



**Minutes of the  
Winnebago County Board of Health  
Monday, June 16, 2020 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, Dr. Allen Williams, Robert McCreath

**Absent:** Jaymie Nelson, Tuffy Quinonez

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

**Attorney:** Charlotte LeClercq

**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 Monday, June 16, 2020 WCHD BOH meeting agenda. First motion was made by Dr. David Helland, second motion was made by Angie Goral. Unanimously approved, motion carries

**3. Approval of BOH Minutes – May 19, 2020 and June 1, 2020:**

Dr. Allen Williams entertained a motion to approve the May 19, 2020 and June 1, 2020 BOH Meeting minutes. First motion was made by Dr. David Helland, second motion was made by Angie Goral. Unanimously approved, motion carries.

**4. Presentation – Coronavirus/COVID-19 Update:**

Dr. Martell provided a Coronavirus/COVID-19 update. This will be a monthly report and the current data is provisional as of June 4, 2020. Presentation covered the following:

- COVID-19 Testing
- COVID-19 Infection Rate: R nought
- Cases and Deaths – Timeline
- Epidemic (Epi) Curve
- Cases and Deaths by Age
- Distribution of Cases by Age Group and Race/Ethnicity
- Distribution of Cases by Age and Gender
- Positivity Rate
- Flattening the Curve – The Doubling Rate

- Cases by Race/Ethnicity
- Hospitalization of COVID-19 Patients
- Communities of Concern
- COVID-19 in Congregate Settings
- Workplace Exposure Based on Reported Occupation
- Co-Morbidities Identified with COVID-19
- Co-Morbidities Identified
- Co-Morbidities Associated with Deaths from COVID-19
- Deaths Associated with Locations of Concern

A brief Q&A was held amongst BOH members and Dr. Sandra Martell.

**5. President's Report:**

None.

**6. Winnebago County Health Department Updates:**

a) COVID-19 Contact Tracing

Todd Kisner provided a brief overview on COVID-19 Contact Tracing which highlighted the following:

- Case Investigation Team
- Institution Response Team
- Business Response Teams
- School/Daycare Response Team
- COVID Response Management Structure

A brief discussion was held amongst BOH members and WCHD staff.

**7. Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – June 10, 2020

Dr. John Halversen entertained a motion to approve the June 10, 2020 Finance Committee minutes. First motion was made by James Powers, second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries.

2) April 2020 Financial Statements

i. Resolution of Expenditure

a) April 2020 – James Keeler provided a summary of the expenditures for April/2020. Dr. John Halversen entertained a motion to approve the April/2020 expenditures. First motion was made by James Powers, second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries.

b) May 2020 - James Keeler provided a summary of the expenditures for May/2020. Dr. John Halversen entertained a motion to approve the May/2020 expenditures. First motion was made by Dr. Patricia Lewis, second motion was made by Angie Goral. Unanimously approved, motion carries.

- ii. **Statement of Fund Balance**  
James Keeler provided an overview of the Statement of Fund Balance through the end of each month of April/2020 and May/2020. No irregularities were noted.
- iii. **Financial Review**  
James Keeler provided an overview of the Financial Review for the month of end for April/2020 and May/2020. No irregularities were noted.
- iv. **Balance Sheet**  
The Balance Sheet for the months of March, April, and May 2020 were reviewed and discussed. No irregularities were noted.
- v. **Bank Reconciliations**  
Bank reconciliations for the General Account, Lead Account, Abandoned Properties, and State of Illinois E-Pay for the months of April and May 2020 were reviewed and discussed. No irregularities were noted.
- vi. **Revenue and Expenditure Reports**  
James Keeler provided an overview of the revenue and expenditure for the months of April and May 2020.
- vii. **Public Health Emergency Reserve Minimum Graph**  
The April and May 2020 charts was reviewed. Reserve is above the minimum established by the Board of Health.

3) Major Expenditure

<b>Vendor/Contractor</b>	<b>Services/Item</b>	<b>Amount</b>	<b>Motioned/Seconded</b>	<b>Approved</b>
IDPH	Death Certificate Filing Fees	\$7,056.00	Dr. David Helland / Angie Goral	Unanimously approved, motion carries
Winnebago County Soil & Water Conservation District (SWCD)	Soil Borings	\$3,650.00	Dr. David Helland / Angie Goral	Unanimously approved, motion carries
CDW-Government	Surface Pro Laptop Computer	\$3,491.27	Dr. David Helland / Angie Goral	Unanimously approved, motion carries
Clarke Environment	Mosquito Larvicide	\$3,830.93	Dr. David Helland / Angie Goral	Unanimously approved, motion carries
KMK Media Group	Web Hosting & Support	\$4,220.00	Dr. David Helland / Angie Goral	Unanimously approved, motion carries
Lamar Advertising	Digital billboards for HTC Census 2020	\$5,000.00	Dr. David Helland / Angie Goral	Unanimously approved, motion carries

4) Proposed Contracts and Agreements – None

5) Grant Award Received through May 31, 2020

<b>Grant #</b>	<b>Funding Source</b>	<b>Grant Description</b>	<b>Amount</b>	<b>Motioned/Seconded</b>	<b>Approved</b>
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FCSYQ01114	DHS	WIC Special Supplemental Nutrition Program	\$1,413,944.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
*New*	DHS	Breast Feeding Peer Counselor	\$90,000.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
FCSYU05077	DHS	High Risk Infant Follow-up	\$210,000.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
FCSYU03501	DHS	Better Birth Outcomes	\$248,000.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
FCSYK03578	DHS	Refugee Health Services	\$171,000.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
FCSYP05348	DHS	Teen Pregnancy Prevention	\$204,711.75	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
FCSYV04111	DHS	Maternal Infant Early Childhood Home Visiting (MIECHV)	\$112,723.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
07680095H	IDPH	COVID19-20 Crisis Grant	\$142,806.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
201-USBA4-00	IEMA	Public Assistance Grant	75% Eligible	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
TBD	IDPH	COVIDCT-21 Contact Tracing	\$4,255,712.29	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
43CYZ0578	DHS	SOR State Opioid Response	\$300,000.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
43CYZ03249	DHS	Substance Abuse Prevention Recovery	\$152,866.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries

43CYZ03460	DHS	Tobacco Enforcement Program	\$22,220.00	Angie Goral / Dr. Patricia Lewis	Unanimously approved, motion carries
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6) Accounts Receivable through April 2020

Accounts receivable report through April 2020 was reviewed and discussed. No irregularities were noted.

7) Policies

i. Sub-recipient Monitoring Policy

ii. Corrective Action Plan to Audit by Illinois Department of Human Services  
Dr. Martell indicated that as part of the corrective action plan from the IDHS audit finding, a Sub-recipient Monitoring Policy has been drafted to address their findings.

c) Policy Committee – No meeting

1) Approval of Finance Committee minutes – March 11, 2020

Ron Gottschalk entertained a motion to approve the March 11, 2020 Finance Committee minutes. First motion was made by Luci Hoover, second motion was made by Dr. Allen Williams. Unanimously approved, motion carries.

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

**9. CORRESPONDENCE AND INFORMATION:** None

**10. ADDITIONS:** None

**11. Executive Closed Session:** None

**12. ADJOURNMENT:** None

With no other business, Dr. Allen Williams entertained a motion to adjourn the June 16, 2020 BOH meeting. First motion was made by Dr. David Helland, second motion was made by Robert McCreath. Unanimously approved, motion carries. Meeting adjourned at 7:41p.m.

Approved by the Board of Health



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

07/21/2020  
Date