



**Minutes of the  
Winnebago County Board of Health  
Monday, October 20, 2020 at 6:30 p.m., Zoom Platform  
Winnebago County Health Department**

**Present:** Ronald Gottschalk, Angie Goral, Dr. John Halversen, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath  
Dr. David Helland joined the meeting at 6:40p.m.

**Absent:** Tuffy Quinonez

**Staff Present:** Dr. Sandra Martell, Cheryl Floyd, Cynthia Hall, Melinda Idell, Rebecca Lyons, 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 6:32 p.m.

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

**2. Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the amended Tuesday, October 20, 2020 WCHD Board of Health meeting agenda.

James Powers made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.

**3. Approval of BOH Minutes – September 15, 2020:**

Dr. Allen Williams entertained a motion to approve the September 15, 2020 Board of Health meeting minutes. Angie Goral made first motion; James Powers 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. Winnebago County Health Department Updates:** None.

**7. Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – October 14, 2020

Dr. John Halversen entertained a motion to approve the October 14, 2020 Finance Committee minutes. Dr. David Helland made first motion; James Powers made second motion. Unanimously approved, motion carries.

2) Financial Statements

a) Resolution of Expenditures – September 2020

Dr. John Halversen asked for a motion to approve the health fund expenditure for September 2020. James Powers moved and Dr. David Helland seconded to approve the health fund expenditure for the month of September 2020 for \$779,527.48. Unanimously approved, motion carries.

b) Statement of Fund Balance

Dr. John Halversen indicated that the Statement of Fund Balance ending balance for September 2020 is \$10,421,821.75. Year to date it had an increase of \$849,261.77. No irregularities were noted.

c) Financial Review

Dr. John Halversen indicated that this is 12<sup>th</sup> month of Winnebago County's Fiscal Year 2020 and it is the 3<sup>rd</sup> month of the State of Illinois Fiscal Year 2020. Revenue YTD Budgeted \$12,346,678.00, Actual was \$9,834,039.99 with a variance of \$2,512,638. Expenses YTD Budgeted \$12,352,168.00, Actual & Encumbered was \$8,984,778.22 with a variance of \$3,367,390. No irregularities were noted.

d) Balance Sheet

Dr. John Halversen indicated that the September 30, 2020 Balance Sheet are preliminary and has an Estimated YE Fund Balance of \$10,421.821.75.

Jim Keeler indicated that he is estimating another \$109,000 in expenses that has not been posted but otherwise it is a good estimate and very conservative and will probably have an increase of our Fund Balance of approximately \$850,000.

e) Bank Reconciliations

Bank reconciliations for the Lead Account, Abandoned Properties, and State of Illinois E-Pay was reviewed and discussed. James Keeler indicated that Winnebago County has posted approximately \$840,000 in real estate taxes, which has bolstered our cash position quite a bit. No irregularities were noted

f) Revenue and Expenditure Reports

Jim Keeler provided a brief overview regarding the preliminary September 2020 Revenue and Expenditure Report. Jim Keeler indicated there were additional expenses for \$109,744.67. Estimated YTD Revenues is \$9,834,039.99, Estimated YTD Expense is \$8,984,778.22 with an Estimated FYE Surplus of \$849,261.77. Jim Keeler indicated we are doing fairly well.

g) Public Health Emergency Reserve Minimum Graph

The Public Health Emergency Reserve Minimum Graph was reviewed and the reserve amount is above the minimum established by the Board of Health. Dr. Halversen indicated that as far as he knows, this is the highest it has ever been since he has been on the board, which is very favorable giving the times we are currently n.

h) Accounts Receivable

Jim Keeler indicated the FY20 Accounts Receivable is \$1,390,502.68 and provided a brief summary regarding the details.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items A-F. Dr. Halversen entertained a motion to approve Major Expenditures A-F. James Powers made motion, seconded by Dr. David Helland. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
A	IDPH	IDPH fee for Electronic Filing of Death & Birth Certificates for September 2020	\$ 7,444.00	Dr. David Helland / James Powers	All voted in favor, motion carries
B	Sanofi Pasteur	Private supplies for vaccines for clients not eligible for VFC or Adult 317	\$ 4,445.40	James Powers / Angie Goral	All voted in favor, motion carries
C	Viken Detection	Lead Paint Analyzer	\$ 16,380.00	James Powers / Dr. David Helland	All voted in favor, motion carries
D	CDP Inc.	Annual Renewal of Environmental Health Software for 10/1/2020 - 9/30/2021	\$ 32,012.00	Dr. David Helland / James Powers	All voted in favor, motion carries
E	Winnebago County SWCD	Soil Borings	\$ 3,000.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
F	IDPH	Expense for an Americorp Employee to work on COVID-19	\$ 5,000.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
G	ProPharma USA	Flu vaccines for Winnebago County Department Corrections Vaccination Plan	\$ 35,750.00	Informational Only	BOH Approved by Electronic Poll 10/1/2020 Aye (8), Nay (1), Non-Vote (0)
H	Vericor, LLC	Vaccine transport coolers for Population Vaccination	\$ 8,195.16	James Powers / Robert McCreath	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. Dr. John Halversen entertained a motion to approve Proposed Contracts and Agreements Item A. James Powers made a motion, seconded by Dr. David Helland. Unanimously approved, motion carries.

Dr. John Halversen entertained a motion to approve item B) No Shades youth Empowerment TPP Agreement. Luci Hoover made a motion, seconded by James Powers. Unanimously approved, motion carries.

Dr. John Halversen entertained a motion to approve item C) Lincoln Middle School SUPP MOU. James Powers made a motion, seconded by Dr. David Helland. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
A	City of Rockford Police Department	FY21 Tobacco Enforcement Program (TEP) Grant	\$ 9,972.48	James Powers / Dr. David Helland	All voted in favor, motion carried
B	No Shades Youth Empowerment	Teen Pregnancy Prevention (TPP)	\$ 3,000.00	Luci Hoover / James Powers	All voted in favor, motion carried
C	Lincoln Middle School	Substance Use Prevention Program (SUPP)	\$ -	James Powers / Dr. David Helland	All voted in favor, motion carried

c) Policy Committee

1. Approval of Policy Committee minutes – October 14, 2020

Ron Gottschalk entertained a motion to approve the October 14, 2020 Policy Committee meeting minutes. Angie Goral made a motion, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

2. Variance Recommendation #R201-029680

a. 12220 Harbor Oaks, Home Remodel – Holding Tank Variance

Todd Marshall provided an overview of Variance Recommendation #R201-029680. There were two recommendations presented to the property owner and the Village of Machesney Park, which are as follows:

- Property owner must post and maintain a surety bond for \$3,000,000 issued by a licensed surety company authorized to do business in the State of Illinois to remediate the effects of any discharge of sewage from the holding tank. The property owner shall be solely responsible for the cost of posting and maintaining the surety bond.
- The variance must be recorded on the property with the Winnebago County Recorder's Office to bind the owner, his or her heirs, successors, administrators and assigns.

A brief discussion was held regarding the Village of Machesney Park's classification of 12220 Harbor Oaks project as a remodel of existing structure.

Ron Gottschalk entertained a motion to approve Variance Recommendation #R201-029680. Dr. John Halversen made a motion, seconded by Robert McCreath. Unanimously approved, motion carries.

d) Personnel Committee – No meeting

e) Quality Improvement Committee – No meeting

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

a) November 3rd Election Day Holiday

Dr. Martell indicated that the Winnebago County Board took action to declare November 3, 2020 as a holiday due to a change in the State Statute that the General Assembly made. November 3rd will be known as General Election Day Holiday and all government offices with the exception of the Election Authority shall be closed. WCHD Board of Health needs to take action so that we declare this day a holiday and WCHD would follow the policies within WCHD. For instance, our Contact Tracers will be working to address COVID-19 and received pay as stated in our current agreement. WCHD would like to encourage individuals who are not going to have duties related to COVID-19 to support the elections as poll workers or election judges to support the efforts. Jim Keeler provided a brief overview on the costs for non-exempt employees (Contact Tracing and WIC) and indicated that the cost would not negatively affect these budgets and WCHD would be reimbursed for the cost.

Ron Gottschalk made a motion to approve November 3rd as General Election Day Holiday; second motion was made by James Powers. Unanimously approved, motion carries.

**9. CORRESPONDENCE AND INFORMATION:** None

a) COVID-19 Correspondence

Dr. Martell provided a brief overview of the COVID-19 complaints WCHD has received a regarding COVID-19 in Schools. There are numerous COVID-19 complaints received daily, these are just some directed to the Board of Health. Dr. Allen Williams stated that listening to the presentation earlier and the discussion; there has been no evidence from contact tracing of transmission of COVID-19 in the schools that the transmissions have occurred outside of the schools, is this a correct assumption. Dr. Martell confirmed. Dr. Lewis indicated that the complaints are leaning towards sanitation concerns. A brief discussion was held amongst the board members and WCHD staff.

**10. ADDITIONS:** None

**11. Executive Closed Session:** None

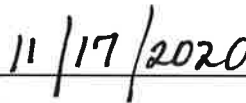
**12. ADJOURNMENT:**

With no other business, Dr. Allen Williams entertained a motion to adjourn the September 15, 2020 BOH meeting. First motion was made by James Powers; second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries. Meeting adjourned at 7:26p.m.

Approved by the Board of Health



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



Date