



**Minutes of the
Winnebago County Board of Health
Monday, December 15, 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: Charlotte LeClercq

WCHD Support: Christina Washington (recorder)

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

1. Introduction of Guest/Public Participation: None.

2. Setting the Agenda:

Dr. Allen Williams entertained a motion to set the amended Tuesday, December 15, 2020 WCHD Board of Health meeting agenda.

Dr. John Halversen made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries.

3. Approval of BOH Minutes – November 17, 2020:

Dr. Allen Williams entertained a motion to approve the November 17, 2020 Board of Health meeting minutes. James Powers 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, school-related cases and the shifting demographics/geography in where the increases are being reported.

b) COVID-19 Vaccination Plan

Rebecca Lyons provided a high-level overview of the COVID-19 Vaccination Plan. This plan was developed by the COVID-19 Vaccination Planning Team which consists of members from WCHD, UIC College of Pharmacy Rockford, UIC College of Medicine Rockford, Rockford Rebounding Health Workgroup (City of Rockford), and Village President of Machesney Park. The plan was based on COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations. Centers for Disease Control and COVID-19 Vaccination Plan V3. Illinois Department of Public Health. A brief discussion and Q&A was held regarding the following:

Phased Approach

- Phase 1: Limited/scarce supply
 - A – “Frontline” Healthcare Personnel / Long Term Care Facility Residents
 - B – Essential Frontline Workers
 - C – People with *significant* comorbid conditions / all older adults
- Phase 2: Large number of vaccine doses available
 - People with *moderate* co-morbid conditions
 - People in congregate facilities including homeless shelters, group homes, and correctional facilities
- Phase 3: Vaccine supply more widely available
 - Young Adults
 - Children
 - Jobs Important to the Functioning of Society
- Phase 4: Sufficient supply of vaccine doses are available for entire population

Software Platform

- Met with six (6) vendors, and Qualtrics was selected based on price and features including ability for:
 - Patient registration & scheduling
 - A decision support system
 - Appointment reminders
 - Vaccine management
 - Communication with state and federal reporting platforms
 - Communication with Epic
- Anticipate registration and decision support system capabilities to go live in the beginning of January 2021

First Distribution

- Winnebago County is one of 50 counties in IL (based on COVID-19 death rate per capita) slated to receive vaccine this week
- Vaccine will be distributed from the Regional Hospital Coordinating Center
- MercyHealth, OSF HealthCare Saint Anthony Medical Center, and SwedishAmerican will receive a pre-portioned allocation of vaccine for their frontline healthcare workers
- The first vaccine distributed will be **Pfizer (*ultra-cold*)** which was approved by the FDA for EUA this past weekend

5. **President’s Report:** None.

6. **Committee Reports:**

- a) Executive Committee – None.
- b) Finance Committee

1) Approval of Finance Committee minutes – December 9, 2020

Dr. John Halversen entertained a motion to approve the December 9, 2020 Finance Committee minutes. James Powers made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.

2) Financial Statements

- a) Resolution of Expenditures – November 2020

Dr. John Halversen asked for a motion to approve the health fund expenditure for November 2020. Luci Hoover moved and Dr. David Helland seconded to approve the health fund expenditure for the month of November 2020 for \$934,270.01. 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 \$736,550.28 with an ending balance of \$9,914,473.64. No irregularities were noted.

c) Financial Review

Dr. John Halversen indicated that this is 2nd month of Winnebago County's Fiscal Year 2020 and it is the 5th month of the State of Illinois Fiscal Year 2020. Revenue YTD Budgeted \$2,397,247.04, Actual was \$1,160,725.75 with a variance of \$1,236,521. Expenses YTD Budgeted \$2,387,811.08, Actual & Encumbered was \$1,670,820.29 with a variance of \$716,991. No irregularities were noted.

d) Balance Sheet

Dr. John Halversen indicated that the November 2020 Balance Sheet are preliminary. Jim Keeler indicated that were down about half million the first two periods. Quarterly real estate tax levy will be posted next month. Cash position is at a maximum because we received first round of local CURES funding which was close to half a million dollars. Collections are up to date. No irregularities were noted.

e) Bank Reconciliations

Dr. John Halversen provided the following November 2020 ending balances for the following:

General Account	\$314,303.93
Lead Account	\$5,000.00
Abandoned Properties	\$5,000.00
E-Pay	\$787,374.91

No irregularities were noted.

f) Revenue and Expenditure Reports

Jim Keeler indicated there was \$81,000 in October 2020 that was not posted that are buried in these number but we are up to date for November 2020. There is a correction that the County still needs to post. We are not projecting a deficit of 2.6 million for this year; we are projecting a very modest surplus of \$56,000.

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-c. Dr. Halversen entertained a motion to approve Major Expenditure's a-c. James Powers made motion, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for November/2020	\$ 10,120.00	James Powers / Robert McCreath	All voted in favor, motion carries
b	Northern Illinois Public Health Consortium	2021 Membership Dues	\$ 5,000.00	James Powers / Robert McCreath	All voted in favor, motion carries
c	Periodontics of Rockford	Provide Reimbursement for eligible Ryan White Dental services	\$ 3,141.00	Luci Hoover / Dr. Patricia Lewis	All voted in favor, motion carries
d	Qualtrics	COVID-19 Vaccination Management Software	\$ 540,500.00	Information Only	BOH Approved by Electronic Poll 12/11/2020 Aye (9), Nay (0), Non-Vote (1)

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	Services/Item	Amount	Total Motion/Seconded	Approved
a	Erickson Institute DCFS Early Childhood Project	Maternal Infant and Early Childhood Education Home Visiting Program (MIECHVP)	N/A	James Powers / Dr. Patricia Lewis	All voted in favor, motion carried
b	Rockford Park District	Teen Pregnancy Prevention (TPP)	\$ 3,000.00	James Powers / Dr. Patricia Lewis	All voted in favor, motion carried
c	Multiple	Community Site / COVID-19 Vaccine Administration	N/A	James Powers / Dr. Patricia Lewis	All voted in favor, motion carried

c) Policy Committee

1. Approval of Policy Committee minutes – December 9, 2020

Ron Gottschalk entertained a motion to approve the December 9, 2020 Policy Committee meeting minutes. Dr. Patricia Lewis made a motion, seconded by Luci Hoover. Unanimously approved, motion carries.

2. Bond vs Insurance

a. 12220 Harbor Oaks, Home Remodel – Holding Tank Bond vs Insurance

Todd Marshall provided an overview of the formal letter that has been drafted regarding the concerns the board still have regarding the variance applicants request to switch from surety bond to insurance.

d) Personnel Committee

1. Approval of Personnel Committee minutes – December 9, 2020

Luci Hoover entertained a motion to approve the December 9, 2020 Personnel Committee meeting minutes. Ron Gottschalk made a motion, seconded by Dr. Patricia Lewis. Unanimously approved, motion carries.

2. Salary Adjustments for Leadership Personnel

Dr. Sandra Martell provided an overview regarding salary adjustments for three leadership personnel. Dr. Patricia Lewis made a motion to approve Salary Adjustment for Leadership Personnel; seconded by Ron Gottschalk. Unanimously approved, motion carries.

e) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS: None

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 December 15, 2020 BOH meeting. Ron Gottschalk made first motion; Dr. David Helland made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:50p.m.

Approved by the Board of Health



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



Date