

**Minutes of the
Winnebago County Board of Health
Tuesday, May 18, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

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

Absent: Tuffy Quinonez

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

Attorney: Lafakeria Vaughn

WCHD Support: Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:31 p.m.

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

2. **Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the Tuesday, May 18, 2021 WCHD Board of Health meeting agenda. Luci Hoover made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries.

3. **Approval of BOH Minutes – April 20, 2021:**

Dr. Allen Williams entertained a motion to approve the April 20, 2021 Board of Health meeting minutes. James Powers made first motion; Angie Goral 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.

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

6. **Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – May 12, 2021

Dr. John Halversen entertained a motion to approve the May 12, 2021 Finance Committee minutes. James Powers made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

2) Financial Statements

a. Resolution of Expenditures – April 2021

Dr. John Halversen reported the health fund expenditure for April 2021 is \$935,757.08. James Powers moved to approve the April 2021 health fund expenditure of \$935,757.08. Dr. Patricia Lewis seconded. Unanimously approved, motion carries.

b. Statement of Fund Balance

Dr. John Halversen reported that the Statement of Fund Balance beginning balance April 30, 2021 is \$10,733,400.43. Revenues YTD is \$6,172,897.85. Disbursements YTD is \$7,020,515.42. Ending balance is \$9,885,782.86. No irregularities were noted.

c. Financial Review

Dr. John Halversen indicated that this is 7th month of Winnebago County's Fiscal Year 2021 and it is the 10th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$8,390,364.64, Actual was \$6,172,897.85 with a variance of \$2,217,467. Expenses YTD Budgeted \$8,357,338.79, Actual & Encumbered was \$7,020,515.42 with a variance of \$1,336,823. No irregularities were noted.

d. Balance Sheet

James Keeler provided an overview of the April 2021 Balance Sheet. Assets for \$12,359,155.41, Liabilities is (\$2,473,372.55) and the fund balance of (\$9,885,782.86). No irregularities were noted.

e. Bank Reconciliations

Dr. John Halversen provided the following April 2021 ending balances for the following:

General Account	\$391,668.42
Lead Account	\$87,023.87
Abandoned Properties	\$5,000.00
E-Pay	\$290,025.43

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler provided an overview of Revenue and Expenditures for April 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 Schedule of Estimated Accounts Receivable for April 2021. No irregularities were noted.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items a-c at the May 12, 2021 meeting. Dr. John Halversen entertained a motion to approve Major Expenditure's a-c. James Powers made motion, seconded by Angie Goral. 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 April 2021	\$ 8,104.00	James Powers / Angie Goral	All voted in favor, motion carries
3.b	Viken Detection	Lead XRF Analyzer - Identifying Lead Base Paint	\$ 16,380.00	James Powers / Angie Goral	All voted in favor, motion carries
3.c	Rock River Disposal	Dumpsters - Summer Clean-Up Addressing Blight	\$ 10,500.00	James Powers / Angie Goral	All voted in favor, motion carries
3.d	Lamar Advertising	Provide PrEP Awareness Campaign per grant deliverables	\$ 8,000.00	Dr. Allen Williams / Luci Hoover	All voted in favor, motion carries
3.e	Lamar Advertising	Provide HIV Prevention Campaign in MSM of COC per grant deliverables	\$ 3,000.00	Angie Goral / James Powers	All voted in favor, motion carries
3.f	RMTD	Bus Wrap COVID-19 Mobile Vaccination	\$ 7,820.12	Ron Gottschalk / James Powers	All voted in favor, motion carries

4) Proposed Contracts and Agreements

Dr. John Halversen indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements items a-d at the May 12, 2021 meeting. Dr. Halversen entertained a motion to approve Proposed Contracts and Agreements a-d. James Powers made a motion to approve Agreements a-d, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Total Motion/Seconded	Approved
4.a	UIC College of Medicine Rockford	Agreement extended (3) for Medical Advisor Services for Integrated Clinic	\$ 21,420.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.b	RAMP	IHDA Home Accessibility Program (HAP) - 1st Amendment to the contract	N/A	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.c	Rosecrance Health Network	2021 Drug Overdose Prevention Program (DOPP)	N/A	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.d	Treatment Alternatives for Safe Communities (TASC)	2021 Drug Overdose Prevention Program (DOPP)	N/A	James Powers / Dr. Allen Williams	All voted in favor, motion carried

5) Grants – Renewals & Amendments

James Keeler indicated that the Grants Renewals & Amendments preliminary schedule is for informational purposes and provided an overview.

James Keeler indicated that the TPP Grant Program has been discontinued. Contact Tracing Grant has been extended to December 31, 2021.

c) Policy Committee

1) Approval of Policy Committee minutes – May 12, 2021

Ron Gottschalk entertained a motion to approve the May 12, 2021 Policy Committee meeting minutes. Luci Hoover made a motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

2) Remote Work Policy

Dr. Martell provided an overview on the Remote Work Policy, the ability to do some remote work has changed some of our business practices and the Leadership Team thought it was time to formalize the process. Some of the programs and services require regular on site attendance on our clinical services. Not every employee will be eligible to do remote or telecommuting type work. Lafakeria Vaughn, State Attorney Office has reviewed and provided feedback.

Ron Gottschalk indicated the Policy Committee approved a motion to advance the Remote Work Policy at the May 12, 2021 meeting. Ron Gottschalk entertained a motion to approve the Remote Work Policy. Dr. Patricia Lewis made the first motion, seconded by Luci Hoover. Unanimously approved, motion carries.

- d) Personnel Committee – No meeting
- e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS: None

Administrators Review

Luci Hoover indicated that the Personnel Committee would like to start the process of the Public Health Administrator's review. Luci Hoover indicated a Personnel Committee meeting will be scheduled for Wednesday, June 16, 2021 at 3:30pm and held on a zoom platform.

8. CORRESPONDENCE AND INFORMATION: None

9. ADDITIONS:

Major Expenditure / Electronic Poll

Dr. Sandra Martell indicated WCHD has ultra-cold freezers to store COVID-19 vaccines and a special device is needed for banner loggers and tracers in case there is an excursion on these temperatures. A Major Expenditure electronic poll will need to be done to purchase these devices.

UIC College of Nursing Alumni Achievement Award

Dr. Patricia Lewis stated that UIC College of Nursing would be honoring Dr. Sandra Martell with the UIC College of Nursing Alumni Achievement Award.

10. Executive Closed Session: None

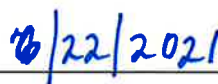
11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the May 18, 2021 BOH meeting. Robert McCreath made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:37p.m.

Approved by the Board of Health



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



Date