



**Minutes of the  
Winnebago County Board of Health  
Tuesday, July 20, 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, Jennifer Muraski.

**Absent:** Dr. John Halverson

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

**Attorney:** Lafakeria Vaughn

**WCHD Support:** Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:30 p.m.

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

2. **Setting the Agenda:**

Luci Hoover requested Agenda be amended to move Personnel Committee agenda item Public Health Administrator Review to Executive Closed Session. Allen Williams entertained a motion to set the Tuesday, July 20, 2021 WCHD Board of Health meeting agenda as amended. Jon Gottschalk made the first motion to approve Agenda as amended; second motion made by Dr. David Helland. Unanimously approved. Motion carries.

3. **Approval of BOH Minutes – June 15, 2021:**

Dr. Allen Williams entertained a motion to approve the June 15, 2021 Board of Health meeting minutes. Jennifer Muraski 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:**

A. Introduction of new Board of Health member Jennifer Muraski.

B. Board of Health IPLAN Health Prioritization public meeting held on Tuesday, July 27, 2021 on a Zoom platform.

**6. Committee Reports:**

- a) Executive Committee – None.
- b) Finance Committee
  - 1) Approval of Finance Committee minutes – None
  - 2) Financial Statements

- a. Resolution of Expenditures – June 2021

- James Powers reported the health fund expenditure for June 2021 is \$896,397.84. Ron Gottschalk moved to approve the June 2021 health fund expenditure of \$896,397.84. Robert McCreath seconded. Unanimously approved, motion carries.

- b. Statement of Fund Balance

- James Keeler reported that the Statement of Fund Balance beginning balance May 31, 2021 is \$10,733,400.43. Revenues YTD is \$8,477,141.34. Disbursements YTD is \$8,837,677.13. Ending balance is \$10,372,864.13. No irregularities were noted.

- c. Financial Review

- James Keeler indicated that this is 9th month of Winnebago County's Fiscal Year 2021 and it is the 12th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$10,787,250.00, Actual was \$8,477,141.34 with a variance of \$2,310,109.00. Expenses YTD Budgeted \$11,154,275.25, Actual & Encumbered was \$8,837,677.13 with a variance of \$2,316,598.00. No irregularities were noted.

- d. Balance Sheet

- James Keeler provided an overview of the June 2021 Balance Sheet. Assets for \$11,665,873.16, Liabilities is (\$1,293,008.52) and the fund balance of (\$11,665,873.16). No irregularities were noted.

- e. Bank Reconciliations

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

General Account	\$663,513.72
Lead Account	\$145,875.69
Abandoned Properties	\$5,000.00
E-Pay	\$320,260.79

- No irregularities were noted.

- f. Revenue and Expenditure Reports

- Jim Keeler provided an overview of Revenue and Expenditures for June 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 June 2021 Accounts Receivables. No irregularities were noted.

FY2021 Accounts Receivable Total Due from Grantors	\$14,383,482
Local Health Protection Grant Program (LHP)	\$447,697
Accounts Receivables Balance	\$(304,089.73)

### 3) Major Expenditure

James Powers presented June 2021 Major Expenditures. Discussion was held and the following Major Expenditures were 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 June 2021	\$ 7,996.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
3.b	International Security Products	Security bonded paper for birth certificates and death certificates	\$ 7,898.30	Ro Gottschalk / Dr. David Helland	All voted in favor, motion carries
3.c	Teletask Messenger Service	WIC Text service and appointment reminder service	\$ 3,155.00	Ron Gottschalk / Luci Hoover	All voted in favor, motion carries
3.d	Winnebago County SWCD	Soil Borings Analysis	\$ 4,525.00	Dr. Patricia Lewis / Dr. David Helland	All voted in favor, motion carries
3.e	Adobe Pro	Adobe Annual Licensure of Products	\$ 4,438.44	Ron Gottschalk / Luci Hoover	All voted in favor, motion carries
3.f	KMK Media	Video Production on Oral Health Prevention	\$ 8,000.00	Ron Gottschalk / Dr. David Helland	All voted in favor, motion carries

### 4) Proposed Contracts and Agreements

James Powers presented the June 2021 Proposed Contracts and Agreements. Discussion was held and the following Contracts and Agreements were unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Total Motion/Seconded	Approved
4.a	KP Counseling and/or the Solis Program	Treatment of client Referral of TB Patients	N/A	Dr. David Helland / Angie Goral	All voted in favor, motion carries
4.b	Zully Vock (ZVOCK-MHC)	Supervision of MIECHVP Staff	\$ 14,400.00	Luci Hoover / Dr. Patricia Lewis	All voted in favor, motion carries
4.c	UIC College of Medicine	Clinical consultation with respect to Drug Overdose Prevention Program / #CN-00034073	\$ 7,800.00	Ron Gottschalk / Luci Hoover	All voted in favor, motion carries
4.d	Illinois Housing Development Authority (IHDA)	APP - Abandoned Residential Property Municipal Relief Program	\$ 75,000.00	Ron Gottschalk / Dr. David Helland	All voted in favor, motion carries
4.e	Roscoe Police Department	Tobacco Prevention Program (TEP)	\$ 1,141.00	Ron Gottschalk / Rob McCreath	All voted in favor, motion carries
4.f	Winnebago South o County Sheriff's Department	Tobacco Prevention Program (TEP)	\$ 1,262.00	Ron Gottschalk / Rob McCreath	All voted in favor, motion carries
4.g	South Beloit Police Department	Tobacco Prevention Program (TEP)	\$ 1,029.00	Ron Gottschalk / Rob McCreath	All voted in favor, motion carries
4.h	City of Rockford Police Department	Tobacco Prevention Program (TEP)	\$ 11,019.00	Ron Gottschalk / Luci Hoover	All voted in favor, motion carries
4.i	Village of Roscoe Police Department	Narcan Spray Training Delivery	N/A	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries

### 5) Fiscal Year 2022 Budget

#### a. Department of Public Health

James Keeler provided an overview of the following:

- Schedule of Anticipated Revenues for FY2022 is \$10,879,683.
- FY2022 WCHD Position Control is \$5,780,382.39.
- FY2022 WCHD Budget Expense Detail / Health Fund is \$10,779,448.

A brief discussion and Q&A was held regarding FY2022 Budget. Dr. Patricia Lewis made a motion to approve the FY2022 WCHD Budget as presented; second motion made by Luci Hoover. Unanimously approved, motion carries.

- FY2022 WCHD Budget Summary is (100,235).

b. 555 North Court

James Keeler provided an overview of the proposed FY2022 555 North Court Fund.

▪ Rental Income	(\$466,407)
▪ Fund Expenditures	\$450,580
▪ Excess/Surplus of Expenditures over Revenues	(\$15,827)

A brief discussion and Q&A was held regarding FY2022 555 North Court Fund. Dr. David Helland made a motion to approve the FY2022 555 North Court Fund as presented; second motion made by Dr. Allen Williams. Unanimously approved, motion carries.

6) Resolution Authorizing Participation in Abandoned Residential Property Municipal Relief Program Grant

Todd Marshall provided a summary regarding Resolution Authorizing Participation in the Abandoned Residential Property Municipal Relief Program Grant which allows WCHD to implement the grant and which is an IHDA requirement. Dr. Patricia Lewis made a motion to approve Resolution Authorizing Participation in the Abandoned Residential Property Municipal Relief Program Grant; second motion made by Dr. Allen Williams. Unanimously approved, motion carries.

c) Policy Committee - None

d) Personnel Committee

1) Approval of Personnel Committee minutes – July 14, 2021

Luci Hoover entertained a motion to approve the July 14, 2021 Personnel Committee meeting minutes. Ron Gottschalk made a motion, seconded by Luci Hoover. Unanimously approved, motion carries.

2) Public Health Administrator Review

Discussed in Executive Closed Session.

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

**Public Health Administrator Review**

Luci Hoover asked Chairman Williams to convene in closed session to discuss Public Health Administrator Review.

**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 Dr. Allen Williams. Motion approved unanimously. The Committee convened in closed session at 7:25p.m.

**Executive Closed Session – Adjourn Executive Closed Session**

Dr. Allen Williams entertained a motion to adjourn Executive Closed Session. Dr. David Helland made first motion, second motion made by Robert McCreath. Voice vote, unanimously approved. Motion carries. The Committee adjourned Executive Closed Session at 7:39p.m.

**Reconvene to Open Session**

Dr. Allen Williams entertained a motion to reconvene into open session. First motion made by Ron Gottschalk; second motion made by Robert McCreath. Unanimously approved, motion carries. No action was taken in Executive Closed Session. The Committee reconvened in open session at 7:40p.m.

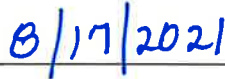
**11. ADJOURNMENT:**

With no other business, Dr. Allen Williams entertained a motion to adjourn the July 20, 2021 BOH meeting. Ron Gottschalk made first motion; Robert McCreath made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:42p.m.

Approved by the Board of Health



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



Date