



**Minutes of the
Winnebago County Board of Health
Monday, February 16, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams

Absent: Tuffy Quinonez, Robert McCreath

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

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 Tuesday, February 16, 2021 WCHD Board of Health meeting agenda.

Dr. David Helland made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.

3. **Approval of BOH Minutes – January 19, 2021:**

Dr. Allen Williams entertained a motion to approve the January 19, 2021 Board of Health meeting minutes. Luci Hoover made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

4. **Presentation**

a) COVID-19 Data Update

Dr. Martell provided a brief overview regarding COVID-19 Local Perspective Update as of February 2021 and provided details on the following:

- At the end of January 2021 the positivity rate was 5.3% and is now closer to 3%.
- Hispanic Latino is disproportionately impacted at younger ages.
- Females continues to be disproportionally impacted however, males over the age of 60 are disproportionately impacted.
- Reviewed the IDPH COVID-19 Dashboard by regions – Winnebago County.

b) 2019 WCHD Annual Report

Katie O'Toole provided a brief overview regarding the 2019 WCHD Annual Report and provided details on the following:

- Domain 1 – Monitor Health
 - Domain 2 – Diagnose & investigate
 - Domain 3 – Inform & Educate
 - Domain 4 – Community Engagement
 - Domain 5 – Policies & Plans
 - Domain 6 – Public Health Laws
 - Domain 7 – Link to/Provide Care
 - Domain 8 – Workforce
 - Domain 9 – Quality Improvement Plan
 - Domain 10 – Evidence Based Practices
 - Domain 11 – Management
 - Domain 12 – Governance
 - Data Section consists of the following:
 - Center for Health Protection
 - Center for Health Promotion & Wellness
 - Center for Environmental Health Improvement
 - Center for Personal Health Services
 - Budget
 - Winnebago County 2019 Board of Health
 - Winnebago County Health Department Leadership
 - Full Data Report
- c) 2019 WCHD Strategic Report
- Cynthia Hall provided a brief overview regarding the 2019 WCHD Strategic Report and provided details on the following 2025 Strategic Plan Goals:
1. Focus on Core Public Health
 2. Develop and Enhance Systems to Support Core Public Health
 3. Advance a Culture of Quality

4. President's Report: None.

5. Committee Reports:

- a) Executive Committee – None.
- b) Finance Committee
 - 1) Approval of Finance Committee minutes – February 10, 2021
 Dr. John Halversen entertained a motion to approve the February 10, 2021 Finance Committee minutes. Dr. David Helland made first motion; Dr. Allen Williams made second motion. Unanimously approved, motion carries.
 - 2) Financial Statements
 - a) Resolution of Expenditures – January 2021
 Dr. John Halversen asked for a motion to approve the health fund expenditure for January 2021. Dr. Patricia Lewis moved and Dr. David Helland seconded to approve the health fund expenditure for the month of January 2021 for \$1,429,375.25. Unanimously approved, motion carries.

b) Statement of Fund Balance

Dr. John Halversen indicated that the Statement of Fund Balance beginning balance January 31, 2021 is \$10,733,400.43. Revenues YTD is \$3,246,973.52. Disbursements YTD is \$4,126,528.82. Ending balance is \$9,853,845.13. No irregularities were noted.

c) Financial Review

Dr. John Halversen indicated that this is the 4th month of Winnebago County's Fiscal Year 2021 and it is the 7th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$4,794,494.08, Actual was \$3,246,973.52 with a variance of \$1,547,521. Expenses YTD Budgeted \$4,775,622.17, Actual & Encumbered was \$4,126,528.82 with a variance of \$649,093. No irregularities were noted.

d) Balance Sheet

James Keeler provided an overview of the January 2021 Balance Sheet. Assets in the amount of \$12,604,852.86, Liabilities is (\$2,751,007.73) and the fund balance is (\$12,604,852.86). The Qualtrics Software expense (data processing) was expended in January 2021 and Jim anticipates on recouping the expense with the recent COVID-19 Vaccination Grant application that has been submitted. No irregularities were noted.

e) Bank Reconciliations

Dr. John Halversen provided the following November 2020 ending balances for the following:

| | |
|----------------------|--------------|
| General Account | \$548,465.04 |
| Lead Account | \$94,424.66 |
| Abandoned Properties | \$30,694.77 |
| E-Pay | \$806,071.00 |

No irregularities were noted.

f) Revenue and Expenditure Reports

Jim Keeler indicated in January 2021 YTD Revenue is (\$3,246,973.52) and YTD Expenses is \$4,126,528.82. Our YTD actual is \$879,555.30. 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

Jim Keeler indicated the Accounts Receivable spreadsheet shows the billings for the last four months. Eight of the items were submitted today and some of them are not quarterly and in a semi-annual schedule.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items a-b. Dr. John Halversen entertained a motion to approve Major Expenditure's a-b. Dr. David Helland made motion, seconded by Luci Hoover. Unanimously approved, motion carries.

Dr. John Halversen entertained a motion to approve Major Expenditure item c for Vendor Rockford Steam Boiler Works to replace condensate tank at Division Street for \$3,790.00. James Powers made a motion, seconded by Dr. David Helland. Unanimously approved, motion carries.

| Item | Vendor/Contractor | Services/Item | Amount | Motioned/Seconded | Approved |
|------|-----------------------------|---|-------------|-------------------------------------|------------------------------------|
| a | IDPH | IDPH fee for Electronic Filing of Death Certificates for January 2021 | \$ 9,876.00 | Dr. David Helland / Angie Goral | All voted in favor, motion carries |
| b | Service Express Inc. | IT Server Annual billing / February 2021-January 2022 | \$ 4,464.00 | Dr. David Helland / James Powers | All voted in favor, motion carries |
| c | Rockford Steam Boiler Works | Replace Condensate Tank at Division Street | \$ 3,790.00 | James Powers / Dr. David Helland | All voted in favor, motion carries |

4) Proposed Contracts and Agreements - None.

5) Permit Fee Reduction Proposal

Agenda item moved and discussed to Policy Committee agenda items.

c) Policy Committee

1. Approval of Policy Committee minutes – February 10, 2021

Ron Gottschalk entertained a motion to approve the February 10, 2021 Policy Committee meeting minutes. Dr. Patricia Lewis made a motion, seconded by Luci Hoover. Unanimously approved, motion carries.

2. 12220 Harbor Oaks Variance

a. Update

Ron Gottschalk indicated WCHD has not received a response from the homeowner or engineer.

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.

Ron Gottschalk entertained a motion to approve the new WCHD Soil Boring fee increases and recommend presenting to the Winnebago County Board for their consideration and possible approval. Luci Hoover made a motion, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

Ron Gottschalk entertained a motion for WCHD to enter into an agreement with the Winnebago County SWCD with a two-year term limit to incorporate the fees. The State Attorney Office will review the agreement. Dr. Patricia Lewis made a motion, seconded by James Powers.

4. Permit Fee Reduction Proposal

Dr. Martell indicated that the Winnebago County Board is proposing a rebate for the high-risk food permit holders. It is unclear; the process that they want to use and WCHD has not received a formal proposal. A brief discussion was held regarding the Winnebago County Board food permit rebate proposal.

d) Personnel Committee – No meeting

e) Quality Improvement Committee – No meeting

6. NEW BUSINESS / OTHER MATTERS:

a. Rockford Regional Health Council – 2021 Membership

Dr. Martell indicated that Rockford Regional Health Council has submitted their 2021 Membership Dues to WCHD and opened the floor up for discussion. The membership dues for 2021 did not increase. There was a consensus amongst members on the value of the membership. The consensus amongst members is to take the expense item back through the Finance Committee process to discuss further. Dr. David Helland motioned for the Rockford Regional Health Council 2021 Membership Dues to be placed on the March 10, 2021 Finance Committee agenda. Second motion made by Angie Goral. Unanimously approved. Motion carries.

7. CORRESPONDENCE AND INFORMATION: None

8. ADDITIONS: None

9. Executive Closed Session – Convene in Closed Session:

Dr. Allen Williams 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 Luci Hoover. Motion approved unanimously. The Committee convened in closed session at 7:44p.m.


Reconvene to Open Session:

Dr. Allen Williams made a motion to reconvene into open session, second motion made by Luci Hoover. Unanimously approved, motion carries. No action was taken in closed session. The Committee reconvened in open session at 8:23p.m.

10. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the February 16, 2021 BOH meeting. Ron Gottschalk made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries. Meeting adjourned at 8:25p.m.

Approved by the Board of Health


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


Date