



**Minutes of the
Winnebago County Board of Health
Tuesday, June 15, 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, 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, June 15, 2021 WCHD Board of Health meeting agenda. James Powers made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries.

3. **Approval of BOH Minutes – May 18, 2021:**

Dr. Allen Williams entertained a motion to approve the May 18, 2021 Board of Health meeting minutes. James Powers made first motion; Dr. David Helland 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 – June 9, 2021

Dr. John Halversen entertained a motion to approve the May 12, 2021 Finance Committee minutes. Dr. David Helland made first motion; Angie Goral made second motion. Unanimously approved, motion carries.
- 2) Financial Statements
 - a. Resolution of Expenditures – May 2021

Dr. John Halversen reported the health fund expenditure for May 2021 is \$908,188.91. Angie Goral moved to approve the May 2021 health fund expenditure of \$908,188.91. Dr. David Helland seconded. Unanimously approved, motion carries.
 - b. Statement of Fund Balance

Dr. John Halversen reported that the Statement of Fund Balance beginning balance May 31, 2021 is \$9,802,357.13. Revenues YTD is \$7,001,703.35. Disbursements YTD is \$7,932,746.65. Ending balance is \$9,802,357.13. No irregularities were noted.
 - c. Financial Review

Dr. John Halversen indicated that this is 8th month of Winnebago County’s Fiscal Year 2021 and it is the 11th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$9,588,988.16, Actual was \$7,001,703.35 with a variance of \$2,587,285. Expenses YTD Budgeted \$9,551,244.33, Actual & Encumbered was \$7,932,746.65 with a variance of \$1,618,498. No irregularities were noted.
 - d. Balance Sheet

James Keeler provided an overview of the May 2021 Balance Sheet. Assets for \$12,271,044.00, Liabilities is (\$2,468,687.77) and the fund balance of (\$9,802,357.13). No irregularities were noted.
 - e. Bank Reconciliations

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

General Account	\$517,223.58
Lead Account	\$87,023.87
Abandoned Properties	\$5,000.00
E-Pay	\$314,936.56

No irregularities were noted.
 - f. Revenue and Expenditure Reports

Jim Keeler provided an overview of Revenue and Expenditures for May 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

Accounts Receivable was not available review at this time.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items a-g at the June 9, 2021 meeting. Dr. John Halversen entertained a motion to approve Major Expenditure's a-g. Robert McCreath 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 May 2021	\$ 8,128.00	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.b	Fisher Scientific	Monitoring Device for Ultra-Cold Freezer that is storing vaccine	\$ 8,588.55	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.c	LocalIQ	Better Birth Outcomes (BBO) Digital Marketing Campaign	\$ 8,000.00	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.d	DCC Marketing	IGROW Website Update MEICHV	\$ 4,750.00	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.e	DCC Marketing	IGROW Website Maintenance 1 Year	\$ 3,000.00	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.f	Winnebago County Soil & Water District (SWCD)	Soil Borings	\$ 4,700.00	Robert McCreath / Angie Goral	All voted in favor, motion carries
3.g	KMK Media	WCHD Website Hosting & Maintenance	\$ 4,220.00	Robert McCreath / Angie Goral	All voted in favor, motion carries

4) Proposed Contracts and Agreements – None.

5) Resolution to Suspend Annual Food and Beverage Permits Category I, II and III Facilities

James Keeler provided the financial details of approximate cost for suspension of the Annual Food and Beverage Permits Category I and provided an estimate cost for Annual Food and Beverage Permits for Category II and Category III. Todd Marshall indicated that Category II is scheduled for their annual renewal on July 1 and Category III would follow shortly after that.

Ron Gottschalk made a motion to move approval of the Resolution to Suspend Annual Food and Beverage Permits Category I, II and III Facilities. Luci Hoover made second motion. Unanimously approved, motion carries.

c) Policy Committee

1) Approval of Policy Committee minutes – June 9, 2021

Ron Gottschalk entertained a motion to approve the June 9, 2021 Policy Committee meeting minutes. Luci Hoover made a motion, seconded by Robert McCreath. Unanimously approved, motion carries.

2) COVID-19 Mitigations for Individuals Working for WCHD

Dr. Martell provided an overview on the COVID-19 Mitigations for Individuals Working for WCHD. The EEOC came out with a ruling the last week of May that indicated employers could (1) ask employees their vaccination status and (2) you could mandate vaccinations if it was under Emergency Use Authorization (EUA) and that employers had the right to set policy. Leadership Team has discussed and felt it was time to put a formal policy forward.

Ron Gottschalk indicated the Policy Committee approved a motion to advance the COVID-19 Mitigations for Individuals Working for WCHD Policy at the June 9, 2021 meeting. Ron Gottschalk moved to approve the COVID-19 Mitigations for Individuals Working for WCHD Policy. Dr. Dr. Allen Williams made second motion. Unanimously approved, motion carries.

d) Personnel Committee

1) Approval of Personnel Committee minutes – June 9, 2021

Luci Hoover entertained a motion to approve the June 9, 2021 Personnel Committee meeting minutes. Ron Gottschalk made a motion, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

2) Public Health Administrator Review

Luci Hoover provided a brief overview of the process for previous review of the Public Health Administrator position. Public Health Administrator job description and evaluation form will be provided to BOH members and are asked to provide comments that are related to weaknesses and strengths in terms of the job performance expectations. Evaluation forms are to be submitted to Luci Hoover by June 30, 2021.

e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS: None

8. CORRESPONDENCE AND INFORMATION:

Dr. Martell provided a brief overview of the Chem Tool Fire that took place on Monday, June 14, 2021 and the environmental impact in the region from the chemical fire.

9. ADDITIONS: - None

10. Executive Closed Session: None

11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the June 15, 2021 BOH meeting. Ron Gottschalk made first motion; Dr. Allen Williams 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