

**Minutes of the
Winnebago County Board of Health
Tuesday, November 16, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath, Dr. David Helland, Alderman Gabrielle Torina.

Absent: Dr. John Halversen, Jennifer Muraski.

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 6:32 p.m.

1. Introduction of Guest/Public Participation:

2. Setting the Agenda:

Allen Williams entertained a motion to set the Tuesday, November 16, 2021 WCHD Board of Health meeting. Luci Hoover made the first motion; second motion made by James Powers. Unanimously approved. Motion carries.

3. Approval of BOH Minutes – October 19, 2021:

Dr. Allen Williams entertained a motion to approve the October 19, 2021 Board of Health meeting minutes. Angie Goral made first motion; Luci Hoover 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. Open Meetings Act and Robert's Rules Review

Charlotte LeClercq provided an overview of the Open Meetings Act training the Board of Health members are required to update.

6. Committee Reports:

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – November 10, 2021

James Powers entertained a motion to approve the November 10, 2021 Finance Committee minutes. Luci Hoover made first motion; Alderman Gabrielle Torina made second motion. Unanimously approved, motion carries.

2) Financial Statements

a. Resolution of Expenditures – October 2021

James Powers reported the health fund expenditure for October 2021 is \$860,902.68. Angie Goral moved to approve the October 2021 health fund expenditure of \$860,902.68. Dr. Patricia Lewis seconded. Unanimously approved, motion carries.

b. Statement of Fund Balance

James Keeler reported that the Statement of Fund Balance beginning balance October 31, 2021 is \$10,035,150.64. Revenues YTD is \$838,783.01. Disbursements YTD is \$860,902.68. Ending balance is \$10,013,030.97. No irregularities were noted.

c. Financial Review

James Keeler indicated that this is 1st month of Winnebago County's Fiscal Year 2022 and it is the 4th month of the State of Illinois Fiscal Year 2022. Revenue YTD Budgeted \$906,640.25, Actual was \$838,783.01 with a variance of \$67,857. Expenses YTD Budgeted \$898,287.33, Actual & Encumbered was \$860,902.68 with a variance of \$37,385. No irregularities were noted.

d. Balance Sheet

James Keeler provided an overview of the October 2021 Balance Sheet. Assets for \$10,722,865.89, Liabilities is (\$709,834.92) and the fund balance of (\$10,013,030.97). No irregularities were noted.

e. Bank Reconciliations

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

General Account	\$542,253.55
Lead Account	\$74,046.79
Abandoned Properties	\$5,000.00
E-Pay	\$377,283.02

No irregularities were noted.

f. Revenue and Expenditure Reports

James Keeler provided an overview of Revenue and Expenditures for October 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 October 2021 Accounts Receivables. No irregularities were noted.

FY2021 Accounts Receivable Total Due from Grantors	\$1,935,246.64
Population Vaccination Program	\$(209,043.31)
Other Deferred Revenue	\$(209,043.31)

3) Major Expenditure

James Powers indicated the Finance Committee approved a motion to advance Major Expenditure item a-d at the November 10, 2021 Finance Committee meeting. Discussion was held and the following Major Exenditures were unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Approval
3.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for October 2021	\$ 8,220.00	Ayes-9, Nays-0, Absent-2 All voted in favor, motion carries
3.b	Northern Illinois Service	Demolition - 2311 New Milford School Road	\$ 15,515.00	Ayes-9, Nays-0, Absent-2 All voted in favor, motion carries
3.c	N-TRAK Excavating	Demolition - 1511 Springfield Avenue	\$ 36,600.00	Ayes-9, Nays-0, Absent-2 All voted in favor, motion carries
3.d	Qualtrics	Qualtrics XM Platform - Renewal	\$ 197,460.00	Ayes-9, Nays-0, Absent-2 All voted in favor, motion carries

4) Proposed Contracts and Agreements - None

c) Policy Committee

1) Approval of Policy Committee minutes – November 10, 2021

Ron Gottschalk entertained a motion to approve the November 10, 2021 Policy Committee minutes. Robert McCreath made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.

2) Variances

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

Ron Gottschalk indicated that the Policy Committee is bringing forth a recommendation to approve the Prosser Management Agreement (6786 Yale Bridge Drive) and provided an overview regarding Prosser Management Agreement. 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.

Ayes-9, Nays-0, Absent-2. Unanimously approved, motion carries.

3) Environmental Health

a. Cottage Foods – Preliminary Guidance and Resolution

Ron Gottschalk referred to the preliminary Cottage Foods guidance and the Resolution regarding fees. The Policy Committee is bringing forth a recommendation to approve the Cottage Foods Resolution regarding fees.

Ayes-9, Nays-0, Absent-2. Unanimously approved, motion carries.

4) Personnel Policies

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

Ron Gottschalk indicated that the revision to Vaccination Policy 075-0815-21 is due to new OSHA regulations. The Policy Committee is bringing forth a recommendation to approve Vaccination Policy 075-0815-21 regarding the proposed revisions.

Ayes-9, Nays-0, Absent-2. Unanimously approved.

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:** None.

8. **CORRESPONDENCE AND INFORMATION:** None.

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. David Helland. 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. Ron Gottschalk made first motion, second motion made by Dr. David Helland. Voice vote, unanimously approved. Motion carries. The Committee adjourned Executive Closed Session at 7:37p.m.

Reconvene to Open Session

Dr. Allen Williams entertained a motion to reconvene into open session. First motion made by Angie Goral; 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 7:39p.m.

11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the November 16, 2021 BOH meeting. Robert McCreath made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:41p.m.

Approved by the Board of Health



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

12/22/2021

Date