



**Minutes of the
Winnebago County Board of Health
Tuesday, September 21, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

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

Absent: Robert McCreath, Alderman Gabrielle Torina.

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

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:

2. Setting the Agenda:

Allen Williams entertained a motion to set the Tuesday, September 21, 2021 WCHD Board of Health meeting. Luci Hoover made the first motion; second motion made by Dr. John Halversen. Unanimously approved. Motion carries.

3. Approval of BOH Minutes – August 17, 2021:

Dr. Allen Williams entertained a motion to approve the August 17, 2021 Board of Health meeting minutes. Angie Goral 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, shifts in the ages of recent cases and 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 – September 15, 2021

Dr. John Halversen entertained a motion to approve the September 15, 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 – August 2021

Dr. John Halversen reported the health fund expenditure for August 2021 is \$881,074.33. James Powers moved to approve the August 2021 health fund expenditure of \$881,074.33. Angie Goral seconded. Unanimously approved, motion carries.

b. Statement of Fund Balance

Dr. John Halversen reported that the Statement of Fund Balance beginning balance August 31, 2021 is \$10,088,312.36. Revenues YTD is \$10,224,749.21. Disbursements YTD is \$10,869,837.28. Ending balance is \$10,088,312.36. No irregularities were noted.

c. Financial Review

Dr. John Halversen indicated that this is 11th month of Winnebago County's Fiscal Year 2021 and it is the 2nd month of the State of Illinois Fiscal Year 2022. Revenue YTD Budgeted \$13,184,416.67, Actual was \$10,224,749.21 with a variance of \$2,959,667. Expenses YTD Budgeted \$13,633,003.68, Actual & Encumbered was \$10,869,837.28 with a variance of \$2,763,166. No irregularities were noted.

d. Balance Sheet

Dr. John Halversen provided an overview of the August 2021 Balance Sheet. Assets for \$11,440,269.08, Liabilities is (\$1,351,956.72) and the fund balance of (\$11,440,269.08). No irregularities were noted.

e. Bank Reconciliations

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

General Account	\$359,863.17
Lead Account	\$146,285.22
Abandoned Properties	\$5,000.00
E-Pay	\$352,276.49

No irregularities were noted.

f. Revenue and Expenditure Reports

Dr. John Halversen provided an overview of Revenue and Expenditures for August 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 August 2021 Accounts Receivables. No irregularities were noted.

FY2021 Accounts Receivable Total Due from Grantors	\$1,615,338.71
Population Vaccination Program	\$(229,989.73)
Other Deferred Revenue	\$(229,989.73)

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditure item a-b at the September 15, 2021 Finance Committee meeting. 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 August 2021	\$ 7,920.00	James Powers / Luci Hoover	All voted in favor, motion carries
3.b	Shoe Carnival	Gift cards for Illinois Wise Woman Program Breast and Cervical Cancer Program	\$ 3,000.00	James Powers / Luci Hoover	All voted in favor, motion carries
3.c	KONE, Inc.	Furnish and install elevator modernization for the Staff/Service Elevator (<i>Informational Only - BOH Electronic Poll Approved 8/30/2021</i>)	\$ 104,500.00	No Vote Necessary	BOH Electronic Poll Approval 8/30/2021
3.d	KONE, Inc.	Furnish and install elevator modernization for the Visitor Elevator (<i>Informational Only - BOH Electronic Poll Approved 8/30/2021</i>)	\$ 129,700.00	No Vote Necessary	BOH Electronic Poll Approval 8/30/2021

4) Proposed Contracts and Agreements

Dr. John Halversen indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements item a-e at the September 15, 2021 Finance Committee meeting. 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	SwedishAmerican	Business Associate (BAA) Agreement and Service Agreement / WIC Program	\$ -	James Powers / Angie Goral	All voted in favor, motion carries
4.b	Abraham Lincoln Middle School	Substance Use Prevention Programming "Marijuana Awareness Communication Campaign"	\$ -	James Powers / Angie Goral	All voted in favor, motion carries
4.c	Jericho Project	Drug Overdose Prevention Program (DOPP) / Provide Narcan Training	\$ -	James Powers / Angie Goral	All voted in favor, motion carries
4.d	South Beloit Police Department	Drug Overdose Prevention Program (DOPP) / Provide Narcan Training	\$ -	James Powers / Angie Goral	All voted in favor, motion carries
4.e	Cyacom	Vizient Supply / Video & Audio Interpretation Services	N/A	James Powers / Angie Goral	All voted in favor, motion carries
4.f	City of South Beloit Police Department <i>Vote postponed to 9/21/2021 BOH Meeting</i>	Tobacco Enforcement Program (TEP) - Revised	\$ -	Dr. Allen Williams / Jame Powers	All voted in favor, motion carries
4.g	Illinois Department of Central Management Services (CMS)	Purpose of providing for the payment of the cost of obtaining and administering the influenza vaccine	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carries
4.h	Community Vaccination Site Agreement	Vaccination Site Agreement to administer COVID-19 and Influenza Vaccine	\$ -	James Powers / Dr. Patricia Lewis	All voted in favor, motion carries

c) Policy Committee

1) Approval of Policy Committee minutes – September 20, 2021

Ron Gottschalk noted that the Policy Committee meeting minutes from September 15, 2021 was approved at the September 20, 2021 meeting.

Ron Gottschalk entertained a motion to approve the September 20, 2021 Policy Committee minutes. Dr. Patricia Lewis made first motion; Luci Hoover made second motion. Unanimously approved, motion carries.

2) Variances

a. 13972 De La Tour Drive – Installation of Septic System

Ron Gottschalk indicated that documentation was not submitted in time and no discussion was held.

b. Prosser Management, LLC – Track Water Usage / 6786 Yale Bridge Road

Ron Gottschalk stated that the Policy Committee recommends approval of the WCHD/Prosser Management, LLC Agreement to track water usage at the property for one (1) year, which will allow WCHD to determine if the septic field is appropriate for the use.

Ron Gottschalk made the first motion to approve the WCHD/Prosser Management, LLC agreement, second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries.

3) Personnel Policies

a. 75-0815-21 Vaccination Policy for Employees, Interns, Students, Volunteers and Contractors

Ron Gottschalk stated that the Policy Committee changed the title of this Policy to 75-0815-21 Vaccination Policy and recommends approval of the policy. Ron Gottschalk made the first motion to approve 75-0815-21 Vaccination Policy, second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries.

b. 74-0602-21 COVID-19 Mitigations for Individuals Working for the Winnebago County Health Department

Ron Gottschalk stated that the Policy Committee changed the title of this Policy to 74-0602-21 COVID-19 Mitigation Policy and recommends approval of the policy. Ron Gottschalk made the first motion to approve 74-0602-21 COVID-19 Mitigation Policy, second motion made by Dr. Patricia Lewis. Voice vote 9 Ayes, 1 Nay. Motion passes.

c. 1126-0401-2020 Coronavirus Employee Response Policy

Ron Gottschalk stated that the Policy Committee recommends approval of 1126-0401-2020 and made the first motion. Second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries

d) Personnel Committee

Public Health Administrator Review was moved to Executive Closed Session.

e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS:

8. CORRESPONDENCE AND INFORMATION:

Dr. Sandra Martell informed the BOH that any member receiving a certified FOIA Request, please forward to Christina Washington and WCHD will respond appropriately.

9. ADDITIONS: - None

10. Executive Closed Session:

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. John Halversen. Motion approved unanimously. The Committee convened in closed session at 7:28p.m.

Executive Closed Session – Adjourn Executive Closed Session

Dr. Allen Williams entertained a motion to adjourn Executive Closed Session. Ron Gottschalk made first motion, second motion made by Dr. John Halversen. Voice vote, unanimously approved. Motion carries. The Committee adjourned Executive Closed Session at 7:58p.m.

Reconvene to Open Session

Dr. Allen Williams entertained a motion to reconvene into open session. First motion made by Luci Hoover; second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries. No action was taken in Executive Closed Session. The Committee reconvened in open session at 7:59p.m.

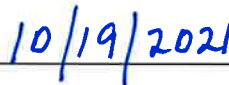
11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the September 21, 2021 BOH meeting. Dr. John Halversen made first motion; Luci Hoover made second motion. Unanimously approved, motion carries. Meeting adjourned at 8:01p.m.

Approved by the Board of Health



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



Date