



**Minutes of the
Winnebago County Board of Health
Tuesday, October 19, 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, Robert McCreath. Dr. David Helland joined at 6:36p.m.

Absent: 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.

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, October 21, 2021 WCHD Board of Health meeting. Ron Gottschalk made the first motion; second motion made by Robert McCreath. Unanimously approved. Motion carries.

3. Approval of BOH Minutes – September 21, 2021:

Dr. Allen Williams entertained a motion to approve the September 21, 2021 Board of Health meeting minutes. Ron Gottschalk made first motion; Dr. Patricia Lewis 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

A. Update on 401 Division Street

Dr. Sandra Martell indicated that she and Todd Marshall have reviewed the Environmental Assessment Phase I for 401 Division Street. There was no concerns regarding asbestos and lead that would cause us

considerable concern in the Phase I Environmental Assessment. The next step is to acquire three (3) different appraisals for a commercial real estate appraisal. Anticipating the appraisal process to be completed late December early January so that the Board of Health can make a decision to move forward.

B. NALBOH Membership Renewal

Dr. Sandra Martell stated that the National Association of Local Board of Health (NALBOH) membership dues for 2022 has been renewed and is available to all Board of Health members.

C. Open Meetings Act Training

Dr. Sandra Martell reminded Board of Health members of the Open Meetings Act Training that is annually required. Unfortunately, the Open Meetings Act website through the Attorney General's Office is still having technical issues. We will continue to monitor the website and notify members when the website is available.

6. Committee Reports:

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – October 13, 2021

Dr. John Halversen entertained a motion to approve the October 13, 2021 Finance Committee minutes. James Powers made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries.

2) Financial Statements

a. Resolution of Expenditures – September 2021

Dr. John Halversen reported the health fund expenditure for September 2021 is \$889,415.74. James Powers moved to approve the September 2021 health fund expenditure of \$889,415.74. Angie Goral seconded. Unanimously approved, motion carries.

b. Statement of Fund Balance

Dr. John Halversen reported that the Statement of Fund Balance beginning balance September 31, 2021 is \$10,733,400.43. Revenues YTD is \$11,132,141.09. Disbursements YTD is \$11,772,034.49. Ending balance is \$10,093,507.03. No irregularities were noted.

c. Financial Review

Dr. John Halversen indicated that this is 12th month of Winnebago County's Fiscal Year 2021 and it is the 3rd month of the State of Illinois Fiscal Year 2022. Revenue YTD Budgeted \$14,383,000.00, Actual was \$11,132,141.09 with a variance of \$3,250,859. Expenses YTD Budgeted \$14,872,367.00, Actual & Encumbered was \$11,772,034.49 with a variance of \$3,100,333. No irregularities were noted.

d. Balance Sheet

Dr. John Halversen provided an overview of the September 2021 Balance Sheet. Assets for \$10,652,343.62, Liabilities is (\$558,836.59) and the fund balance of (\$10,093,507.03). No irregularities were noted.

e. Bank Reconciliations

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

General Account	\$471,317.02
Lead Account	\$5,000.00
Abandoned Properties	\$5,000.00
E-Pay	\$364,586.11

No irregularities were noted.

f. Revenue and Expenditure Reports

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

FY2021 Accounts Receivable Total Due from Grantors	\$1,381,904.77
Population Vaccination Program	\$(223,043.31)
Other Deferred Revenue	\$(223,043.31)

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditure item a-i at the October 13, 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 September 2021	\$ 9,552.00	James Powers / Angie Goral	All voted in favor, motion carries
3.b	CDP Inc.	Annual Software Services regarding Environmental Health permitting, billing, inspection, and tracking	\$ 32,012.00	James Powers / Angie Goral	All voted in favor, motion carries
3.c	Cyacom	Translations Services used for numerous WCHD programs	\$ 22,999.00	James Powers / Angie Goral	All voted in favor, motion carries
3.d	Winnebago County Soil and Water Conservation District (SWCD)	Soil Boring Fees	\$ 5,200.00	James Powers / Angie Goral	All voted in favor, motion carries
3.e	Mendelssohn	Renwal of Parking Lease Agreement	\$ 21,600.00	James Powers / Angie Goral	All voted in favor, motion carries
3.f	ADAPT Pharma	Narcan Spray for Narcan Training	\$ 53,100.00	James Powers / Angie Goral	All voted in favor, motion carries
3.g	Time Clock Plus (TCP)	Time Clock Plus Users Licenses (140)	\$ 3,360.00	James Powers / Angie Goral	All voted in favor, motion carries
3.h	Victoria Sager	Tuition Reimbursement - MPH per tuition reimbursement policy	\$ 3,328.22	James Powers / Angie Goral	All voted in favor, motion carries
3.i	ProPharma	Flu Vaccine	\$ 5,580.00	James Powers / Angie Goral	All voted in favor, motion carries
3.j	ProPharma	Flu Vaccine - Flucelvax 73 Units	\$ 20,367.00	Robert McCreath / Dr. David Helland	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 item a-i at the October 13, 2021 Finance Committee meeting. Discussion was held and the following Contracts and Agreements were unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
4.a	WCHD MIECHV	WCHD Internal Program collaboration between WIC and MIECHV to promote WIC enrollment	\$ -	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.b	WCHD BBO	WCHD Internal Program collaboration between WIC and BBO to promote WIC enrollment	\$ -	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.c	WCHD Healthworks	WCHD Internal Program collaboration between WIC and Healthworks to promote WIC enrollment	\$ -	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.d	Victory Outreach Church of Rockford	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.e	Oak Street Health	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.f	Youth Services Network (YSN)	FY2021-2022 Network Linkage Agreement	N/A	Dr. David Helland / Dr. Allen Williams	All voted in favor, motion carries
4.g	Everbridge	WCHD Emergency Notification Service Agreement Renewal	\$ 787.50	Dr. Allen Williams / Jennifer Muraski	All voted in favor, motion carries

c) Policy Committee

1) Approval of Policy Committee minutes – October 13, 2021

Ron Gottschalk noted that the Policy Committee meeting minutes from October 13, 2021 was approved at the October 13, 2021 meeting.

Ron Gottschalk entertained a motion to approve the October 13, 2021 Policy Committee minutes. Robert McCreath made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

2) Variances

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

Ron Gottschalk indicated the Policy Committee is bringing forth a recommendation to approve the petition for a variance to property 13972 De La Tour Drive regarding installation of Septic System. Dr. Sandra Martell indicated that as we talk about becoming modern communities, WCHD will be considering what ordinance changes needs to be put in place to ensure we move in the right direction as our communities modernize.

Ron Gottschalk entertained a motion to approve the Variance request for 13972 De La Tour Drive. Robert McCreath made the first motion; second motion made by Angie Goral. 10 Ayes, 0 Nays, 1 Abstain, motion passes.

3) Personnel Policies

a. Compensation Policy - Discussion

Dr. Sandra Martell provided background information on WCHD salary structure and indicated that WCHD has had challenges retaining employees in critical positions including

Environmental Health Inspectors/Practitioners, Public Health Nurses, and Health Educators. Compensation Policy is under review and the Policy Committee will continue to discuss.

b. Vaccination Policy 075-0815-21 – Proposed Revisions

Ron Gottschalk indicated the revision to Vaccination Policy 075-0815-21 is to add an exemption for those with an exemption that they do not have to do the weekly testing for 90 days if they have a positive diagnosis of COVID. The CDC recommendation is not to get tested for 90 days. Ron Gottschalk entertained a motion to recommend approval of the revised Vaccination Policy 075-0815-21. Robert McCreath made the first motion. Second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries

d) Personnel Committee

Public Health Administrator Review agenda item was moved to Executive Closed Session.

e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS:

Nominating Committee

Dr. John Halversen stated that the Nominating Committee has the following nominations and will be on the Board of Health November 16, 2021 meeting agenda:

- | | |
|------------------|-----------------------------------|
| ▪ President | Robert McCreath |
| ▪ Secretary | Jennifer Muraski |
| ▪ Vice President | Dr. Patricia Lewis or Luci Hoover |

8. CORRESPONDENCE AND INFORMATION:

Dr. Sandra Martell informed the BOH that Flu shots are available and if interested to contact Christina Washington to schedule for an appointment.

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. Patricia Lewis. Motion approved unanimously. The Committee convened in closed session at 7:35p.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. Patricia Lewis. Voice vote, unanimously approved. Motion carries. The Committee adjourned Executive Closed Session at 7:52p.m.

Reconvene to Open Session

Dr. Allen Williams entertained a motion to reconvene into open session. First motion made by Dr. John Halversen; 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 7:53p.m.

11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the October 19, 2021 BOH meeting. Ron Gottschalk made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:56p.m.

Approved by the Board of Health



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

11/16/2021

Date