



**Minutes of the
Winnebago County Board of Health
Monday, November 17, 2020 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

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

Absent: Tuffy Quinonez

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

Attorney: Not present

WCHD Support: Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:31 p.m.

1. **Introduction of Guest/Public Participation:** Zak Rotello, Owner of Olympic Tavern provided some comments regarding the effects COVID-19 has had on the local restaurant business industry.
2. **Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the amended Tuesday, November 17, 2020 WCHD Board of Health meeting agenda.

Dr. David Helland made first motion; Luci Hoover made second motion. Unanimously approved, motion carries.
3. **Approval of BOH Minutes – October 20, 2020:**

Dr. Allen Williams entertained a motion to approve the October 20, 2020 Board of Health meeting minutes. James Powers made first motion; Dr. John Halversen 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. **Committee Reports:**
 - a) Executive Committee – None.
 - b) Finance Committee

- 1) Approval of Finance Committee minutes – November 10, 2020
 Dr. John Halversen entertained a motion to approve the November 10, 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 – October 2020
 Dr. John Halversen asked for a motion to approve the health fund expenditure for October 2020. James Powers moved and Luci Hoover seconded to approve the health fund expenditure for the month of October 2020 for \$655,059.86. Unanimously approved, motion carries.
 - b) Statement of Fund Balance
 Dr. John Halversen indicated that the Statement of Fund Balance beginning balance September 30, 2020 is \$10,424,568.18. Unaudited activity per MUNIS records: Revenues \$262,903.73, Disbursements \$655,049.86 with an ending balance of \$10,032,422.05. No irregularities were noted.
 - c) Financial Review
 Dr. John Halversen indicated that this is 1st month of Winnebago County's Fiscal Year 2020 and it is the 4th month of the State of Illinois Fiscal Year 2020. Revenue YTD Budgeted \$1,198,623.52, Actual was \$262,903.73 with a variance of \$935,720. Expenses YTD Budgeted 1,193,905.54, Actual & Encumbered was \$655,049.86 with a variance of \$538,856. No irregularities were noted.
 - d) Balance Sheet
 Dr. John Halversen indicated that the October 2020 Balance Sheet are preliminary. Jim Keeler indicated that were trying to ramp up for our programs but it is a bumpy first month. No irregularities were noted.
 - e) Bank Reconciliations
 Dr. John Halversen provided the following October 2020 ending balances for the following:

General Account	\$283,649.29
Lead Account	\$5,000.00
Abandoned Properties	\$5,000.00
E-Pay	\$772,818.26

 No irregularities were noted.
 - f) Revenue and Expenditure Reports
 Jim Keeler indicated that the actual budget figures are incorrect and he will be reaching out to the County to address the discrepancy.
 - 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.
 - h) Accounts Receivable
 Accounts Receivable were not available for review.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items A-E. Dr. Halversen entertained a motion to approve Major Expenditures A-E. 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 Certificates for October/2020	\$ 8,300.00	James Powers / Dr. David Helland	All voted in favor, motion carries
b.	Winnebago County SWCD	Soil Borings	\$ 3,400.00	James Powers / Dr. David Helland	All voted in favor, motion carries
c.	Zoom	Business subscription for virtual platform for internal meetings, BOH Board & Committee meetings, Trainings, & Workshops and compatible with Winnebago County IT	\$ 5,999.00	James Powers / Dr. David Helland	All voted in favor, motion carries
d.	IP Communications	6040 IP Phones, Integrated Headsets, License fees	\$ 10,477.80	James Powers / Dr. David Helland	All voted in favor, motion carries
e.	Seqirus USA, Inc.	Influenza Vaccines for Drive-thru Flu Clinic(s) and targeted under-served populations to reduce health risks associated with influenza	\$ 16,897.08	James Powers / Dr. David Helland	All voted in favor, motion carries
f.	CDW-Government	SurfacePros Laptops (40) Obsolete desktop equipment for WCHD personnel does not support telework or video capability to work remotely should quarantine, stay at home order or other circumstances prohibit access to office area	\$ 118,001.60	Informational Only	BOH Approved by Electronic Poll 10/30/2020 Aye (8), Nay (0), Non-Vote (2)
g.	CDW-Government	Headsets for COVID-19 Contact Tracers	\$ 7,755.60	Dr. David Helland / Luci Hoover	All voted in favor, motion carries
h.	TBD	Population Vaccination Software Application	N/A	Tabled	

h. Population Vaccination Software Application

Dr. Martell indicated that she was hoping to have a proposal to get on the agenda but the final vendor has not been chosen. Software Platform expense will need to be secured before the end of December and a Major Expenditure request for this item will be requested by Electronic Poll once a Software Platform has been chosen.

4) Proposed Contracts and Agreements

Dr. John Halversen indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements Items a-j. Dr. John Halversen entertained a motion to approve Proposed Contracts and Agreements Items a-j. Dr. David Helland made a motion, seconded by James Powers. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
a.	City of South Beloit Police Department	FY21 Tobacco Enforcement Program (TEP) Grant	\$ 922.66	Dr. David Helland / James Powers	All voted in favor, motion carried
b.	Village of Roscoe Police Department	FY21 Tobacco Enforcement Program (TEP) Grant	\$ 1,118.46	James Powers / Dr. David Helland	All voted in favor, motion carried
c.	Winnebago County Sheriff's Department	FY21 Tobacco Enforcement Program (TEP) Grant	\$ 988.68	Dr. David Helland / James Powers	All voted in favor, motion carried
d.	Winnebago County Sheriff's Department	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / James Powers	All voted in favor, motion carried
e.	Conscious Coaching	Teen Pregnancy Prevention (TPP)	\$ 3,000.00	James Powers / Dr. David Helland	All voted in favor, motion carried
f.	100 Strong	Teen Pregnancy Prevention (TPP)	\$ 3,000.00	James Powers / Dr. David Helland	All voted in favor, motion carried
g.	Innerspace Environmental	Lead Based Paint Inspections/Assessments	\$ 50,000.00	Dr. David Helland / James Powers	All voted in favor, motion carried
h.	Multiple	MOU/MOA BinaxNow™ Laboratory Testing Under Standing Order Using IDPH Provided Test Kits	N/A	James Powers / Dr. David Helland	All voted in favor, motion carried
i.	Salvation Army	Storage and logistical support for Public Health Emergency Preparedness Supplies	\$36,000.00/year	Dr. David Helland / James Powers	All voted in favor, motion carried
j.	Multiple	Standing Orders for Pharmacists to Dispense Smoking Cessation Medication	N/A	James Powers / Dr. David Helland	All voted in favor, motion carried

- c) Policy Committee – No meeting
- d) Personnel Committee – No meeting
- e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS:

- a) Personnel Committee – Dr. Martell indicated that she anticipates that a Personnel Committee meeting will need to be held in December.
- b) Population Vaccination Planning
James Powers asked at what point is WCHD in the process of planning for the Population Vaccination Planning of COVID-19 vaccine distribution. Dr. Martell suggested Population Vaccination Planning presentation be provided at the December 2020 Board of Health meeting.
- c) Ron Gottschalk asked if there was any feedback regarding Variance #R201-029680 (12220 Harbor Oaks, Machesney Park, IL). Todd Marshall indicated that the Engineer was waiting for the approval of the Board of Health October 20, 2020 meeting minutes so that they could take the next step in reviewing the \$3million surety bond.
- d) WCHD Holiday All Staff
Dr. Martell stated that WCHD Holiday All Staff will be held virtually through Zoom this year and extended an invitation to the Board of Health members to participate in the holiday festivities.

e) 2020 Flu Vaccination

Dr. John Halversen asked for a status on the 2020 Flu Vaccination program. Dr. Martell indicated that overall WCHD has seen an uptick on both the Clinic side and Drive-thru Flu Clinic. Rebecca Lyons stated that this year is the first year a large population vaccination via drive-thru. 720 Flu shots were administered over three Saturday events. There were a lot of UIC students trained on vaccination. COVID-19 questions on intent to vaccinate were added on the consent forms and the data is now being reviewed.

8. CORRESPONDENCE AND INFORMATION: None

9. ADDITIONS: None

10. Executive Closed Session: None


11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the November 17, 2020 BOH meeting. Robert McCreath made first motion; James Powers made second motion. Unanimously approved, motion carries. Meeting adjourned at 8:03p.m.

Approved by the Board of Health



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



Date