to reconvene into open session. First motion made by Ron Gottschalk; second motion made by Dr. Allen Williams. No action was taken in Executive Closed Session. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2). The Committee reconvened in open session at 7:48p.m.

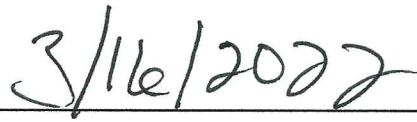
11. ADJOURNMENT:

With no other business, Dr. Patricia Lewis entertained a motion to adjourn the February 15, 2022 BOH meeting. Ron Gottschalk made first motion; Dr. Allen Williams made second motion. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (2). Meeting adjourned at 7:52p.m.

Approved by the Board of Health



Secretary Jennifer Muraski
Winnebago County Board of Health



Date