



**Minutes of the  
BOH Policy Committee Meeting  
Wednesday, November 10, 2021 at 4:30 pm  
Zoom Platform**

**Members Physically Present:** Ron Gottschalk (Chair), Angie Goral, Dr. Patricia Lewis, Robert McCreath

**Members Absent:** Luci Hoover, Dr. Allen Williams (Ex-Officio)

**WCHD Staff Physically Present:** Dr. Sandra Martell – Public Health Administrator, Charlotte LeClercq – Public Health Policy Director, Todd Marshall – Environmental Health Director, Christina Washington - Recorder

Ron Gottschalk called the November 10, 2021 meeting to order at 4:31pm.

1. **Approval of Agenda** – Ron Gottschalk entertained a motion to set the November 10, 2021 BOH Policy Committee meeting agenda. Robert McCreath made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

2. **Variance**

a. Prosser Management, LLC – Variance to Winnebago County Sewage Code: Sec 86-78 Determining Suitability and Sizing

Todd Marshall provided an overview regarding Prosser Management Agreement (6786 Yale Bridge Drive). The owners are requesting a variance due to financial hardship. WCHD and Prosser Management has agreed to the revised agreement. A licensed plumber will perform on a monthly basis as follows:

- Take picture of the water meter reading on phone that can be time and date stamped
- Check to ensure no tampering has been done to the meter
- No wastewater discharged outside besides through septic line
- Monthly calibration checks to ensure meter is working properly by doing a simple flow test into a measurement container

Dr. Patricia Lewis made a motion to recommend amendments to the agreement due to financial hardship, seconded by Robert McCreath. Unanimously approved, motion carries.

3. **Environmental Health**

a. Cottage Foods

Dr. Sandra Martell provided background information Cottage Foods.

Cottage Foods Preliminary Guidance

- Amendments to the Cottage Food Act, found at Public Act 102-0633 (SB2007) Cottage Food-Home to Market, go into effect January 1, 2022 throughout the state of Illinois.
- IDPH has been directed to issue administrative guidance to local health departments by January 1, 2022, including a standard registration form.
- This guidance is preliminary and solely intended to assist Cottage food Operators prepare for implementation of the new statutory provisions on January 1, 2022. It is subject to change upon issuance of the administrative guidance by IDPH.



- WCHD is committed to working with Cottage Food operators to protect the health of the community through prevention of foodborne illness.

### Cottage Foods Resolution

- Effective January 1, 2022, the Cottage Food Act requires that local health departments register cottage food operations within their jurisdiction and authorizes local health departments to impose a registration fee not to exceed \$50.00.
- The amendments to the Cottage Food Act also permit local health departments to inspect cottage food operations in the event of a consumer complaint or foodborne illness outbreak or if the local health department determines that an imminent health hazard exists or that a product has been misbranded, adulterated, or is not in compliance with the Cottage Food Act.

Dr. Patricia Lewis made a motion to recommends approval of the Cottage Foods Preliminary Guidance and Resolution, seconded by Angie Goral. Unanimously approved, motion carries

### 4. Personnel

#### a. Vaccination Policy 075-0815-21 – Proposed Revisions

Charlotte LeClercq indicated the revision to Vaccination Policy 075-0815-21 is due to new OSHA regulations. Ron Gottschalk entertained a motion to recommend approval of the revised Vaccination Policy 075-0815-21. First motion made by Robert McCreath, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

### 5. Executive Session – None

### 6. Additions

### 7. Adjournment:

There being no additional business, Chair Ron Gottschalk asked for a motion to adjourn the November 10, 2021 Policy Committee Meeting. Robert McCreath made a motion to approve adjournment; second motion made by Angie Goral. The meeting was adjourned at 5:08pm

Approved by the Board of Health

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

11/16/2021  
Date